



**2023-2024**

# **Moorhead Alternative Learning**

**in the Moorhead Area High School Career Academy**

## **Family & Student Handbook**

*The mission of Moorhead Area Public Schools is to develop the maximum potential of every learner to thrive in a changing world.*

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## Bell Schedule

<b>Period 1</b>	8:30-9:10 (40)	<b>Block 1</b>	8:30-9:55 (85)
<b>Period 2</b>	9:15-9:55 (40)		

<b>Passing/Travel Time 1</b>	9:55-10:10 (15)
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<b>Period 3</b>	10:10-10:50 (40)	<b>Block 2</b>	10:10-11:35 (85)
<b>Period 4</b>	10:55-11:35 (40)		

<b>Passing/Travel Time 2</b>	11:35-11:50 (15)
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All Block & All Science Classes for Period 5			
<b>1st Lunch</b>	11:45-12:20 (35)	<b>Block 3</b>	12:20-1:45 (85)

All Skinny Classes for Period 5 (Exception of Science)	
Period 5	11:50-12:30 <i>Science Skinny 12:20-1:00</i> (40)
2nd Lunch	12:30-1:05 (35)
Period 6	1:05-1:45 (40)

Passing/Travel Time 3	1:45-2:00 (15)
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Period 7	2:00-2:40 (40)	Block 4	2:00-3:25 (85)
Period 8	2:45-3:25 (40)		

## 2-Hour Late Start Bell Schedule

Period 1	10:30-10:55 (25)	Block 1	10:30-11:25 (55)
Period 2	11:00-11:25 (25)		

Passing/Travel Time 1	11:25-11:40 (15)
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Period 3	11:40-12:05 (25)	Block 2	11:40-12:35 (55)
Period 4	12:10-12:35 (25)		

Passing/Travel Time 2	12:35-12:50 (15)
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All Block & All Science Classes for Period 5			
1st Lunch	12:45-1:20 (35)	Block 3	1:20-2:15 (55)

All Skinny Classes for Period 5 (Exception of Science)	
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<b>Period 5</b>	12:50-1:15 <i>Science Skinny 1:20-1:45</i> (25)
<b>2nd Lunch</b>	1:15-1:50 (35)
<b>Period 6</b>	1:50-2:15 (25)

<b>Passing/Travel Time 3</b>	2:15-2:30 (15)
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<b>Period 7</b>	2:30-2:55 (25)	<b>Block 4</b>	2:30-3:25 (55)
<b>Period 8</b>	3:00-3:25 (25)		

## Alternative Education, K-12:

The focus of alternative education in Moorhead Area Public Schools is to support academic achievement for all youth, close the achievement gap, and increase graduation rates. **Graduation is the goal** — student learning and engagement come first. The bottom line in dropout prevention is early identification of students at-risk for not graduating in four years. Then, using multi-tiered systems of support, effective strategies can be implemented to better engage students in school and in learning. Alternative education programs and services in Moorhead Area Public Schools support students to be successful in meeting learning outcomes by focusing on the following priorities to raise graduation rates:

- **Closing the Gap:** Collaborating to effectively increase graduation rates and decrease dropout rates for all students.
- **Data-Driven Decision Making:** Using data to provide effective supports to students who are disengaging from school and learning.
- **Engagement, Recovery and Re-engagement:** Developing and implementing effective programs to keep youth in school and identify and encourage youth who have already dropped out of school to re-enter school and complete high school.
- **Individualized Student Planning for the Future:** Providing effective and accessible programming and resources for schools, families and students to facilitate high school completion and postsecondary success.
- **Collaboration:** Working together to embed Minnesota's goal of graduation for all and action steps into any child or youth-focused program or initiative.

Students report a variety of reasons for dropping out of school; therefore the solutions are multidimensional. Alternative education in Moorhead Area Public Schools (and greater Clay County) has the mission of reducing the dropout rate by meeting the needs of youth in at-risk situations.

Moorhead Alternative Learning Center is a state-approved alternative program designed for students who are at-risk of educational failure. (The ALC eligibility criteria is listed on pages 6-7.) Moorhead ALC works in cooperation with Moorhead Area Public Schools and schools in greater Clay County.

The ALC operates year round and provides a broad array of services to meet the needs of at-risk students. The ALC provides traditional classroom and individualized instruction, as well as independent study. Independent study is a delivery model where the students do the majority (up to 80 percent) of their work outside of the traditional classroom, whether it is online, in the community, at a library or at home. Middle-level programs provide a continuum of services. This continuum ranges from separate sites, school within a school, pull-out support programs or other support models within the traditional setting. Targeted Services is extended day, extended year programming for kindergarten through grade 8 students who meet the Graduation Incentives criteria of being at-risk of not graduating from high school with their peers.

The Minnesota Graduation Incentives Criteria are used to identify students at-risk (Minn. Statutes, Section 124D.68). Continual Learning Plans (CLP) are developed annually for each student to outline the steps necessary for grade promotion and/or graduation (Minn. Statutes, Section 124D.128, Subdivision 3). Information is provided to students and families regarding alternative education options and that participation in the program is optional (Minn. Statutes, section 124D.68, Subdivision 6).

Moorhead Alternative Learning Center follows the policies and guidelines of Moorhead Area Public Schools. More information about these policies is outlined below.

## **Moorhead Area Public Schools Mission:**

“To develop the maximum potential of every learner to thrive in a changing world.”

District website is [www.moorheadschoools.org](http://www.moorheadschoools.org).

## **District Communication**

All parents/guardians are encouraged to download the Moorhead Schools App from their app store. This free app provides instant access to school level announcements, news, menus, school events, school contacts and more. Families are encouraged to follow the district as well as any schools in which their students are enrolled. Notifications can be set based on parent preference.

Families who have shared their email and phone information through PowerSchool may receive email notifications, text messages or voicemails from the district or the school about pertinent information relating to their student.

Moorhead Area Public Schools' website at [www.moorheadschoools.org](http://www.moorheadschoools.org) provides information about the school district, news, phone numbers, dates of events, and access to PowerSchool and e~Funds for Schools.

Follow Moorhead Area Public Schools on Facebook, Instagram and Twitter (@MoorheadSchools) to see student and district highlights.

A school district calendar is mailed to all families before the start of the school year. The calendar provides district phone numbers and dates of district events. Please ask for one at the school office if you do not receive one in the mail.

## Weather-Related and Emergency School Closings

Occasionally the Superintendent will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow, ice or other emergencies. As soon as the decision to close schools is made, an announcement will be made on the district website and all local radio and television stations. The district also uses an automated notification system for weather-related announcements and other notifications. Parents are encouraged to log in to PowerSchool to choose how they are notified with this system or to review prior messages in the system.

If there is an immediate danger that requires students to be sheltered in the school, we recommend that parents/guardians refrain from coming to pick up their students. This would include situations such as tornado or blizzard warnings. All students must be signed out through the parent/guardian reunification process that will be operating under these conditions.

If you hear no announcement concerning Moorhead Schools, you should assume that school is open and a regular schedule is being followed. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

See the Bell Schedule for the schedule for a two-hour late start to the school day.

For additional information refer to [School Board Policy 711](#) on the school district website or in the school office.

## Moorhead High School Career Academy Purpose

“To ensure each Moorhead area student engages in modern career exploration and investigation.”

## Moorhead Alternative Learning Center Purpose

“To be a welcoming, caring, collaborative community that celebrates the distinctiveness of our unique learners, encourages individual growth and sparks imagination by engaging students in the creative learning process and the continued pursuit of knowledge.”

## Moorhead Alternative Learning Center Program and Services

Moorhead Alternative Learning Center at the Moorhead High School Career Academy serves students from Moorhead Area Public Schools and the greater Clay County area. The ALC, administered by the Moorhead School District, offers alternative programs for students with educational needs not met through traditional school settings.

Moorhead High School Career Academy Building hours: Office hours are from 8 a.m. to 4:00 p.m. Appointments outside of these hours may be arranged with the principal, assistant principal and/or ALC staff.



The Moorhead Alternative Learning Center (ALC) provides a variety of programs and services year round to support eligible learners, K-12. Programming includes full-time, part-time, extended day and summer options. Students are eligible for alternative education if they meet one or more of the following criteria (MN Statute 124D.68):

- Performs substantially below the performance level for students of the same age/grade;
- Is behind in satisfactorily completing coursework or obtaining credits for graduation;
- Is pregnant or a parent;
- Has been assessed as chemically dependent;
- Has been excluded or expelled;
- Is a victim of physical or sexual abuse;
- Has experienced mental health problems;
- Has experienced homelessness in the past six months;
- Speaks English as a second language or is an English learner;
- Has withdrawn from school or is chronically truant;

Our programs are characterized by smaller class sizes and a hands-on/experiential approach to learning. Instruction is designed to meet individual student learning styles and their social and emotional needs. Teachers build connections with students and focus on college, career and life readiness, including independent study options. Community, county and state partnerships provide additional support and resources.

The purpose of the Moorhead ALC is to be a welcoming, caring, collaborative community that celebrates the distinctiveness of our unique learners, encourages individual growth and sparks imagination by engaging students in the creative learning process and the continued pursuit of knowledge. Program staff support self-sufficiency and will never do something for a student that she/he is capable of doing for him/herself. We ask that parents/guardians partner with us to set high expectations and to encourage their child to do his/her best and to develop a sense of personal responsibility for his/her actions. We believe these are the ingredients necessary to develop self-discipline now and personal and vocational self-sufficiency in the future.

## Elementary School Program Options

Intervention with elementary age students is provided by the ALC in partnership with traditional buildings. These extended day/learning year programs provide a window of opportunity for at-risk learners. These opportunities are an important key to helping at-risk students progress in traditional school settings. Students may become disengaged from the school experience and/or burdened with personal-social-family concerns by their middle years. Offering intervention in the elementary years assists students to stay on track to meet grade-level standards/benchmarks.

**EXCEL: Targeted Services** are a resource offered through the Moorhead ALC for families to identify children who are at social or academic risk or not meeting grade level benchmarks. EXCEL: Targeted Services helps to get these students back on track by offering classes after school and in the summer. Students in the elementary grades can access Moorhead ALC services through EXCEL: Targeted Services

After School and EXCEL: Targeted Services Summer Academy. These programs are based in each of Moorhead's elementary schools, Dorothy Dodds, Robert Asp, Ellen Hopkins and S.G. Reinertsen. Barnesville and DGF may work with the ALC to provide extended day/learning year opportunities for elementary age students.

## Middle School Program Options

For middle school students the range of program options and locations available include:

- Moorhead ALC Middle at Probstfield Center for Education
- Intensive Day Services
- EXCEL: Targeted Services Extended Day/Saturday Options
- EXCEL: Targeted Services Summer Academy

**Flexible Options** – Middle school programs and services may be combined to create the best fit for each student.

**Moorhead Middle at Vista Center for Education** – Eligible middle-level students have the opportunity to participate in alternative programming off site during the regular school day. The Moorhead Middle program located at Probstfield Center for Education provides a personalized learning environment for students in a structured and supportive setting.

**Extended Day/Learning Year** – Eligible students have the opportunity to participate in extended day and learning year programming in traditional and off site locations. Barnesville and DGF may work with the ALC to access and/or provide extended day/learning year opportunities for middle level students.

## High School Program Options

In addition to the alternative high school at the Moorhead High School Career Academy, Moorhead Alternative Learning Center provides a continuum of programs and services to support eligible secondary students in traditional and community based settings. The options may include the following:

- Independent Study Program (school within a school) at MHS
- Independent Study (evening/summer programming)
- EXCEL: Extended Day/Learning Year (Summer)
- Early/Middle College Program at Minnesota State Community and Technical College

**Flexible Options** – High school options may be combined to create the best fit for each student.

**EPIC Program at MHS** – Eligible high school students have the opportunity to participate in alternative programming in the traditional setting during the regular school day.

**Independent Study** – Eligible high school students have the opportunity to participate in Independent Study programming in traditional and off-site settings during and beyond the regular school day. Students will be required to attend class weekly to maintain enrollment in their courses. Teacher/student contact time is required by state definition to earn high school credit.

**Day Treatment Classroom** – Students who need an off-site alternative setting for a disciplinary infraction may be assigned to the intensive day classroom. This learning environment provides academic and behavior support.

**Extended Day/Learning Year** – Eligible students have the opportunity to participate in extended day and learning year programming in traditional and/or off-site locations.

Alternative options may be offered at member high schools, eg. Moorhead, Barnesville, DGF, and at Moorhead High School Career Academy.

**Early/Middle College Program** – The Moorhead Alternative Learning Center at the Moorhead High School Career Academy works collaboratively with Minnesota State Community and Technical College to provide post-secondary options for ALC students to pursue higher education and training while in high school.

## 2023-2024 ALC School Calendar

[Click here](#) to view the 2023-24 district calendar.

## 2022-23 Alternative Learning Staff Contact Information

Attendance	218-284-2201
Principal Josh Haag	218-284-2230
Assistant Principal Craig Farhendorf	218-284-2231 218-284-6030
Administrative Assistant Nikki Wardien, Attendance	218-284-2202 218-284-2233 (fax)
Student Assistance Counselor Molly Sumers	218-284-2249
Social Worker Jessica Siders	218-284-2213
Behavior Intervention Specialist Shannon Grossman	218-284-6846
Indian Ed Liaison	

Mihkail Wicker 218-284-2216

Police/Community Service  
Louis Ochoa 218-284-2246  
218-790-4054 (cell)

School Nurse/Health Tech  
Amber Forde Carol 218-284-3410

Teachers - \*The teacher directory will be updated regularly on the Moorhead Area Public Schools district website.

Transitional Student Support  
Amy Riccio 218-284-2218

## GENERAL INFORMATION

### Building Cleanliness

We ask that everyone be respectful and responsible by doing their part to keep our building clean. Students may be allowed to bring food/beverages into designated areas. Breakfast and lunch items must remain in the Commons. Students may bring a sack lunch in the morning and refrigeration will be provided. There may be special occasions when students are given the opportunity to order in special food items (i.e., pizza). We ask that adults only drop off special food items (i.e., birthday treats, take out) if it has been pre-arranged with staff.

### Busing

Transportation services are provided with district-owned vehicles and contracted services for the safe and efficient transportation of students to and from school. Moorhead Area Public Schools provides regular school day transportation, to and from, to students who reside within the school district boundaries and live one mile or more from their assigned building or to eligible students who must cross or use an area identified as being an extraordinary traffic hazard to and from school.

### School Bus Code of Conduct

To ensure the safety of all students riding buses in Moorhead Area Public Schools, appropriate behavior is required for all students. Transportation to and from school is an extension of the classroom and should be considered part of the school day. The issue of safety requires students to be on their best behavior while on school buses or vehicles. Violations of school bus rules will be addressed in the manner listed below.

## **Video Camera Systems**

All buses are equipped with video surveillance equipment. This equipment is used to view student/driver behavioral issues by the transportation staff and principal/principal designee and other appropriate staff.

Driver and school administrators will generally observe the following steps when the driver submits a School Bus Disciplinary Report. However, if a student engages in severe misconduct as a first offense, the school administration is authorized to modify the disciplinary consequences, as appropriate. Depending upon the student's conduct, the school administration is authorized to skip the steps below and impose more severe disciplinary consequences, if circumstances warrant.

The School District Behavior Code is in effect for all students at all times when being transported on school buses to and from school or school activities. Thus, while students may lose the privilege to ride the bus due to their misconduct, the student may also be disciplined according to the District's Code of Character, Conduct, and Support, up to and including suspension, recommendation for expulsion and notification to law enforcement.

The school district school bus safety rules are posted on every bus. If these rules are broken, the school district's discipline procedures will be followed. Offenses are categorized as Level 1, Level 2, or Level 3. Each level of offense has associated consequences that are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district Transportation office and the appropriate school office. Rules also apply to each bus stop.

### **Rules at the Bus Stop**

1. Get to your bus stop five minutes before your scheduled pick up time. The bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco, or drugs.

## **Discipline of Students with Individual Education Plans (IEPs) and 504 Plans:**

Students with IEPs or 504s will be disciplined in accordance with federal state law including the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act, as set forth in the procedures developed by the administration.

### **LEVEL 1**

#### **Immediate bus driver and administration response to re-engage student**

Behavior concerns require drivers and administration to use prevention strategies to address low-impact behaviors and may involve consultation with student support team members. Email notification to parents and additional offenses will be documented and will result in a bus suspension up to 5 days for repeated offenses.

### **LEVEL 2**

#### **Assigned consequences including short-term/temporary bus suspension**

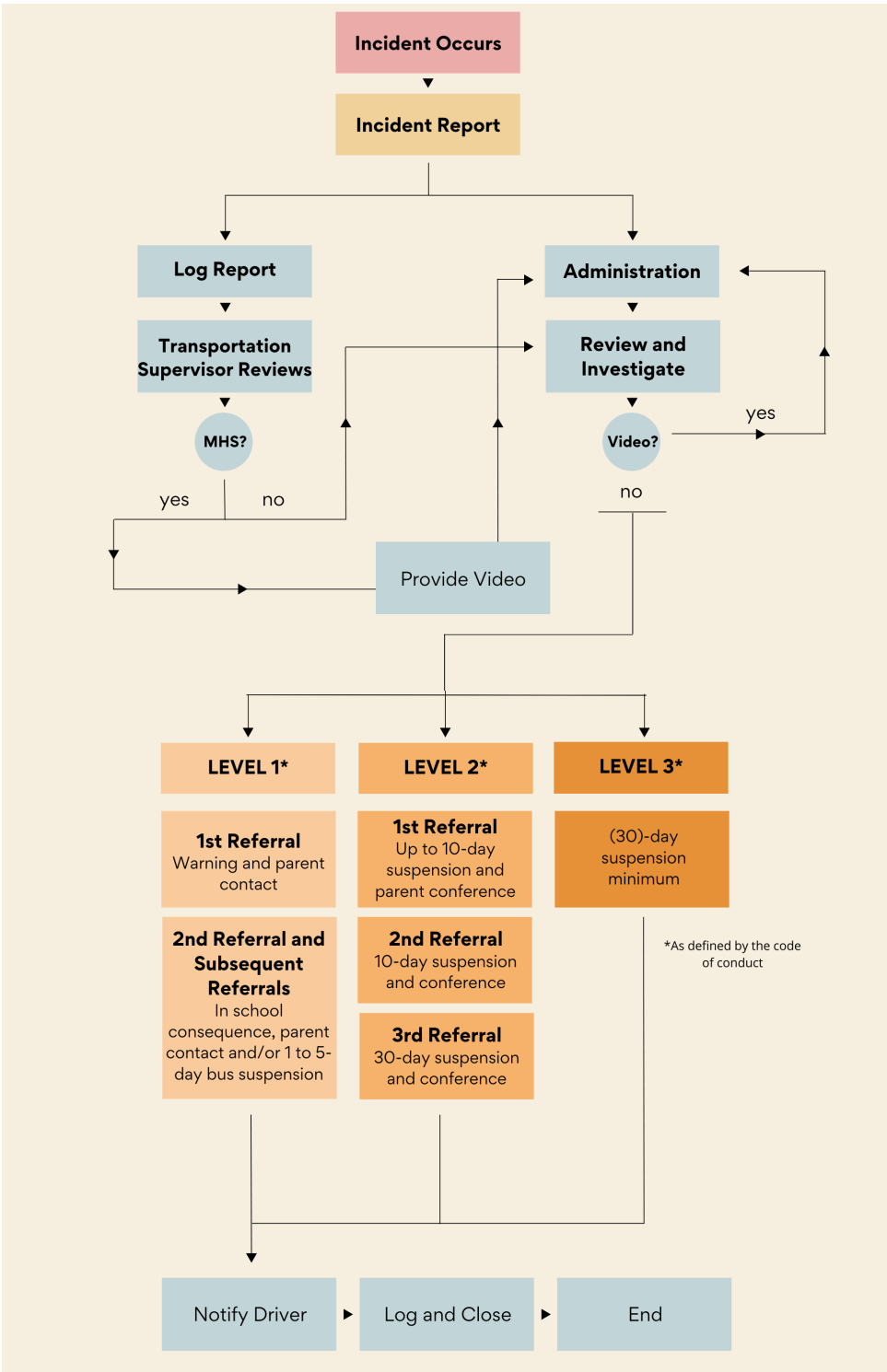
These behavior infractions (including persistent Level 1 concerns) will be documented and will result in meetings with parents/guardians and will result in a bus suspension up to 30 days.

### **LEVEL 3**

#### **Assigned consequences including long-term and permanent bus suspension**

These behavior infractions present a risk to the safety, health, or welfare of adults and students and will involve bus suspensions for at least a minimum of 30 days and up to the remainder of the school year. It will also include a student and parent/guardian conference with the administrator.

Process Flowchart



For additional information refer to [School Board policy 709](#) on the school district website or in the school office

## Communication Assistance

If a parent or guardian is in need of accommodations to communicate with a child's school or to participate in a child's education, please contact the Moorhead Alternative Learning Center at 218-284-2202 to make a request. Examples of accommodations include: TDD at a child's school, large print or Braille materials, accessible meeting facilities, interpreters or assistive listening device kit for all meetings, conferences, activities, etc.

## Field Trips

All school policies apply to students on field trips 24 hours a day for the duration of the trip.

## Fundraising

All fundraising projects by any student group must be approved in advance by the advisor, principal and executive director of human resources and operations before any fundraising may begin.

## Guidelines for Visitors:

City ordinances and state statutes require that all visitors report to the main office immediately for a visitor's permit. Student visitors are not allowed. Exceptions will require advance administrative approval. All visitors during the day will be requested to wear an appropriate form of identification.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. Unauthorized persons in the building will be asked to leave and may be reported to the police; failure to leave will result in trespassing charges being filed.

For additional information refer to [School Board Policy 905](#) on the school district website or in the school office.

## Handbook Online

A current version of the handbooks for Moorhead Alternative Learning Center and other schools in the Moorhead Schools are available online at [www.moorheadschools.org](http://www.moorheadschools.org). The online version contains any changes to the handbook and links to related board policies (under schools select Moorhead Alternative Learning Center or other buildings).

## Health Services

Students' health significantly affects school attendance and performance. Our health office is staffed from 8:15 am to 11:45 am by a health assistant trained in first aid and CPR. From 11:45 am until the end of the



school day an administrative assistant, trained in health services practices is available to students. A licensed school nurse supervises and oversees the health assistant, helps families to plan for health needs at school, trains staff to support health needs and is on call at all times in cases of serious injury or illness at school. Communication and cooperation between school personnel and parents/guardians is essential for meeting our students' health needs. The health office also assists in the management with the following items:

**Immunizations:** Minnesota state law, M.S. 121A.15, mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form to attend school in Minnesota. The current immunization requirements for your child's age can be found at:

<https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>. Transferring students have 30 days to provide the school with immunization and health records. Clay County Public Health, at 715 11th St. N., offers free and low cost immunizations. Please call 218-299-7777 for an appointment. Free notary services are available at the district operations office for families seeking exemptions.

**Illness and injury at school:** If your child becomes ill at school, school personnel need to be able to contact you. Please complete emergency information in PowerSchool Registration, including medical provider, hospital preference and alternate persons to call in case of an emergency. We will not release ill students without contacting a parent or guardian. All school-related accidents (including extracurricular and out-of-town activities) should be reported to the health office. Accident reports are kept on file for significant injuries.

Students who become ill during the school day have access to the school health office. Any student leaving school during the day due to illness must be excused by the health office or a parent/guardian through the health office. Students will only be excused from Moorhead ALC to be transported by persons who have been approved by the parent/guardian. In some cases students will be transported home by authorized school personnel. Students who do not follow this process will be considered unexcused. Students who demonstrate a pattern of leaving school for illness and medical reasons without authorization from the school health office may require further corrective action.

**Illness at home:** Students should stay home from school when they have a fever of 100.4 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after symptoms resolve. If your student is diagnosed with a condition and you are wondering if he or she can attend school, please contact the health office directly for guidance or email [healthservices@moorheadschoools.org](mailto:healthservices@moorheadschoools.org).

**Medication:** No prescription medication will be administered by school personnel without written authorization from the parents/guardians and orders signed by your child's medical provider. All over-the-counter medications require parental signatures on the medication request form (including acetaminophen, ibuprofen, nasal spray, eye drops, etc.) if they are given as ordered on the bottle. Medication request forms are available in the health office or with the [medication policy](#) on the district website. All medication must be in the original bottle, labeled with your child's name and the administration instructions. Whenever possible, medication should be given at home. Please let the health office know if your child is taking medication at home that may affect them during the school day.

**Health Concerns:** If your student has health concerns that will require support in school, please notify the licensed school nurse. Health plans are created specifically for your student's needs during the school day to assist in ensuring the most time possible in the classroom. Staff will be notified of special health conditions concerning students they serve.

**Screening:** Hearing and vision screening is completed annually in grades K, 1, 3, 5, 7 as well as for all students enrolled at the ALC. If at any time you would like your child screened for hearing, vision or scoliosis contact the licensed school nurse to make arrangements. If your child requires further evaluation you will receive a letter notifying you. Students who present with symptoms of mental health concerns may also receive screening, using a validated tool. Parents will be notified if there is follow up required. Please email [healthservices@moorheadschoools.org](mailto:healthservices@moorheadschoools.org) if you wish to opt out of any or all screening at school.

For additional information refer to [School Board Policies 530](#) and [516](#) on the district website or in the school office.

## Lead in Water Notice

The district adopted a plan to test for lead in drinking water. Water testing reports will be posted on the district website.

## Meals

Moorhead Alternative Learning Center offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 8 - 8:30am. and is free of charge for the student's first breakfast of the day (subsequent breakfast meals on the same day cost \$2.25). Lunch is free of charge for the student's first lunch of the day (subsequent lunches on the same day cost \$4.95) and includes milk. In addition, milk is sold for \$.50 and the ala carte line has items ranging from \$.25 to \$1.50.

Moorhead Area Public Schools uses a computerized lunch program. Students must prepay for extra meals and milk. Parents/guardians are asked to deposit enough money for a week or more of meals. Deposits to lunch accounts may be made throughout the school day into the meal account deposit box located by the food and nutrition office or online through PayForIt, an online payment processing system. Deposits must be made before 9:30 a.m. to be available for use the same day. Online payments through PayForIt require 24 hours to process. A student who does not have sufficient funds will not be allowed to charge la carte items until additional money is deposited in the student's account. Parents/guardians may check their student's meal account balance and transactions through PowerSchool.

If a parent/guardian chooses to submit one payment that is to be divided between sibling accounts, the parent/guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian.

Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the first day of classes. In addition, applications are available on the district website and school buildings during office hours. The form should be completed electronically to ensure faster processing. If the household income or size change, families can apply for meal benefits anytime during the school year.

Families will be notified by email, automated call/text, and/or letter mailed or sent home once a meal account balance reaches \$5. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their students.

The Free School Meals for Kids program provides students attending schools in Minnesota that participate in the National School Lunch Program and the School Breakfast Program one breakfast and one lunch at no cost at school. Requested second meals or a la carte items will be charged to a student's account. The cost of the second meal or a la carte items will be charged to the student's account or otherwise charged to the student. If an account has a negative balance, the student will not be allowed to charge for a la carte or milk or snacks for milk break or extra milk for meals.

The school district will make reasonable efforts to collect unpaid meal charges. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it. Unpaid balances of more than \$5, not paid prior to the end of the month, will be turned over to the superintendent or designee for collection.

For additional information refer to [School Board Policy 538.1](#) on the school district website or in the school office.

## Media Center

Moorhead Alternative Learning Center students will have access to materials through the district media centers and in the Moorhead ALC's Media Center.

Moorhead Schools has a large and excellent collection of materials that serve both the academic and recreational needs and interests of our students. These include more than 19,000 fiction and nonfiction books, 70 magazine subscriptions, several daily and weekly newspapers, general and specific reference materials, both in print and electronic format. Equipment, including computers and printers, a photocopy machine and scanner are also available for student use. A highly qualified staff member is available to help students find resources, assist with computer programs, and give suggestions for recreational reading.

Students are responsible for returning materials in a timely manner so they are available for use by others. If something is lost or damaged, the original cost of the item will be charged.

Students who are using a school library/media center who are unable to abide by library policy and are disrupting other students or staff will be asked to leave. The deliberate abuse of any of the materials, programs or equipment located in the library/media center will be referred to the building administrator/designee for disciplinary action.

## Patriotic Exercises

The School Board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students in Moorhead Area Public Schools shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week.

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

For additional information refer to [School Board Policy 531](#) on the school district website or in the school office.

## **Pesticide Use**

Occasionally pesticides are used to control harmful insects. Students will be notified if pesticides are used in the building or on the grounds.

## **Protection and Privacy of Student Records**

The following information is considered public information and may be disclosed unless the program director is notified that this information is considered private. \*\*State law requires that the names, addresses and home telephone numbers of students in grades 11 and 12 be released to military recruiting officers unless a parent notifies the school in writing of their objection. Name, grade level, enrollment status (i.e., full-time or part-time), participation in activities, height and weight of team members, dates of attendance, honors and awards, graduation status, most recent and previous school, and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses.

For additional information refer to [School Board Policy 515](#) on the school district website or in the school office.

Release of Information: All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

For additional information refer to [School Board Policy 515](#) on the school district website or in the school office.

## **Student Insurance**

The school district does not carry insurance on students. However, student insurance is available at a nominal cost on an individual basis. Contact the Moorhead ALC Office for details.

## **Surveillance Equipment**

All Moorhead School District buildings are under the protection of electronic surveillance equipment during all hours of the day and evening.

For additional information refer to [School Board Policy 712](#) on the school district website or in the school office.

## Employee Background Checks

The school district requires a criminal history background check on all individuals employed by the school district, including athletic coaches, according to Minn. Statute 123B.03. A person is employed after they successfully complete a criminal background check and the background check is reviewed by the school district. For additional information refer to [School Board Policy 449](#) on the school district website or in the school office.

## Uncollected Fees

Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students but remain unpaid after July 1 following the end of the school year will be referred to a collection agency.

# Secondary Program and Services

## Early/Middle College Program

Moorhead Alternative Learning Center works collaboratively with the Minnesota State Community and Technical College to provide post-secondary options for ALC students to pursue higher education and training while in high school. A Middle College Program is a high school program that allows a student to earn a high school diploma while also earning postsecondary credits toward a degree or credential, including a certificate, diploma or an associate's degree. An Early College Program is a high school program that allows a student to earn a high school diploma while also conferring a certification, associate's degree, or up to two years of credit toward a bachelor's degree. Early/Middle College Programs are designed to serve students in the academic middle – especially low-income, English learners, first generation college students and/or students of color. For more information on this program please contact ALC Counselor (218-284-2249).

## Homebound Instruction

Students who are absent for 10 or more consecutive days due to a documented medical condition and have a request for homebound services written by their physician may be eligible for homebound instruction. The authorization from a physician must be on file before the request will be processed. All requests for homebound instruction will be directed to Craig Fahrendorf (218-284-6030).

# PARENT INFORMATION

## Curriculum Review

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For additional information refer to [School Board Policies 606](#) and [606.2](#) on the school district website or in the school office.

## Parent Involvement

Moorhead ALC has an open door policy with families. We stay in touch with families via Family Nights, phone calls and electronic communication. Families should feel free to contact staff at any point with questions or concerns. A staff directory is provided above. Moorhead Alternative Learning Center values family involvement in their student's education. It is critical that the staff, students and parents/guardians work together to support student growth and achievement. We invite you to be an integral part of your student's learner support team by joining our Parent Teach Advisory Committee (PTAC).

Research shows that students whose families are involved in their learning earn better grades, enroll in higher-level programs, have higher graduation rates, and are more likely to enroll in postsecondary education. Students do best if parents can play a variety of roles in their learning: helping at home, volunteering at school, working with their students on future school and life goals, and taking part in key decisions about the school program. Middle and high school students whose families remain involved in these ways make better transitions, maintain the quality of their work, develop realistic plans for the future, and are less likely to drop out.

## E~Funds For Schools

Moorhead Area Public Schools offers an online payment processing system, e~Funds for Schools, to let parents or students make school-related payments, including lunch fees, activity fees, etc., online at their convenience, 24 hours a day, seven days a week. Access e~Funds for Schools through the district's website and pay for school-related fees and products online, either by e-check, Mastercard, Visa or Discover cards, or online PayPal account. Parents or students will immediately receive email receipts confirming their purchases. Meal account payments are also visible in PowerSchool's parent portal.

## PowerSchool and PowerSchool Enrollment

PowerSchool allows parents and guardians to access their child's grades, attendance, and meal account transactions and balance through any Internet-capable computer or smartphone. To access PowerSchool, parents and guardians need a parent account, which is available in the school office or by calling 218-284-2202. Please contact the office for more information. Students are responsible to monitor PowerSchool for notification of detentions they may have been assigned for unexcused absences or disciplinary reasons. This information is available for parents to view as well. If you are having difficulty accessing PowerSchool, PayForIt or any district technology, please contact us for assistance.

PowerSchool contains the district's automated notification systems settings for each student. Weather-related notifications are one example of a communication sent out with this system. Parents/guardians are encouraged to log on and choose how they are notified with this system. Prior messages may be reviewed in this portal.

PowerSchool Enrollment: PowerSchool Enrollment is an information gathering process that allows parents/guardians to complete and/or update their students information and register for athletics and activities online. Log into your PowerSchool parent/guardian account and choose the registration link.

## District Process for Addressing Parent Concerns

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing concern. If they do not receive satisfaction from that person, they should then contact the program administrator/designee for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date.

## Registration

All new students and parent/guardian(s) who register at Moorhead Alternative Learning Center are required to participate in an intake appointment. Students who are age 18 or above are encouraged, but not required to have a parent/guardian at the intake appointment. Individual student needs are considered in the development of a continual learning plan. This personalized plan includes academic, personal/social and career/college/life readiness goals. Four-year plans are discussed during the ninth-grade year and updated yearly. The four-year plan serves as a guide for registration and is flexible to allow for changes.

# STUDENT INFORMATION

## Academics

### Student Growth and Achievement

Students will be recognized and celebrated throughout the school year at Moorhead Alternative Learning Center.

### Continual Learning Plan

Each student enrolled in Moorhead Alternative Learning Center programs and services is required by Minnesota Statute to have a continual learning plan that is signed by the student and parent(s). This plan will focus on goals and objectives necessary to reach graduation. The continual learning plan will be



completed upon entrance to Red River Area Learning Center and will be updated in advisory throughout the year.

### **Credits and Grading**

Coursework at Moorhead Alternative Learning Center is provided in seat-based and independent study formats. Students earn credit by demonstrating proficiency in state standards in a designated content area. Academic credit will be awarded for achievement of a quarter credit (.25) or more. Students may complete courses over more than one grading period. Students must be diligent and continue to demonstrate productivity.

### **Credit Recovery**

Moorhead ALC students who are behind in their progress towards graduation are eligible to accrue credit beyond a traditional course load. Enrollment and completion deadlines are established for each grading period. Students who do not finish course requirements by the prescribed deadlines will not receive credit during that term. For example, seniors who do not meet deadlines in the spring semester will be required to complete coursework in the following (summer) term. Student diplomas will be issued when all state and district requirements are met. This may impact participation in MHS graduation activities.

### **Dropping a Class**

Schedule modifications must be done through the building administrator or counselor.

### **Graduation Requirements**

Students must successfully meet all district and state requirements for graduation. Students enrolled in alternative education have the option of graduating from their home school or the district in which the alternative program is located (*Reference: Minn. Statute 123A.06. Subdivision 4. State-Approved Alternative Programs and Services.*) Students participating in the graduation exercises in a given school district must meet all local requirements. The expectations may be different for each school district. Moorhead ALC encourages students and families to communicate with their home school district to ensure they are clear concerning these expectations.

*For example, the requirements for MHS include the following:*

Students will be required to return or pay for all library books, textbooks or other school-issued materials they failed to return during their enrollment in Moorhead Area Public Schools before they can begin the Senior Checkout process. The Senior Checkout process is required to participate in the graduation ceremony.

If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation ceremonies, the senior may not be allowed to participate in the ceremonies.

Those students not participating in graduation will be able to pick up their diplomas at a designated time/location following the ceremony.

For additional information on Moorhead District graduation requirements, refer to [School Board Policy 613](#) on the school district website or in the school office.



Required Subjects	Credits	Minimal Required Courses
Mathematics	3 credits	Intermediate Algebra (Algebra II), Geometry and Advanced Algebra (Statistics and Probability)
Science	3 credits	Biology and either Chemistry or Physics
Language Arts	4 credits	English 9, 10, 11 and 12
Social Studies	3.5 credits	World History, Geography, United States History, Economics and Government
Fine Arts	1 credit	Options are Visual Arts, Acting, Music, Digital Design I or II, Web Design I or II, or Interior Design or other approved courses.
Health	.5 credit	Health
Physical Education	1 credit	
Required Credit Total	16.0 credits	
Elective Credits	5.5 credits	
Total for Graduation	21.5 credits	

### What Grade Is My Child In?

In considering the grade level assigned to each student, it is important to distinguish between a student's **grade placement** and a **student's credit status**. While both terms refer to important information about a student's history in school, a student's grade placement and a student's credit status may not be the same. If students and/or adult(s) do not understand the difference, there may be misunderstandings and disappointments concerning a student's progress toward graduation and ultimately, his or her projected date of graduation.

### Grade Placement

refers to the number of years that a student has been in school. The student's grade placement increases each year that a student is in school. For example, if a student began high school – grade 9 – in 2021 she/he will automatically be moved to grade 10 in 2022. Grade placement is used to determine eligibility for state testing and other requirements. It is used to calculate district and school graduation rates. It is important to note, however, that grade placement does not reflect a student's progress toward graduation. Having a grade placement of grade 12, for instance, does not assure that the child has met the state and local requirements to earn a high school diploma.

### Credit Status

refers to the credits and standards that the child has earned toward the goal of grade level progression and earning a high school diploma. In Moorhead Area Public Schools, students must meet all state and local requirements for a high school diploma in order to graduate. (Please refer to graduation requirements above for more information.) In general, the number of credits a student has earned in high school is a strong predictor of his/her progress toward graduation. In this scenario, the guidelines related

to a student's credit status are helpful in conceptualizing the time and effort remaining for a student to meet diploma requirements:

0 - 6 credits	Grade 09
6.5 - 12.0 credits	Grade 10
12.5 - 18 credits	Grade 11
18.5 - 26 credits	Grade 12

### **Testing**

Minnesota's statewide assessments measure that curriculum and instruction in our schools are aligned to the academic standards, ensuring all students are being provided an equitable education. A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for school support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take remedial, non-credit courses at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

The Minnesota Comprehensive Assessments are given annually to students in grade 10 (reading), grade 11 (mathematics), and biology (science). A complete testing calendar will be available each year on the [assessment page of the district website](#). For additional information see the parent/guardian guide and refusal for student participation in statewide testing in the appendix or on the website. Each summer, individual student reports are sent to the school and are provided to families no later than fall conferences.

### **Testing Out Option**

Students may test out of a class and receive credit in specified courses. A student may not test out of a course that is considered a lower level of a course in which they are currently enrolled. The student must make arrangements with his or her counselor and complete the Course Credit by Assessment application at least one month before the assessment is given. To gain credit the student is required to score a minimum of 80% on a version of the course final. For more information please see the counselor. This corresponds with [Administrative Procedure 653.1](#).

### **Transfer Students/Graduation**

Students who transfer in as a senior may graduate by meeting the previous school's requirements and, therefore, be awarded a diploma by that school. If students plan to participate in Moorhead High School's graduation ceremony, they must meet district requirements.

### **Transfers or Withdrawals**

Dual enrolled students take classes at Moorhead ALC and their home school. This option is available to students who are meeting program expectations and demonstrating academic progress. It requires

approval of the building administrator or counselor. Students who are not meeting expectations for accountability and productivity may forfeit their status as a dual enrolled student.

If students move or withdraw from Moorhead Area Learning Center, they must contact the school administrative assistant to have their records transferred to their new school.

For additional information refer to [School Board Policy Administrative Procedure 515.1](#) on the school district website or in the school office.

## **EXTRACURRICULAR**

### **Activities**

All Moorhead ALC students are eligible to participate in extracurricular activities in their home school/district if they meet the district guidelines. Students and parent(s)/guardian(s) who would like to learn more about the requirements for participation in extracurricular activities are encouraged to communicate with Moorhead ALC staff and/or their local school/district.

### **Events**

All Moorhead ALC students are eligible to participate in their local high school's organized events, eg. Homecoming, Prom, if they meet the district guidelines. Moorhead Alternative Learning Center considers student productivity (academic progress) and accountability (behavior) to determine eligibility. The Moorhead ALC administrators will work with high school administrators to determine student eligibility.

### **Regular School Attendance**

Student activities should be scheduled around the school day whenever possible. Students who miss a particular class consistently due to activities could have this privilege removed if their grade average begins to decline. Teachers are encouraged to report failing grades to students, parents and administration as deemed appropriate. Students will not be granted excused absences from classes the morning following out-of-town activities. If unusual circumstances are present, they will be dealt with on an individual basis.

## **STUDENT ACCOUNTABILITY**

### **Attendance**

We believe regular school attendance is critical to student growth and achievement. Regular attendance is a stepping stone to career, college and life readiness.

The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance. Class attendance is a joint responsibility of parents, students, teachers and

administration. Attendance is of vital importance, and it is essential that all efforts be made by the staff members of Moorhead Area Public Schools to ensure excellent attendance by the students of the district.

### **Excused Absences**

According to [School Board Policy 503](#) to be considered an excused absence the student's parent(s)/guardian(s) may be asked to verify in writing the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating the student cannot attend school is a valid excuse. The following reasons shall be sufficient to constitute excused absences:

1. Illness
  - a. A healthcare professional's statement may be required for 3 or more consecutive absences.
  - b. A healthcare professional's statement may be required after 10 or more cumulative absences for a year.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental or orthodontic treatment, or mental health appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsoring outing.
9. Removal of a student pursuant to a suspension. Suspensions are handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
11. Active duty in a military branch of the United States.
12. At the request of the parent/guardian, the School Board must excuse a kindergarten child from part of a school day.
13. A student's condition that requires ongoing treatment for a mental health diagnosis.
14. Other reasons that could be acknowledged as personal requests for absence made 24 hours in advance (e.g. legal appointments, travel, family vacations, job interviews, state tournaments and school activities). We encourage parent(s)/guardian(s) to hold these requests to a maximum of 15 cumulative days per year.
15. Notification of Absences: Notifying the school of absences that fall into the excused categories is the responsibility of the parent/guardian of the student. Parent(s)/Guardian(s) must call the school or use PowerSchool each day to inform the schools that a student will not be attending or, when the student returns to school, send a note to school accounting for each day missed. If an absence has not been excused in 48 hours it will remain unexcused. The attendance number is 218-284-2201. Parents/Guardians and students are encouraged to monitor attendance through PowerSchool.
16. Determination of Excused Absences: The school will be the final authority in excusing the student. The administration will determine the legitimacy of all absences.

### **Consequences of Excused Absences**

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. Student Activities: Students in school-sponsored activities should not assume that they have the right to an extended deadline for schoolwork.
3. Advance Make-Up: In the event that students are aware they will be absent from school for more than two (2) days, it is the student's responsibility to make arrangements with classroom teachers to make up the work.

## Unexcused Absences

According to [School Board Policy 503](#) the following are examples of absences which will not be excused:

1. Truancy. An absence by a student that was not approved by the parent(s)/guardian(s) and/or the school district.
2. Unexcused absences include all absences that can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the main office. These absences indicate the student is absent from school with or without the consent of parents, but the excuse given is not acceptable to the school administration.
3. Any absence in which the student failed to comply with the reporting requirements of the school district's attendance procedures.
4. Work at home, including babysitting or running errands.
5. Work at a business, unless under a school-sponsored work release program.
6. Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).
7. Missing the bus, car trouble, oversleeping, need for extra sleep, hair appointments, shopping, visiting friends, leaving school ill without checking out with the designated staff person/health office, falsifying notes or explanations for absence.
8. Any other absence not included under the attendance procedures set out in this policy.

## Consequences of Unexcused Absences:

1. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40 - 121A.56.
2. No daily credit for work missed at the discretion of the classroom teacher.
3. Days during which a student is suspended shall not be counted in a student's total cumulative unexcused absences.
4. On the third unexcused absence the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored, attendance contracts may be held and disciplinary measures (eg. detention, in school suspension, Saturday School, etc.) and/or restorative processes (eg. community service) will be used to enforce school district policy (refer to Section IV).
5. A natural consequence of excessive absences will be reduced academic productivity. Students who are not present to earn academic units will slow their accrual of academic credit toward graduation and/or grade level progression.
6. A habitual truant is a student who is absent from attendance at school without lawful excuse for one or more class periods on seven school days during a school year and who has not lawfully withdrawn from school. State law indicates that habitual truancy will be reported to court services. Habitual truancy not corrected by the student may have legal repercussions.

## 15 Day Drop/Withdrawal

A student who has been absent from school for 15 consecutive school days during the regular school year without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn as soon as the parent reports or after day 15, whichever comes first (Minnesota Statute 126C.05 Subd. 8).

In addition the Minnesota State Approved Alternative Programming Statutes (Procedure 8 - SAAP Reporting Manual) states that in an ALC setting: **the program reserves the rights to withdraw any student earlier than 15 days, particularly if the program has a waiting list and/or it lessens the negative effect on the school's percent attendance.** Note that truancy laws apply to students with excessive unexcused absences.

**Tardiness**

1. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Reporting Tardiness.
  - a. Students coming late to school must follow building procedures before being admitted to class.
  - b. Tardiness between periods will be handled by the teacher.

**Excused Tardiness**

1. Valid (excused) reasons for tardiness are:
  - a. Illness
  - b. Serious illness in the immediate family or of a close friend or relative;
  - c. A death or funeral in the student's immediate family or of a close friend or relative;
  - d. Medical, dental or orthodontic treatment or mental health appointment;
  - e. Court appearances occasioned by family or personal action;
  - f. Physical emergency conditions such as fire, flood, storm, etc;
  - g. Any tardiness for which an administrator or faculty member has excused the student in writing.

**Unexcused Tardiness**

1. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences (begins) without a valid excuse (see the section on excused tardiness above).
2. Students who accumulate excessive unexcused tardies shall, along with their parent(s)/guardian(s), be referred to school support staff, eg., counselor, social worker, to try to eliminate those reasons for tardiness.

**Illness During The School Day**

1. All students who become ill during the school day, except in case of an emergency, are to report to their regular classroom and then get a pass to the Office. Students becoming ill during the school day have access to and services available at the school health office. Students are required to work with school staff to verify an illness. Friends will not be excused to transport students. Any student leaving school during the day due to illness must be excused by a parent/guardian through the main office.
  - a. Parent(s)/Guardian(s) will be contacted and we will make arrangements for the well being of the student. The school will not release a student to go home without a parent/guardian contact.
  - b. Parents are encouraged to work with the school and refrain from decision making via an independent student phone call or text. Students may not leave the building for illness without authorization from the school. Students who are picked up by a parent/guardian without school involvement will not be excused.

**Advance Makeup: Determination of Excused Absences**

The school will be the final authority in excusing the student, i.e. family emergency, vacation, other activities that must be conducted during the school day. Parents/guardians must work with building administration (or designee) to work out a plan for any work assigned during an approved absence. The student must follow the contracted work completion timelines as specified to receive academic credit. The administrators (or designee) will determine the legitimacy of all absences according to school policy.

**Building Security**

The Red River Area Learning Center separate site program is located in the Vista Center for Education. To enhance security for our students and staff, all program entrances are secured. We expect our

students to stay within the parameters of the Red River ALC program and to refrain from wandering in other parts of the building. When students are in common spaces in the building, they are expected to be respectful and refrain from interrupting the work of others.

## **Bullying**

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and 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 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. “Cyberbullying” 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.

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 the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). For additional information refer to [School Board Policy 514](#) on the school district website or in the school office.

## **Community Relations**

The Moorhead ALC program seeks to be a good neighbor. Students may not loiter in or near apartment complexes, homes, vacant lots or businesses before, during or after the school day. Students who become a public nuisance may have contact with law enforcement.

## **Community Service**

Students who are not following program or classroom rules may be assigned community service hours by the principal (or designee). Community service is an after-school activity which is supervised by Officer Louis Ochoa, Moorhead community service officer. Community service is typically an intervention assigned primarily by court services. The Moorhead ALC principal, however, has been authorized to use the program to discourage negative student behavior. Students assigned community service are picked up at the Moorhead ALC after school and are returned home (City of Moorhead) in the late afternoon (5-6 p.m.). Cooperation with the community service officer is required to successfully fulfill assigned hours.



## Computer Use/Copyright Policies

Computers are provided for student academic use. Students are advised that “computer hacking,” use of the computers to duplicate copyrighted materials or other inappropriate use may result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students.

For additional information refer to [School Board Policies 730](#) and [524](#) on the school district website or in the school office.

## Discipline Procedures

All students receive a copy of the Moorhead Area Public Schools discipline procedures at the start of each school year. Students are responsible to know its contents. School discipline procedures apply at all events in which the school is involved, regardless of the site, as well as on school transportation.

For additional information refer to [School Board Policy 506](#) on the school district website or in the school office.

### Restorative Process

Moorhead Alternative Learning Center uses restorative practices to build relationships and resolve conflicts by encouraging students to reflect on and take responsibility for their behaviors/actions and develop plans to repair the harm that has been caused .

### Disruptive Behavior

Students who display disruptive behavior in a class may be removed from that class by a teacher or building administrator/designee for up to five (5) days, placed in in-school suspension with the opportunity for parent-teacher conference provided. A second referral for disruptive behavior may result in permanent removal from the class after the opportunity for a conference with the student and parent(s)/guardian is provided. Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school.

Moorhead recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property. Gang activities create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. As a result, any dress, signals or gestures identifying gang membership/affiliation are prohibited.

### In-School Suspension (ISS)

In-School Suspension is used as an alternative to out-of-school suspension. Students assigned to in-school suspension do receive credit for work that can be done in the ISS room. Parents of students assigned to ISS will be notified.

### Out Of School Suspension (OSS)

“Suspension” means an action taken by the building administrator/designee prohibiting a student from attending school in accordance with the Pupil Fair Dismissal Act. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct.



For additional information refer to [School Board Policy 506](#) on the school district website or in the school office.

## Drug-Free School Zone

The area in and around Moorhead Learning Center is a drug-free zone. Students are prohibited from using or possessing controlled substances, \*toxic substances and alcohol before, during or after school hours, at school or in any other school location. Paraphernalia associated with controlled substances is prohibited. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

### Discipline may include:

1. Suspension from school
2. Referral to Student Assistance and a chemical evaluation
3. Reported to the appropriate law enforcement agencies for possible legal action.
4. Parental conference upon readmission

\*toxic substances include any illegal or legal substance possessed or used with the intent of inducing intoxication or excitement of the central nervous system.

For additional information refer to [School Board Policy 418](#) on the school district website or in the school office.

## Fire, Tornado and Lockdown Drills

Emergency drills will be conducted throughout the school year. This will include five fire drills, five building lockdowns and one tornado drill.

## Policy against Harassment and Violence

Policy against Harassment and Violence Related to Race, Color, Creed, Religion, National Origin, Sex, Age, Marital Status, Familial Status, Status with Regard to Public Assistance, Sexual Orientation, Including Gender Identity or Expression, or Disability.

1. Everyone in Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability of any kind.
2. A harasser may be a student or an adult.
3. If you believe you have been the victim of any type of harassment you should report it to any school district official.
4. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the human rights officer (executive director of human resources and operations).
5. Your right to privacy will be respected as much as possible.
6. The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard

to public assistance, sexual orientation, including gender identity or expression, or disability, and the school district will take all appropriate actions based on the report.

7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.
8. This is summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at [www.moorheads.schools.org](http://www.moorheads.schools.org).

For additional information refer to [School Board Policy 413](#) on the school district website or in the school office.

**Title IX officer:** Kristin Dehmer, Executive Director of Human Resources and Operations.

**Phone:** 218-284-3355

**Email:** [kdehmer@moorheads.schools.org](mailto:kdehmer@moorheads.schools.org)

## Hazing

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any school-related other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

### Reporting Procedure

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously.

However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The building principal (building report taker) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the principal immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. A teacher, administrator, coach/advisor, volunteer, contractor and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes or receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. 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.

For additional information refer to [School Board Policy 526](#) on the school district website or in the school office.

## **Improper Activation of Fire Alarms**

The improper activation of fire alarms is illegal. Any student who causes a false alarm will be suspended and referred to legal authorities. A second offense may result in expulsion.

## **Lockers - Storage**

Pursuant to Minnesota statutes, school lockers/storage are the property of the school district. At no time does the school district relinquish its exclusive control of lockers/storage provided for the convenience of students. Inspection of the interior of lockers/storage may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker/storage 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. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers/storage were searched unless disclosure would impede an ongoing investigation by police or school officials.

For additional information refer to [School Board Policy 502](#) on the school district website or in the school office.

## Nuisance Devices

Because of the potential for disruption to the learning environment, students are not to bring items to school which may create a danger, create a disturbance or interfere with the normal conduct of the school. These devices typically may include, but are not limited to: water guns, chains, electronic games, or laser lights.

## Parking and Use of Motor Vehicles; Patrols, Inspections and Searches

It is the policy of the Moorhead Area Public School District to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

### Student Parking of Motor Vehicles in School District Locations

Students are permitted to park in a school district location as a matter of privilege, not of right. Students will not park vehicles in driveways or in other designated areas, (e.g., staff, visitors or busing lanes). When there are unauthorized vehicles parked on school district property, school officials may move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property. Vehicles in violation of parking regulations will receive a warning for the 1st offense and towed at owner's expense for subsequent violations.

### Patrols, Inspections and Searches

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

### Violations

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion or expulsion. In addition, the student may be referred to legal officials when appropriate.

Students park at Moorhead Alternative Learning Center at their own risk. Moorhead Area Public Schools is not responsible for any damage or theft that occurs to vehicles parked on school property. Bus service is provided to all eligible students. Student drivers who are not following school and community rules provide a risk to others and disrupt the education environment. Driving a personal vehicle is a privilege that can be revoked if concerns exist.

For additional information refer to [School Board Policy 527](#) on the school district website or in the school office.

## Passive Alcohol Screening

School administration (or designee) may choose to administer a passive alcohol screening (PAS) test to students who choose to attend after-school events such as dances, athletic contests, etc. Students who are detected to have alcohol in their system from the PAS test will be referred to an on-duty officer from the Moorhead Police Department who may administer an official breathalyzer.

## Personal Electronic Devices (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs may be used during designated times. Upperclassmen may earn the privilege of using electronics during individual study time. Signage will designate acceptable use areas for cell phones. In accordance with FERPA, students are not allowed to video or capture images in a classroom without the knowledge and permission of the classroom teacher.

Disciplinary action for inappropriate cell phone or PED use will be administered according to district policy. Students who violate the cell phone and PED guidelines on a regular basis and/or refuse to put their devices away may lose the privilege of accessing technology for a period of time and/or may have their cell phone/PED confiscated.

- The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.
- PEDs are also governed by other district policies (e.g., harassment, copyright, acceptable use).
- Public WiFi is available for students to connect their Internet-capable PEDs for instructional purposes. District-provided WiFi access is filtered and monitored for inappropriate online behavior. School district policies apply to all public WiFi users. Users who violate district policy will be disciplined accordingly, including notification of legal authorities where appropriate. The classroom teachers determine if PEDs use is permitted for instructional purposes within their classrooms. All non-instructional online activities are not permitted on district's public WiFi.

For additional information refer to [School Board Policy 506](#) on the school district website or in the school office.

## Student Accountability

The Moorhead ALC staff provide all students with the level of structure they need to be successful and to encourage prosocial behavior. Students will be more closely monitored when they display behavior that suggests more adult supervision and structure is warranted. Students with chronic behavior problems will be provided a more structured program with specific behavioral goals, incentives and related response costs .

## Student Dress and Appearance

It is the policy of Moorhead Area Public Schools to encourage students to be dressed appropriately for the school day and any school sponsored event. Appropriate dress is the primary responsibility of the student and the student's parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any protected group.

### **The following is expected at all times:**

1. A shirt (with opaque fabric in the front, back and sides under the arms);
2. Pants/Jeans or the equivalent (skirt, sweatpants, leggings, dress, or shorts); and
3. Shoes.

### **Appropriate clothing includes, but is not limited to, the following:**

1. Clothing appropriate for the school day and school-sponsored activities.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

1. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
2. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, head coverings, or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, 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 [Moorhead School Board Policy 413](#).
5. Any apparel or footwear that would damage school property or could be used as a weapon.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be provided one of the following options:

1. Student will be asked to put on their own alternative clothing, if available at school, to be dressed according to policy for the remainder of the day.
2. Student will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. The student's parent or guardian will be contacted to bring alternative clothing for the student to wear for the remainder of the day.

The state health department requires that students wear shirts and shoes when in the building.

No student will be affected by dress code enforcement 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.

### **Dress Code Violation Consequence Progression**

1. Warning - Student conference
2. Detention assigned
3. Conference with administration or their designee, parent contact made
4. Suspension

For additional information refer to [School Board Policy 504](#) on the school district website or in the school office.

## **Tobacco**

The Moorhead High School Career Academy has been designated a tobacco-free building. Tobacco use or possession, including smokeless tobacco and all forms of electronic cigarettes, or inhaling of vapor from any electronic delivery device is not permitted by any student while on the school grounds or at school-sponsored events. Minimum corrective actions include:

- Referral to legal authorities
- Parent(s)/Guardian(s) conference
- Additional corrective actions may be used.

For additional information refer to [School Board Policy 506](#) and [419](#) on the school district website or in the school office.

## **Vandalism**

Students who destroy or vandalize school property will be required to pay for losses or damages. If you should happen to damage something by accident, please report it to a teacher or the office immediately.

## **Weapon-Free School Zone**

The area in and around Moorhead Alternative Learning Center is a weapon-free zone. A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; paintball guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Any student caught possessing a weapon on school grounds will be subject to discipline in accordance with the school district's discipline policy and procedures. Such discipline may include suspension or expulsion from school. Offenders may also be subject to increased penalties as defined by state law.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the building administrator's office shall not be considered to possess a weapon.

For additional information refer to [School Board Policy 501](#) on the school district website or in the school office.



# STUDENT ASSISTANCE

Moorhead Alternative Learning Center has a team of professionals to help all students in the areas of academic achievement, personal/social development and career development, ensuring today's students become the productive, well-adjusted adults of tomorrow.

**Student Assistance Team will include but may not be limited to the following team members:**

Megan Ramsey, Counselor, Moorhead ALC 218-284-2249 - [mramsey@moorheadschoools.org](mailto:mramsey@moorheadschoools.org)

Bethany Peterson, School Social Worker, Moorhead ALC - 218-284-2213 - [bpeterson@moorheadschoools.org](mailto:bpeterson@moorheadschoools.org)

## Crisis Management

Moorhead Area Public Schools and Moorhead Alternative Learning Center have a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school.

For additional information refer to [School Board Policy 806](#) on the school district website or in the school office.

Crisis intervention and student support services is a proactive structure through which Moorhead Area Public Schools provides comprehensive education, prevention, intervention, postvention, and referral services to students.

- A. Moorhead Area Public Schools acknowledges that staff members encounter students and personnel in crisis resulting from situations such as, but not limited to:
  - 1. serious illness or death of a student, a close relative, or friend of student;
  - 2. serious illness or death of a staff member;
  - 3. suicide or other threats to a student's physical or psychological well-being;
  - 4. harmful chemical involvement;
  - 5. changes in composition to one's family for any reason; and
  - 6. other tragedies that would traumatize school age children, youth and staff.

The psychological, emotional and educational impact of such a crisis can be significant for the individual, family and school communities.

- B. In accordance with Minn. Stat. 144.344 (Emergency Treatment) students will receive necessary treatment for life threatening physical or mental illness. Moorhead students will have access to school-based professionals including licensed school teachers, counselors, nurses, social workers, and psychologists.
- C. When appropriate, these professionals may extend these services to a student's family to best meet the needs of the student.
- D. Student support services help maintain a safe learning environment and provide instruction, consultation, assessment, support and resources for students, their families and staff regarding crisis and at-risk issues.



## **Mandatory Reporting of Child Abuse and Neglect**

It is the policy of Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the responsibility of Moorhead Area Public Schools to protect children whose health or welfare may be jeopardized through physical abuse, neglect or sexual abuse; and, to make the school community safe for children by promoting responsible child care in all settings. In all cases where there is reasonable cause to believe a child is being neglected or physically or sexually abused, an immediate report is made to Clay County Social Services.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

For additional information refer to [School Board Policy 414](#) on the school district website or in the school office.



**MOORHEAD**  
**AREA PUBLIC SCHOOLS**

**Independent School District 152**

**District Operations Center**

1313 30th Ave. S., Moorhead, MN 56560

Phone: 218-284-3300 ■ Fax: 218-284-3333

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

## **Discipline Procedures – Grades 9-12**

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

Dates Reviewed: 6/20/12, 6/18/13, 6/23/14, 6/8/15, 6/13/16  
6/26/17, 6/25/18

Section: 500 STUDENTS

Date Revised: 6/25/2018

### **General Statement**

Every student and employee of Moorhead Area Public Schools is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline procedures, consequences appropriate to the behavior, and a practice to do so consistently.

The Moorhead Area Public School Board believes that learning can best take place in an environment which is orderly, safe, stimulating, and which enable all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members. Moorhead Area Public Schools utilizes Positive Behavior Intervention and Supports (PBIS) as a foundation for behavior expectations in a building.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities. Employees will take corrective action when a student's behavior does not fall within discipline guidelines.

The following are district-wide discipline procedures. These procedures and the minimal consequences apply any time a student is present on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. The discipline procedures and consequences apply when a district student engages in conduct outside of a school location or a school-sponsored event when the misconduct is a continuation of improper conduct that occurred on school grounds or the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Listed are the violations and minimum consequences; although all actions will be taken on a case-by-case basis. Restitution, restorative discipline/justice or community service may also be utilized when appropriate for the disciplinary infraction.

Restorative practices seek to restore damages made by the offending student. A reasonable follow up to a destructive action may be to try to restore, replace, repair, clean up or apologize, as the situation may dictate.

Restorative Justice is a process whereby all the parties with a stake in a particular offense come together to resolve collectively how to deal with the aftermath of the offense and its implications for the future. A

restorative process consists of a face-to-face encounter in the presence of a trained facilitator. The affected parties are brought together by a facilitator to discuss how they and others have been harmed by the incident and how that harm might be repaired. Participants include the victim, the offender, individuals who support each of them and others who have been affected by the incident. Participation in the process is voluntary on the part of the victim or offender. This process is used in conjunction with the Clay County Restorative Justice Program.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general procedures. These procedures describe clearly the various administrative actions taken for violations of the law and the school district standards of behavior.

These disciplinary procedures will be applied to students with disabilities if: (1) An IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the students, taking into consideration the student's disability; and, (2) if the disciplinary policy has been given to the student's parent(s)/guardian(s) with an indication that the team has concluded its application to be appropriate to the individual students.

Listed are the violations and recommended minimum consequences for first, second and third offenses. Suspension may be served in school or out of school at the discretion of the administrator. The school district or school administration may impose more severe consequences beyond those set forth in these procedures based on the particular misconduct.

These procedures are based on school board policies, available on the district's website at [www.moorheadschools.org](http://www.moorheadschools.org) or in the school offices.

## Procedures

### 1. ABUSE, VERBAL

Verbal assaults or verbally abusive behavior includes, but is not limited to, use of language (verbal, written or electronic) that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people and is prohibited. Verbal abuse that is also sexual, religious, disability or racial harassment will be addressed under the guidelines for harassment.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	3-5 day suspension	10 day suspension Recommendation to the superintendent for expulsion or exclusion

### 2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

**Definitions:**

- A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, tobacco, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension or alternative action Notification of legal authorities and the student assistance team Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for six (6) weeks*	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for eight (8) weeks*	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for the remainder of the school year

(\*) Weeks are counted as calendar weeks.

### 3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property.

**Definitions:**

- A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, tobacco, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Immediate notification of legal authorities and the student assistance team 5-10 day suspension or alternative action	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Recommendation to the superintendent for expulsion or exclusion	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Recommendation to the superintendent for expulsion or exclusion

#### 4. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grade Level	First Offense
Grades 9-12	Parent(s)/Guardian(s) conference 10 day suspension Immediate notification of legal authorities (police and fire marshal)

#### 5. ASSAULT/FIGHTING

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification 1-5 day suspension Notify legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities Recommendation to the superintendent for expulsion or exclusion

#### 6. ATTENDANCE, CHRONIC ABSENTEEISM

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the value of attendance each school day by each student in accordance with the school district attendance policy.

Grade Level	First Offense
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Grades 9-12	Parent(s)/Guardian(s) notification Detention Referral to Truancy Intervention Program
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## 7. BREAKING AND ENTERING

Entering a secured or restricted district location, during or after school hours, using an unauthorized mechanism of entering is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 3-5 day suspension or alternative action Referral to legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

## 8. BULLYING PROHIBITION

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and 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 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. “Cyberbullying” 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.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification 1-2 day suspension or alternative action Notification of legal authorities and referral to threat assessment team	Parent(s)/Guardian(s) conference 2-5 day suspension Notification of legal authorities and referral to threat assessment team	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities and referral to threat assessment team

## 9. DISHONESTY, ACADEMIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference 1-3 day suspension	Parent(s)/Guardian(s) conference 3-10 day suspension

## 10. DISORDERLY CONDUCT

Disorderly conduct, which is an act that the student knows or has reasonable grounds to know that the act will alarm, anger, disturb others or provoke an assault or breach of the peace, is prohibited.

Disorderly conduct is also engaging in offensive, obscene, abusive, boisterous or noisy conduct or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Disorderly conduct can include communication or expression created and/or distributed by an electronic means.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

## 11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

- A. Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
- B. Willful conduct that endangers surrounding people, including school district employees, the student or other students, or the property of the school; and
- C. Willful violation of any rule of conduct specified in the student handbook adopted by the school board.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

## 12. DRESS AND APPEARANCE

- A. Appropriate clothing includes, but is not limited to, the following:
  1. Clothing appropriate for the school day and school-sponsored activities.
  2. Clothing that does not create a health or safety hazard.

3. Clothing appropriate for the activity (i.e., physical education or the classroom or co curricular activity).
- B. Inappropriate clothing includes, but is not limited to, the following:
1. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
  2. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
  3. Apparel promoting products or activities that are illegal for use by minors.
  4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, head coverings or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, 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 [Moorhead School Board Policy 413: Prohibition of Harassment and Violence](#).
  5. Any apparel or footwear that would damage school property or could be used as a weapon.
- C. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be provided one of the following options:
1. Student will be asked to put on their own alternative clothing, if available at school, to be dressed according to policy for the remainder of the day.
  2. Student will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
  3. The student's parent or guardian will be contacted to bring alternative clothing for the student to wear for the remainder of the day.

The state health department requires that students wear shirts and shoes when in the building.

No student will be affected by dress code enforcement 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.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Modify clothing	Detention assigned Parent(s)/Guardian(s) notification Modify clothing or send home	Conference with class principal Parent(s)/Guardian(s) notification Modify clothing or send home

### 13. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.



Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Refer to legal authorities Detention or community service	Parent(s)/Guardian(s) conference 1-3 day suspension Refer to legal authorities	Parent(s)/Guardian(s) conference Refer to legal authorities Recommendation to the superintendent for expulsion or exclusion

#### 14. FALSE ALARM

Intentionally calling 911 (emergency call) or giving a false alarm of a fire or tampering or interfering with any fire alarm or sprinkler system is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Detention or 1-5 day suspension or alternative action Referral to legal authorities	Parent(s)/Guardian(s) conference Detention or 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

#### 15. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

#### 16. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance for stakes) is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

## 17. HARASSMENT

Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade or disgrace other individuals. "Harassment" means any written, verbal or electronic expression, physical act or gesture, or pattern thereof. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age and is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Notification of Title IX Officer	Parent(s)/guardian(s) conference 1-5 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of Title IX Officer Notification of legal authorities

## 18. HAZING

This means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Notification of legal authorities

## 19. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Parent(s)/Guardian(s) notification Detention	Parent(s)/Guardian(s) notification 1-3 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

## 20. MISBEHAVIOR ON THE SCHOOL BUS

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral rules while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference and warning	Parent(s)/Guardian(s) conference Up to 5 school day suspension from riding the bus	Parent(s)/Guardian(s) conference Up to 10 school day suspension from riding the bus

Fourth Offense -- up to 20 school day suspension from riding the bus/meeting with parent(s)/guardian(s).

Fifth Offense -- Suspended from riding the bus for the remainder of the school year.

When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

## 21. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects include, but are not limited to, laser pointers, flammable lighters, radios, personal electronic devices, magnets, snaps, stink bombs, bolt cutters, and crowbars.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Confiscate	Parent(s)/Guardian(s) notification Confiscate 1-5 day suspension	Parent(s)/Guardian(s) conference Confiscate 10 day suspension

## 22. PERSONAL ELECTRONIC DEVICES (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs, except for cell phones, may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Cell Phones are prohibited from use in classrooms to make telephone calls. Students are not allowed to use cellphones in any area in the building while they are scheduled to be in class.

- A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- B. Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.
- C. PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).

- D. Public WiFi is available for students to connect their Internet-capable PEDs to for instructional purposes. District-provided WiFi access is filtered and monitored for inappropriate online behavior. School district policies apply to all public WiFi users. Users who violate district policy will be disciplined accordingly, including notification of legal authorities where appropriate. The classroom teacher will determine if PEDs use is permitted for instructional purposes within their classrooms. All non-instructional online activities are not permitted on the district's public WiFi.

The following consequences will be used for the misuse of these devices.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Confiscate 1 day	Parent(s)/Guardian(s) conference Confiscate Meet with bldg. adm.	Parent(s)/Guardian(s) conference Confiscate Suspension

### 23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s) that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Confiscate 1-2 day suspension or alternative action Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 10 day suspension Referral to legal authorities

### 24. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

### 25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera, an automatic locking door apparatus or electronic computer network safeguards.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 3-5 day suspension or alternative action Restitution Notify legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Restitution Referral to legal authorities Recommendation to the superintendent for expulsion or exclusion

## 26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites including intentional tampering or bypassing Internet content filtering system; deliberate contamination of the electronic network and file storage system; unethical use of information; or violation of copyright laws are prohibited. In addition, the denial of network access due to misuse means that the student will not have access to the electronic network and computer resources.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 3-5 day suspension of computer privileges	Parent(s)/Guardian(s) conference 10 day suspension of computer privileges

## 27. THEFT, ROBBERY OR EXTORTION

The unauthorized taking of and/or the unauthorized possession of the property of another person is prohibited. This may also refer to the unauthorized taking of and/or the unauthorized possession of school property.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action Restitution	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Restitution Referral to legal authorities

	Referral to legal authorities		
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## 28. THREATS

A threat (bomb threat, terroristic threat, etc.) is a statement of intention to inflict pain, injury, damage or other hostile actions. Threats may be spoken, written, gestured or electronic.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities Referral to threat assessment team

## 29. TOBACCO, POSSESSION AND USE

Tobacco use or possession, including smokeless tobacco, tobacco related devices and all forms of electronic cigarettes, are not permitted by any student while on school grounds or at school-sponsored events.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Referral to legal authorities 1 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

## 30. VANDALISM, WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS

The intentional cutting, defacing, or damage of any property, real or personal belonging to the school district, or to any individual within the school setting is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Notification of legal authorities	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities

	Restitution Detention	1-5 day suspension	5-10 day suspension
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### 31. WEAPON

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control on school property or at a school activity.

- A. Definition: A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks, mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- B. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- C. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the building administrator’s office shall not be considered in possession of a weapon.

The Superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Grade Level	First Offense	Second Offense
Grades 9-12	Parent(s)/Guardian(s) conference Immediate out of school suspension Confiscation of weapon Immediate notification of police Recommendation to superintendent for expulsion or exclusion	Parent(s)/Guardian(s) conference Immediate out of school suspension Confiscation of weapon Immediate notification of police Recommendation to superintendent for expulsion or exclusion