



**2025-2026**

**Horizon Middle School Campus**  
**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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## Welcome to Horizon Middle School Campus

The mission statement of the district is to develop the maximum potential of every learner to thrive in a changing world. The goal of the Horizon Middle School Campus is to support this mission and make it a reality. As you walk through the doors of Horizon Middle School East Campus and Horizon Middle School West Campus, you will experience enhanced educational programming and numerous activity options. You will have the advantage of learning and working in a state-of-the-art facility that was designed to accommodate small learning communities of core classes, exploratory classes and activity areas.

We look forward to helping our students thrive this school year!

West Campus - Grades 5 & 6:

Amanda Henry, Principal

Jeremy Lapka, Assistant Principal

Stacie Gregoire, Dean of Students

East Campus - Grades 7 & 8:

Spencer Stowers, Principal

Cory Holten, Assistant Principal

Alex Sandahl, Dean of Students

**Horizon East Office:** 218-284-7300

**Horizon West Office:** 218-284-8300

### Accelerated Classes

Based on test scores and teacher recommendation, students are selected for accelerated classes. Students who were not placed in an accelerated class at the beginning of the school year, but who demonstrate marked gains at any point during the school year, may be invited to move to an accelerated class. Consultation with parents is an important part of any proposed schedule change.

Accelerated classes are not offered at Horizon West. Differentiated instruction takes place in each setting.

## Accidents

All school-related accidents, whether they involve students or visitors and whether they occur during or outside of school hours, must be reported to the school nurse or health assistant immediately.

## 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 covering 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. Wearing hats and hoods within individual classrooms is up to the discretion of the teacher, and with building principal permission.
3. Clothing that exposes visible undergarments. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing 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.

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

## **Assemblies**

At all times, student behavior should be non-disruptive. Unacceptable conduct includes whistling, uncalled-for clapping, and any type of disruptive or distracting behavior during an assembly program. Students who have caused a disruption at an assembly may be excused from attending further assembly programs within the school year.

## **Attendance**

We believe students who have regular attendance achieve more at school and are better adjusted to school. Learning that is lost due to absences can never be adequately replaced. Regular, sound attendance habits require the cooperation of students, parent(s)/guardian(s), and educators.

At Horizon West, tardies and absences will be marked throughout each school day.

At Horizon East, tardies, lates and absences will be noted for each class period following these guidelines:

Tardy = 0-2 minutes

Late = 2-15 minutes

Absent = 15 or more minutes

Truant = Students who have been marked absent, are in the building, and not attending class.

### ***EXCUSED ABSENCES***

Horizon Middle School complies with Minnesota statute in requiring that all students of middle school age attend school regularly when school is in session. The state of Minnesota recognizes the following reasons for excused absences: personal illness and/or medical, dental, or orthodontic treatment, death in the student's immediate family or of a close friend or relative, serious illness in the student's immediate family, court appearances occasioned by family or personal action, religious instructions not to exceed three hours in any week, physical emergency conditions (such as fire, flood, storm, etc.), official school field trip or other school-sponsored outing, or removal of a

student pursuant to a suspension. Parents/guardians must notify Horizon East (218-284-7301) or Horizon West (218-284-8301) by phone using the main office attendance lines by 10 a.m. on the day of the absence to report the reason for the absence or submit the absence through PowerSchool. When you call the attendance line you will hear a voice message. Please leave your child's name, grade, and reason for absence. Please call in each day that your child is absent due to illness. Physician verification may be requested for excused absences if personal illness goes beyond three consecutive days or ten or more cumulative days of absences due to an illness.

Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g., legal appointments, travel/family vacations, state tournaments and school activities). We encourage parent(s)/guardian(s) to hold these requests for absence to a maximum of 15 cumulative days per year. Students are responsible for completing coursework as if they were in attendance.

All work must be turned in before students participate in such an activity unless the teacher has made other arrangements. If a test is given on the day that students return to class, they are expected to take the exam. As in all cases of absence, students are responsible to obtain and complete makeup work.

Parent(s)/Guardian(s) may be asked to verify in writing the reason for a student's absence from school. School work missed because of an excused absence must be made up within two days from the date of the student's return to school. This applies to school work assigned during the time period the student was absent from school. Any previously assigned work is due on the day of the student's return. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information.

### ***EXTENDED EXCUSED ABSENCE***

A request for extended excused absence includes educational trips or competitions where students are accompanied by a parent(s)/guardian(s) or coaches. In order to offer the best educational experience for students, parent(s)/guardian(s) are asked to refrain from scheduling family vacations, etc., during the school year. In cases of extended excused absence, a parent or guardian should call the school or send a signed note to indicate the date(s) of the future absence, along with the reason for the absence. It is the student's responsibility to inform their teachers, who will give the assignments for the day(s) of the absence. Unless a teacher has indicated otherwise, all work must be made up before the student leaves on the extended excused absence.

### ***LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY***

If students must leave school during the day for any reason, they must report to the office before leaving and/or upon returning. If a student is to be picked up from school, parent(s)/guardian(s) must call the school, send a signed note, or call for their children to receive an out-of-building pass. Students returning from an appointment during the school day must check into the office before returning to class. By presenting an appointment card, students will be given an admit-to-class

pass. Please, whenever possible, provide our office at least 90 minutes advanced notice of an absence or required pass for leaving school grounds.

Horizon Middle School students have a closed lunch period. During the lunch period, students will be released only to their own parent(s)/guardian(s); parent(s)/guardian(s) are asked to come to the office and to meet their child there.

At Horizon East, students who leave campus without permission during the school day will be required to check in immediately with administration upon return to campus and may not be permitted to return to classes that day.

### **TARDIES**

Students who arrive at school after the school start bell must report to the office before proceeding to their class. If a parent(s)/guardian(s) has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.), the students will be marked as unexcused, given a tardy pass, and sent to class.

**Horizon East Hallway Transition Sweeps:** The student support team will conduct hall sweeps on a random basis throughout the school year. To begin the school year, hall sweeps will be on a more consistent basis to set the expectations for the school year. The purpose of the hall sweep is to intervene with students that are choosing to be late to class or choosing not to attend class. The purpose of the hall sweep is to increase the urgency in which students are arriving to class. We will also use the procedure to intervene with students and make communications with families.

#### Hall Sweep Procedure:

- Announcement will be made that all teachers will close their doors and begin instruction and not allow any student to enter the classroom unless they have a “hall sweep” pass if late.
- The student support team will sweep anyone in the hallways and other defined areas into the commons or other designated areas for check in.
- 1st time we sweep a student: communication will go home before the end of the class period via text, email and phone call.
- 2nd time we sweep a student: The student will be swept into reroute (ISS) and will be assigned a detention. The student will call home.
- 3rd time, and then each additional time, we sweep a student: The student will remain in reroute for a reset until the end of the class period or day. The student will complete an attendance module assignment along with calling home.

Once a student has completed the procedure listed above the student will be sent to their class with a pass. If the student is on the 3rd or more time the student will be marked ISSE and will remain with us for the entire period. An attendance intervention plan will follow if one is not already in place.

### **UNEXCUSED ABSENCES**

Parents must call the school each day a student will not be attending or send a note to school accounting for each day missed when the student returns to school. If the parent(s)/guardian(s) does not notify the school within two days of the student's return to school, the absence will remain unexcused. Unexcused absences are all absences which can be avoided or delayed and those for which prior arrangements have not been made. Common unexcused absences include missing the bus, oversleeping, babysitting, hair appointments, visiting friends, skipping class, working at home, and leaving school ill without checking out with the school nurse.

### **WITHDRAWAL**

A student who has been absent from school for 15 consecutive school days during the regular school year, without receiving approved homebound instruction, 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](#))

For additional information on attendance policies, please refer to [School Board Policy 503](#) on the district website or in the school office.

Attendance is reviewed weekly. Students with excessive tardies will receive the following possible consequences: detention, in-school suspension and/or parent communication.

### **Backpacks**

Backpacks or bags are to be kept in lockers during the school day due to space constraints and safety concerns. Exceptions will be made for students with physical impairments or health concerns. Backpacks or bags of any kind are NOT allowed on the last day of school. All lockers are to be cleaned out prior to the last day of school.

### **Building Cleanliness**

Our community has provided us with a beautiful school building. We ask that students be respectful and responsible by doing their part to keep the building clean. Students are not allowed to bring food/beverages, excluding water, into classrooms without teacher permission. Students will eat lunch in the cafeteria only. Students must discard waste and clean any spills or messes. Students who do not properly dispose of waste will face disciplinary measures.

### **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, which 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 victim of bullying, or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the appropriate school district officials (teachers, counselors, administrators, coaches/advisors and other employees). A student may report bullying anonymously, but action may not be taken against an alleged perpetrator based solely on an anonymous report.

For additional information, please refer to [School Board Policy 514](#) on the school district website or in the school office.

### **Bus Procedures/Conduct**

Safe and efficient transportation of students to and from school, on field trips, and to school-sponsored events is necessary to the educational process at HMS. Student cooperation is needed so bus drivers can devote their entire attention to driving. Students are to remain seated, to refrain from loud talking, and to accept direction from bus drivers. Violations of bus conduct rules and/or failure to accept direction from a bus driver may result in suspension of bus riding privileges.

Students must ride the bus to which they are assigned. In cases of emergency when a parent(s)/guardian(s) needs a student to ride a different bus than the assigned bus, written notification to the office must be presented. The final authority on ridership in these cases are individual bus drivers to make the determination if space is available.

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

### **Cell Phones/Smart Phones/Personal Electronic Devices (PEDs)**

At Horizon East, cell phones and other personal electronic devices are required to be silenced, stored and secured during instruction time (in their locker is expected). If the device is out/visible during instructional time, or is causing a disruption to the learning/school environment (before school, after school, lunch and passing time) the device will be handed into the office for the remainder of the school day and returned to them following the conclusion of period 8. It is the student’s responsibility to collect their device from the office.

Students who refuse to hand their device into the office following an observed violation will be met with follow up per the 551.1.11 Disruptive or Disrespectful Behavior “Disruptive or Disrespectful Behavior” Discipline Policy

At Horizon West, cell phones and other personal electronic devices should remain locked in the student’s locker the entire day. If a student is caught using their cell phone during the school day, it will be confiscated.

1st offense – return to student at the end of the day

2nd offense – Student must pick up the phone from the office at the end of the day

3rd offense – parent is notified and must pick up the phone from the office

If Horizon staff have consistent concerns with students adhering to the device policy specific device related intervention plans may be implemented to ensure Horizon’s academic environment remains free from device related disruption. These plans may include, but are not limited to, plans for keeping devices at home or handing devices in to begin the day.

## Communication Assistance

If a parent(s)/guardian(s) needs accommodations to communicate with school staff or in any way participate in their child’s education, please contact the school office to request accommodations such as TDD, interpreters, assistive listening device kits, etc.

## Computer Information (1-to-1 program)

Moorhead Area Public Schools is committed to preparing our students to succeed in the changing societal landscape. It is essential that the district provide our students with the 21st century skills they need to be self-directed learners. We believe inspirational teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the school district is making a portable computer device, a Chromebook, available to all students, as needed, in grades 5-8 during the school day. Please click on this link to read our [Chromebook Implementation plan](#).

Moorhead Area Public Schools provides students in grades K-12 with a district-assigned email. All email messages sent and received by students are archived and retained per legal statutory requirements. The district reserves the right to revoke a student’s email account at any time due to inappropriate use.

Because we realize there are no present technical solutions which can completely guarantee that students will be restricted from unwanted Internet material, the staff at Horizon Middle School will make every effort to educate the students in the proper use of the system and will appropriately deal with any misuses or abuses. Should any student violate any of the provisions of the district and Horizon MS Acceptable Use policy, his or her account may be terminated, future access may be denied, and disciplinary actions may be taken in accordance with school district policy. In addition, all users are held responsible for understanding that the inappropriate use of the communication system may be in violation of state, federal and local laws. Violation can lead to investigation and prosecution by law enforcement agencies.

In the event a Chromebook is damaged during use by a student, parents will be responsible to pay the device repair or replacement costs associated with the incident. The district does offer an annual \$40.00 insurance plan that covers incidental, but not intentional damage to any Chromebook used by the student during the school day. The \$40 insurance plan can be purchased online through [eFunds](#). A sample price list of chromebook repair parts are listed on the last page in the [Chromebook Implementation planning document](#).

Parents/guardians who do not wish to allow their children access to the Internet, or any other electronic communication services at school, should indicate this desire by contacting a principal.

For additional information, please refer to [School Board Policy 524](#) on the district website or in the school office.

## Concerns

When parent(s)/guardian(s) have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If they do not receive satisfaction from that person, they should then contact the building principal for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. They may be asked to state the concern in writing and to summarize the action taken to date.

## Conferences

Parent/guardian conferences are scheduled twice during the school year; the school calendar indicates specific dates. Parents and guardians will have the opportunity to meet with their child's team teachers and also with exploratory teachers.

At any time, parents and guardians are encouraged to call or email individual teachers with questions or concerns. Contact information for students' current teachers is available in PowerSchool, and a staff directory is available on the district website and in the school office.

For additional information, please refer to the Family Involvement section of this handbook.

## Copyright Policies

Students are reminded that indiscriminate copying of print and online material is illegal. For additional information, please refer to [School Board Policies 730](#) and [524](#) on the district website or in the school office.

## Counseling Services

The Horizon Middle School counseling program is designed to help young people with their social, emotional, and academic concerns. A counselor will be assigned to each grade level. They will be responsible for the following student services:

- Student mediation and problem-solving: Counselors will assist students in identifying problems, causes, alternatives, and restitution so that appropriate action is taken.

- Personal and Group Counseling: Counseling and problem solving is provided on a small group and/or individual basis depending on the need of the student population for students expressing difficulties dealing with relationships, personal concerns or other needs.
- 504 Administration: Counselors will coordinate, facilitate, implement, and monitor student 504 plans.

## Curriculum Review

Parents/guardians have the right to review the curriculum that will be provided by the teacher(s). If you wish to review particular curricular areas, please call a principal. For further information, please refer to [School Board Policies 606](#) and [606.2](#) on the district website or in the school office.

## Daily Bell Schedule and Late Start Schedule

### ***Horizon East Bell Schedule***

Students will follow their schedule as it is listed in PowerSchool. Teachers will share the daily bell schedule at the beginning of the school year and will walk students through their schedules during the first week of school during class. The daily bell schedule and late start schedule will be posted on the school website. There will be four lunch shifts each day. Schedules will be adjusted in the case of an early-out or two-hour late start.

### ***Horizon West Bell Schedule***

Students will follow the schedule for the team that they are assigned to throughout the school day. Teachers for each homeroom will share the daily schedule at the beginning of the school year. Students will have their specials time (music, physical education/health, and art) at the same time each day.

Lunch schedules will be shared by your student's homeroom teacher as part of their daily schedule.

Schedules will be adjusted by each teacher in the case of a two-hour late start.

## Detention

Students who have failed to follow the rules of the school will be assigned detention. You will receive information from your child's team teachers regarding the team's detention policies. School detention is held after school or during lunch. Students are given 24 hours to make arrangements for transportation. Students who have been assigned detention must arrive on time, have study materials or a book to read, and work silently. Students will spend detention time studying and/or performing service projects in the building. If students do not have transportation home from detention, parent(s)/guardian(s) should contact a principal to discuss an alternate plan. A skipped detention can result in additional consequences.

Students who are given several detentions may be referred to a student assistance team to explore reasons for detentions. Students who accumulate detentions may be excluded from optional school functions.

## Discipline Guidelines and Procedures

Please see attached Addendum A for Discipline Guidelines and Procedures.

## 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.

## Drug and Weapon Free Zones

The area around Horizon Middle School is a drug and weapon free zone. Anyone caught possessing or selling drugs or anyone caught possessing, using, or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law. For additional information refer to [School Board Policies 418](#) and [501](#) on the school district website or in the school office.

## e~Funds for Schools

Moorhead Area Public Schools offers an online payment processing system, e~Funds for Schools, to let parents make school-related payments online via e-check or credit card at their convenience, 24 hours a day, seven days a week. Parents access e~Funds for Schools through PowerSchool or 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 will immediately receive email receipts confirming their purchases, however, it may take up to 24 hours for payments to post to an account.

Items that may be purchased online include lunch, breakfast and milk payments, middle school activity participation fees, and high school season athletic tickets.

e~Funds for Schools uses Secure Sockets Layer (SSL) to encrypt and protect transaction information. Neither e~Funds for Schools nor Moorhead Area Public Schools store personal bank or credit card information to ensure privacy and security for users.

Access e~Funds for Schools at [www.moorheadschoools.org](http://www.moorheadschoools.org).

## Elevator Usage

The elevator is only for the use of disabled or injured students WHO HAVE SUBMITTED A DOCTOR'S NOTE TO THE SCHOOL NURSE. Only an administrator or the school nurse may authorize the use of the elevator. Students who are permitted to use the elevator will be given an elevator pass which must be picked up in the Nurse's 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.

## Family Involvement

Families are encouraged to attend school events. Volunteers are needed to help in our lunchrooms, hallways, classrooms, chaperone field trips, operate concessions, supervise activities, etc. If you are interested in helping, please reach out to your building administration and complete a volunteer form that is available in our office. For additional information, please refer to [School Board Policy 908](#) on the district website or in the school office.

## Field Trips

Students may have opportunities to participate in field trips. In addition to parental/guardian permission slips, teacher requirements for participation in field trips may include, but are not limited to, completed homework assignments and acceptable behavior in class. While on field trips, students are expected to observe all school rules.

## Fire, Lockdown and Tornado Drills

Fire, lockdown and tornado drills are held at irregular intervals throughout the school year. In drills or in a real emergency situation, remember to: Observe directions given by staff. Walk quickly and quietly to the designated area.

## Gang Activity

Moorhead Schools recognizes that the harm done by the presence and activities of gangs in our school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. As a result, any dress, hand signs, or gestures proclaiming gang membership and/or affiliation or that may be interpreted as such are

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

## **Gifted/Talented Program**

Moorhead Area Public Schools is committed to providing learning conditions that support academic achievement for all students. A coordinating teacher provides a seamless continuum of services for high-potential students in all Moorhead Area Public Schools. Moorhead Area Public Schools provides gifted education by implementing and sustaining efforts that ensure our students have access to differentiated curriculum, flexible pacing, cluster grouping, Advanced Placement, enrichment options, acceleration and other universal interventions available to all students in the regular classroom.

## **Grading System and Report Cards**

Horizon East utilizes a traditional grading scale with standards based instructional practices. The goal with this method is to transition the grading philosophy from a summative judgment of how students did on one particular assignment to a focus on the learning process. The focus will be how students are growing in their knowledge of the content standards over the course of a unit, quarter, and school year through direct formative feedback from the teacher. By emphasizing the learning process, students will be engaged in learning the content rather than focused on getting a good grade on the assignment or exam. Teachers will update grades in PowerSchool every week.

Horizon West will provide four written standard-based progress reports each year. The standard-based progress reports will be similar in format to the elementary level.

Shortly after the end of each quarter, student report cards and progress reports will be posted on PowerSchool under "Student Documents." Parents/guardians are encouraged to use PowerSchool to obtain grade and attendance information about their child's progress at school. PowerSchool access codes are available in the school office.

Students who fail classes at Horizon are invited, based on need, to be part of our Excel program to help support academic success. The Excel program takes place during the school year and in the summer.

## **Handbook**

This handbook may be changed or amended during the school year. Contact the principal or visit our website [www.moorheadschoools.org](http://www.moorheadschoools.org) for more information. All students and parents are responsible for the content of this handbook. School Board policies to further explain and clarify any and all school policy can be retrieved [here](#).

## **Harassment and Violence Policy**

Everyone at 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.

A harasser may be a student or an adult. If you believe you have been the victim of any type of harassment you should report it to any school district official. 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). Your right to privacy will be respected as much as possible.

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. 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.

This is a summary of [School Board Policy 413](#), 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.moorheadschoools.org](http://www.moorheadschoools.org).

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

**Phone:** 218-284-3355

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

## Hazing

No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.

### **DEFINITIONS**

"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 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***

1. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief 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.
2. 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.
3. 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, receives a report of, 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.
4. 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.

### ***REPRISAL***

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or retaliates against any person who asserts, alleges or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

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

## Health Services

Students' health significantly affects school attendance and performance. Horizon Middle School health offices are staffed during school hours by a health assistant trained in first aid and CPR. A licensed school nurse oversees the health assistant, helps families manage 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 in meeting our student's health needs. The health office assists in the management with the following items as well:

**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 Clinic, located 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.

**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 Enrollment, including medical provider, hospital preference and alternate persons to call in case of an emergency. We will not release ill students to go home without contacting a parent or guardian. All school-related accidents (including extracurricular and out-of-town activities) should be reported to the health office.

**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 they can attend school, please contact the health office directly for guidance.

**Medication:** No prescription medication will be administered by school personnel without written authorization from the parents/guardians and signed orders from a medical provider. All over-the-counter medications (including acetaminophen, ibuprofen, nasal spray, eye drops, etc.) require parental signatures on the medication request form. Provider signature is not required when given as directed. 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 the students name and directions for administration. Whenever possible, medication should be given at home. Please let the health office know if your student begins taking a new prescription medication that may affect them at school.

**Screening:** Hearing and vision screening is completed annually in grades K, 1, 3, 5 and 7. 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.

**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 child's needs during the school day to ensure the most time possible in the classroom. Staff will be notified of special health conditions of students they work with.

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

Moorhead based Health Clinic: Family Health Care |  
<https://famhealthcare.org/locations/moorhead-school-based-health-clinic/>

## Homebound Instruction

Students who are absent for illness or medical condition for ten consecutive days are eligible for homebound instruction. In order to receive in-home tutoring, a physician's authorization is necessary. Requests for homebound instruction should be directed to Learner Support Services at 218-284-3710.

## Homecoming

Horizon Middle School students will not be released to attend high school homecoming activities during the school day.

## Independent Work

The following principles were created for building wide guidance (grades 5-8). The principles will assist us as a staff to follow common expectations that will result in more equity and clarity as it pertains to our building's practices. Here are the agreed upon principles all staff are required to follow:

1. Independent Work is necessary and expected to be completed.
2. Independent Work should be relevant and tied to a learning target. Connections between homework and the learning targets are discussed.
3. Students are provided feedback through teacher comments, examples, activities, reinforcement, and discussion.

## Law Enforcement in School

A full-time school resource officer is a member of the Horizon Middle School staff. Also, HMS has extended a standing invitation to any Moorhead police officer to visit our school. Our school resource officer may be invited to participate in student conferences regarding individual student conduct. Should an official police investigation take place, parent(s)/guardian(s) will be contacted before questioning occurs.

## 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.

## Learner Support Services

Learner Support Services provides educational services designed to meet a variety of student needs. Learner Support Services encompass special education, and English Learner (EL) services. Students served through Learner Support Services have met the required criteria for services and have an educational plan which is written by a team to address the student's needs.

Students can be referred for Learner Support Services by their parent(s)/guardian(s) or school personnel. If parent(s)/guardian(s) feel that their child may have unique learning needs, they should contact a guidance counselor or their child's teacher.

## Liability for Lost or Stolen Articles / Lost and Found

Students are reminded not to bring valuable articles to school and to be sure that all belongings in hall lockers are secured. The school is not responsible for any lost or stolen articles of personal property. All students are strongly advised to purchase a lock to help protect their belongings.

Articles other than P.E. clothing that are found in and around the school should be turned into the office, where owners may claim their property. After several announcements are made to the effect that students should claim items, the items left are donated to charity. The lost and found area is in the main office and may be accessed during regular office hours. Students are asked to label all clothing clearly and permanently with first and last names, so that proper identification can be made on lost items.

## Lockers

Each student is assigned a locker. The school does not provide locker security, and **students are strongly advised to purchase a combination or key lock**. If a student occupies a locker other than the one assigned, a school employee will remove the lock from the locker and all items inside it; the student may claim any possessions in the office.

Locker maintenance concerns must be reported to a secretary in the office; lockers will be repaired by custodians as soon as possible. If something is missing from a locker, students should notify their homeroom teacher at West, or a counselor or assistant principal.

Under no circumstances are students to share lockers or to share their locker combinations or keys with others. Students should not keep valuable items in their lockers.

Students are responsible for the appearance of their lockers. Lockers should be clean and free of graffiti. When students are attaching pictures, posters, or mirrors to the inside of their lockers, they must use Poster Tack or a similar product; no tape or glue may be used. Students whose lockers have debris or markings will be expected to clean and clear them periodically throughout the year as determined by administration.

## Locker Search

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers 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 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 were searched unless disclosure would impede an ongoing investigation by police or school officials.

The policy above for school lockers also applies equally to student's desks or personal possessions as defined herein. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

A violation of this policy occurs when students use lockers and desks for unauthorized purposes. A violation occurs when students carry contraband on their person or in their personal possessions.

### **DEFINITIONS**

1. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.
2. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
3. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff members, a student's suspicious behavior, a student's age and past history or record of conduct, or other reliable sources of information.
4. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### **PROCEDURES**

- A. School officials may inspect lockers and desks at any time they believe inspection would be in the best interest of the school, the staff, or the student body. Student lockers, desks and personal possessions may be randomly searched throughout the school year without notice, without student consent and without a search warrant.

- B. School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists, an internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.
- C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion, then an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.
- D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.
- E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.
- H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

### ***DIRECTIVES AND GUIDELINES***

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pinups and posters which may constitute sexual harassment, or cause educational disruption, etc.

### ***SEIZURE OF CONTRABAND***

If a search yields contraband, school offices will seize the item and, where appropriate, turn it over to legal authorities for ultimate disposition.

### ***VIOLATIONS***

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

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

## Lunch, Breakfast and Snack

Horizon Middle School offers breakfast and lunch meals that meet the state and federal guidelines. The hot lunch line has a different menu option each day as posted in the meal menus in PowerSchool.

Students may also bring their own snack to be eaten in the classroom during a short snack break. The time of the snack break is determined by the teacher. Students are responsible for cleaning up after themselves if they are eating in the classroom areas.

School breakfast is free of charge for the student's first breakfast of the day (subsequent breakfast meals on the same day cost \$3.00). 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 \$.60 and the a la carte line has items ranging from \$.25 to \$1.50. Students that bring a lunch from home are able to purchase a milk for \$0.50.

Students must prepay for extra meals and milk. Students may deposit money into their meal accounts in the drop box outside the school office, or parents may make payments online through e~Funds for Schools, an online payment processing system (requires a minimum payment of \$10.00 for students). To access their lunch accounts, students type in their student number. A student who does not have sufficient funds will not be allowed to charge a la carte or snack 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 in school buildings during office hours. The form should be completed electronically to ensure faster processing. If the household income or size changes, families can apply for meal benefits anytime during the school year.

If you have questions about the lunch program, please call the food and nutrition service director at 284-3324 or the food and nutrition service secretary at 284-3325.

Parents/guardians may take their own children out to lunch if they call for the students in the office at the beginning of the lunch period. Under no circumstances will anyone other than the student's own parent(s)/guardian(s) (or teacher, in the case of a field trip) be allowed to take any student from the building during the lunch hour.

Students may not receive pizza deliveries, fast food deliveries, birthday cakes, etc., during the school day, including the lunch period. Fast food is not allowed to be brought in or supplied by a parent/guardian.

**While in the lunchroom, students are expected to cooperate by:**

1. Knowing their student number.
2. Being orderly in the serving line.
3. Being Respectful, Responsible and Safe
4. Remaining seated except to dump their trays.
5. Not removing food from the cafeteria.
6. Leaving the table and floor clean.
7. Depositing all lunch refuse in wastebaskets.

Failure to follow these rules will result in consequences ranging from eating in an assigned seat to receiving out-of-school suspension.

**UNPAID MEAL CHARGES:** 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.

## **Make-Up Work**

Regardless of the type of absence, students are responsible for obtaining and completing make-up work.

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

It is the policy of the 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, the Moorhead Police Department or Clay County Sheriff's Department.

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.

Refer to [School Board Policy 414](#) on the website or in the school office.

### **Media Center Services**

The Horizon East Media Center is open Monday-Friday from 8:30 a.m. until 4:10 p.m.; licensed personnel are on duty Monday through Friday from 8:30 a.m. through 4:15 p.m. The Horizon West Media Center is open from 8:55 a.m. until 4:10 p.m. each day, with supervision during those times. Students are encouraged to use the media center as much as possible. The media center is accessed by students in a number of ways. Coursework will include visits to the center for research and for supplemental assignments. Research skills are taught in various classes and are followed by assignments.

Students are responsible for all material used or checked out to them. If materials are lost, damaged, or destroyed, students are expected to pay replacement costs.

### **Messages**

Out of respect to our teachers and their need to teach we will not interrupt the instruction in the classroom with phone calls. Please leave your message with the building secretaries, and they will get the message to your child.

### **Multi-tiered System of Supports Team (MTSS)**

Horizon staff meet often as a support team/problem-solving team who respond to students when they are not succeeding academically or behaviorally. MTSS involves ongoing evaluations of the degree that students (a) master academic material in response to effective instruction and (b) demonstrate appropriate, prosocial behavior in response to effective classroom management. When students are not progressing or "responding," academically or behaviorally, to effective instructional conditions, MTSS includes a functional assessment/problem-solving process to determine the reason(s) for the lack of success, and the implementation of strategic and intensive interventions to help those students progress and be successful.

## Nuisance Items

Nuisance items are not allowed at school because of the disruption to our learning environment. A list of nuisance items includes but is not limited to: laser lights, slime, stink bombs and water pistols. All such items will be confiscated.

## Office and Building Hours

Both the Horizon East and Horizon West offices are is open Monday through Friday from 7:40 a.m. to 4:30 p.m. Teachers are available from 8:30 a.m. through 4:15 p.m.

Horizon opens its academic doors at 8:55 a.m. Students should be out of the building no later than 4:10 unless they are participating in an activity, receiving help from a teacher or have administrative approval. Breakfast is served from 8:45 a.m. to 9:05 a.m. There is no playground supervisor before or after school. The school does not assume the responsibility for accidents that occur during unsupervised periods.

## Online Learning Opportunities

Please contact the Horizon East counseling office at 284-7312 or the Horizon West counseling office at 284-8312.

## Parent/Guardian Information

Typically, the school will mail information to the address where the student resides. If a noncustodial parent, shared-custody parent, or other entitled individual wishes to receive school mailings, that person should call the Horizon East office at 284-7300 or the Horizon West office at 284-8300 to make arrangements.

## Passes

Students are required to have a pass from their teacher when they are outside of the classroom during class time. Passes are needed for going to the restroom, library, locker, etc. Teachers may use emergency passes when the need arises. Students who need to meet with a teacher, counselor, or principal must get a pass from their teacher before they will be excused from class.

## Patriotic Exercises

Each school day will begin with the Pledge of Allegiance. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Others must respect another person's right to make that choice. For further information, please refer to [School Board Policy 531](#) on the district website or in the school office.

## Physical Education

Physical education at Horizon Middle School is co-educational and stresses fitness, flexibility, rhythms, aerobics and team sports. Students are expected to wear appropriate clothing for physical education classes.

At Horizon East, students are able to make up physical education classes in two ways. One is by attending the weight room in our building for 30 minutes for each class period missed. The second way is through participation in an organized school or community activity that involves physical activity over a period of time, is regularly scheduled, is supervised by a coach or program director, and is open to any student; 30 minutes of an activity must be documented for each class period missed. Verification of make-up time is the responsibility of the student. Long-term absences will be handled on an individual basis (vacations, illnesses, injuries, etc.).

Students who must be excused from physical education for more than five periods of class must give the health assistant a written doctor's statement describing the reason for non-participation and the expected date that the student may resume normal activities. In these cases, the teacher will likely find an alternative assignment for students. To be excused from P.E. for fewer than five class periods, the students must provide the health assistant with a signed request from a parent(s)/guardian(s). In these cases, the student will be expected to make up time as outlined above. It's the students' responsibility to adhere to the doctors'/parents'/guardians' recommendations regarding class participation for medical concerns.

## **Positive Behavioral Intervention and Supports**

PBIS is a school-wide program that is data driven and focuses on the school environment. Data is collected and monitored on an on-going basis to identify areas of need. These areas can be both academic or behavioral in nature. Interventions and strategies are put in place to help alleviate problematic areas so the focus can remain on student achievement and student success.

As part of PBIS we recognize students who are respectful, responsible and safe through various activities like Spud Pride Days, positive contact home, students of the week, postcards, positive office referrals, and house celebrations.

## **PowerSchool**

PowerSchool, the district's student management system, provides information about students' attendance, transportation route information, meal menus, prior progress reports, and meal account transactions and balance through any Internet-capable computer or smartphone. Teacher and other school phone and email contact information also is available through PowerSchool.

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

Parents/guardians are provided usernames and passwords to access information about their child. Usernames and passwords have not changed. You do not need new password information if you have it from previous years. Parents/guardians who do not have a username and password may get those in the school office. Parents/guardians must bring a photo ID with them. You may also request

your PowerSchool login at

<https://moorhead.powerschool.com/public/home.html#create-account-content/>.

## 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 in to your PowerSchool parent account and choose the registration link.

## Public Display of Affection (PDA)

The staff and administration of Horizon Middle School feel that public displays of affection (PDA) in school is inappropriate. This behavior may result in parent contact and/or discipline at the discretion of administration.

## Public Information / Data Privacy Policy

The following student information is considered public and may be disclosed unless the school principal is notified in writing that the information is considered private:

- Name and Grade Level
- Enrollment Status (i.e., full-time or part-time)
- Participation in Activities
- Height and Weight of Athletic Team Members
- Dates of Attendance
- Graduation Status
- Honors and Awards
- Most Recent Previous School
- Photos in the normal course of school activities, including data recorded by cameras on school property, including school buses

In compliance with state law, anyone who requests data must first meet with a school administrator to discuss the use of the information and will incur any costs associated with obtaining the information. A public notice outlining this policy will be distributed by each building principal. For additional information, please refer to [School Board Policy 515](#) on the district website or in the school office.

## Rental of Musical Instruments

The Moorhead School Board authorizes a rental fee of \$75 per instrument each semester for each child playing a school-owned instrument. Students are also expected to sign an agreement listing their obligations for the maintenance of the instrument or repair of any damage beyond what may be expected from normal use.

The fee requirement may be waived if any of the following circumstances prevail:

1. If a family cannot afford to pay the fee as determined by the building principal by using the Free or Reduced-Price School Meals criteria.

2. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.
3. No student will be denied the right to participate in music because of any or all of the above.

For additional information about rental and for the rental agreement, please refer to [School Board Policy 718](#) and [718.1](#) on the school district website or in the school office.

## Safety and Security Technology

Safety and security technology has been installed in public areas of the building and on the grounds. For additional information, please refer to [School Board Policy 712](#) on the district website or in the school office.

## Schedule Changes

In general, Horizon students are not allowed to drop courses. Parents/guardians who are concerned about their child's schedule are invited to contact a principal or counselor to discuss their concerns.

## School District Crisis Management Policy

Teachers and support staff have established, learned and practiced emergency procedures. In times of emergency, it is imperative that students fully cooperate with school and emergency staff. For additional information, please refer to [School Board Policy 806](#) on the district website or in the school office.

### **SCHOOL DISTRICT INFORMATION NETWORK USE POLICY**

Each fall, students receive training on acceptable use of district technology. Students also receive information about Internet safety. Students who use technology inappropriately will lose the privilege of using district computers. For further information, please refer to [School District Policy 524](#) on the district website or in the school office.

### **STORM AND EMERGENCY SCHOOL INFORMATION**

Unless there are extreme weather conditions or emergency situations, schools in Moorhead will be in session as scheduled. When Horizon Middle School or the district as a whole is closed or closing, an announcement will be posted on the district's website at [www.moorheadschoools.org](http://www.moorheadschoools.org), and it will be announced on 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 sent by the system.

In this situation, parent(s)/guardian(s) may call for their children at school by coming to the office and signing out their children. If there is an immediate danger, such as a tornado or blizzard warning, and students are sheltering at school, we recommend parents refrain from picking up students before the warning expires. Certain emergencies may require moving students to another site. The school has a reunification plan that will be used if needed.

On the student registration form, parent(s)/guardian(s) of rural students are asked to submit the name of an urban Moorhead resident who will provide emergency housing for their child when rural buses are not running due to storm conditions.

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

## Student Transportation Safety Policy 709

All students are taught bus rules and regulations regarding student conduct and school bus safety. The district's [Student Transportation Safety Policy 709](#) information is included here to help explain some of the school bus rules we have to keep parents/guardians, students and the public safe on and around the school bus.

***Transportation is a privilege not a right:*** The state legislature during the 1994 session made the determination that exclusion from riding a school bus is not an “exclusion, expulsion, or a suspension” under the fair dismissal act of 1974. Students may be excluded from transportation for violation of safe riding rules or other school policy or state law governing pupil transportation.

***District policies for student conduct and school bus safety:*** It is understood that all student rights and responsibilities outlined in the school district discipline policy and procedures apply on the school bus and at bus stops. In addition, the following rules apply on the school bus and at bus stops.

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body and personal belongings inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

### ***Authorized riders***

- ISD 152 bus drivers will only accept passengers assigned to the route.
- Students who will be attending parties, non-school classes or meetings, etc. will not be accepted as passengers on school routes.
- Building administrators may provide temporary authorization to students for emergencies if space is available on the school bus.

### ***Loading zone rules***

- Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

***Appropriate conduct on the school bus:*** Students must be sitting down, visiting quietly, doing homework, or reading while on the bus.

***Danger zones:*** Teach your child that if they can reach out and touch the bus they are too close. They should always walk at least 5 big steps away from the bus when they get off.

***Safe loading and unloading of a school bus:*** Never move to get on the bus until it stops and the driver motions that it is safe to get on the bus. When home do not move from your seat until the bus is completely stopped.

***Safe vehicle lane crossing:*** If your child must cross the street to board the bus or when coming home, it is very important they understand the safety rules.

***There are four key points:***

1. Go 5 big steps in front of the bus. Students must be able to see the driver's face.
2. Wait for the driver to motion you that it is safe to cross.
3. Watch for traffic from both directions.
4. Never ever go back to the bus even if you dropped or forgot something. Wait until the bus leaves the area and ask your parent/guardian/child care provider to help you.

***Evacuation drills:*** Students will have an opportunity to practice school bus evacuation drills during the school year. You should visit with your child about emergencies and the importance of staying calm and following instructions from bus drivers and teachers.

By practicing for home emergencies you are helping to prepare your child how to act during other kinds of emergencies.

***Cameras on the school bus:*** Moorhead school buses may be equipped with audio / video surveillance equipment. Conversations and actions of those on board may be recorded.

**Consequences:** Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. Please see the district discipline procedures in Appendix A for further information.

Middle and High School (5-12)

- 1st offense Student conference and warning
- 2nd offense Conference with parents/guardians / up to 5 school day suspension from riding the bus
- 3rd offense Conference with parents/guardians / up to 10 school day suspension from riding the bus
- 4th offense Conference with parents/guardians / up to 30 school day suspension from riding bus
- 5th offense Suspended from riding bus for remainder of the school year

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

**Other Discipline:** Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

**Vandalism / Bus Damage:** Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

**Criminal Conduct:** If the offense involves any criminal conduct (for example, assault, weapons possession or vandalism), then it will be reported to the superintendent, local law enforcement officials and the Department of Public Safety, in addition to any school district disciplinary procedure.

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

## Summer School

Horizon students who are not making academic progress may be referred to summer school. Horizon East will look at first semester data to start identifying students who would benefit from summer school and will communicate with families.

## Suspensions

### IN-SCHOOL SUSPENSION (ISS)

Students may be placed in in-school suspension for disciplinary reasons or for a cooling-off period. Students who are placed in ISS must report to the ISS room on time, have books and other study materials with them, and take direction from the ISS supervisor. Students will receive assignments

and take tests in the ISS room. Should a student choose not to follow the rules or refuse to accept direction from the supervisor, the student will be removed from school. A student assistance team will review instances of recurrent in-school suspensions to determine causes of behavior that result in ISS assignments.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students will be placed in out-of-school suspension in compliance with the district discipline policy and this handbook. When students are assigned out-of-school suspension, they are not to be in Horizon Middle School, on the Horizon Middle School Campus school grounds, or in the buildings or on the grounds of any other school in the district during the time of the suspension.

Students are expected to make up all coursework. Parents/guardians may request to pick up their child's assignments; twenty-four hours notice is needed to communicate the need and for teachers to compile homework assignments.

### **Telephone**

Students may use a telephone in the main office when necessary. Students must dial "9" to access an outside line.

### **Testing**

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

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 support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- 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 in grades 3-8 and high school in reading and mathematics and given annually in grades 5, 8 and high school in science. The testing window runs from March to May. 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.

## Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. In order to locate misplaced books more easily, students should write their name, grade, and school on the book label. Students will be required to pay for lost or damaged school-owned textbooks.

## Title IX

The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

For more information, including how to report concerns, please view the [Title IX information on the district website](#) and [School Board Policy 522](#).

## Theft

Moorhead Area Public Schools does not have insurance for stolen items. Thefts can be kept to a minimum if students:

- Keep their lockers locked.
- Do not share lockers.
- Do not share their locker combinations with others.
- Do not bring items of significant value to school.
- Immediately report any theft to the office.

To assist in the return of stolen property, students are asked to clearly and permanently label all clothing and other belongings with their first and last names. Anyone responsible for theft will be referred to the Moorhead Police and will be subject to treatment as outlined in the district discipline policy.

## Tobacco-Free Environment

Smoking and the use of tobacco, tobacco-related devices or electronic cigarettes, or inhaling and exhaling of vapor from any electronic delivery device shall be prohibited on all school district property, including district-owned and contracted vehicles.

Usage of any tobacco, tobacco-related devices or electronic cigarettes by any person at any time while on district property shall be considered a violation of the Tobacco-Free Environment Policy.

Possession by an elementary, middle or high school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off campus school district-sponsored events except for lighting tobacco by an adult as a part of a traditional Indian spiritual or cultural ceremony (Minnesota Statute 144.4165).

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy.

Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment. The success of this tobacco-free environment policy will depend on the thoughtfulness, consideration and cooperation of students, staff and citizens. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Although any individual may report observed violations, school district employees shall be expected to report all observed violations in accordance with the procedures listed below.

Moorhead Area Public Schools will be proactive in tobacco-free help programs. A list of several resources will be made available for the convenience and preference of the employee.

Student help programs will be provided for students as outlined in [School Board Policy 553](#) Crisis Intervention and Student Support. Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

Notification will be provided indicating that Moorhead Area Public Schools are a tobacco-free environment.

For further information, please refer to [School Board Policy 419](#) on the district website or in the school office.

## **Transfers**

Students who are leaving Horizon Middle School to transfer to another school should obtain a withdrawal form from the main office. All Chromebooks and chargers must be turned into the main office. All textbooks must be returned to teachers; teachers will sign off on the form with a check to indicate that books have been returned and will also indicate the grade earned. The completed form must then be returned to the main office.

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

## Truancy

Horizon Middle School complies with Minnesota State Statute by reporting to Clay County officials any student who has been absent from school without an excuse for one or more periods on seven different days within a single school year.

For additional information, please refer to [School Board Policy 503](#) on the district website or in the school office.

## Use of Pesticides

Weeds will be sprayed the first two weeks of June and the last two weeks of August. Buildings will be checked on a quarterly basis by a licensed exterminator. We will monitor and control pests by the use of glue traps and mechanical devices. Should the use of a pesticide become necessary, we will notify those parent(s)/guardian(s) who request. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please complete the "Request for Pesticide Notification" form, which you can get in our school office, and return it to the principal's office.

The long-term health effects on children from the application of such pesticides or the class or chemicals to which they belong may not be fully understood.

## Vandalism

The construction and maintenance of our school buildings and equipment are provided at great cost to taxpayers. Students who destroy or vandalize school property are required to pay for any loss or damage. If students willfully damage or destroy school property, the Moorhead police will be notified. If students should accidentally damage something, they should report it to their teacher or the office immediately.

## Visitors to the Building / Visiting Classrooms

Visitors must enter the main entrance doors, bringing with them a valid photo ID to be scanned to register at the office and receive a printed visitor badge before being permitted into the building or classrooms. City ordinances and state statute require that all visitors display a visitor's badge.

Parents/guardians are always welcome to visit school, but you must arrange a visit at a convenient time for both your child's teacher and yourself with administrative approval. Your child's teacher can provide you with a time that will be most beneficial to you. We have learned from experience that it is best to limit classroom visits to 30-45 minutes. The classroom teacher will not always have the opportunity to talk with you for any length of time during a visit because his/her first responsibility is to the students.

Please note that during the school day, only the main entrances (parent drop-off areas) will allow entrance to the building.

- Horizon East Door E1 (grades 7-8) on the east side

- Horizon West Door W1 (grades 5-6) on the north side

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

## Wellness Policy

Moorhead Area Public Schools will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores. School staff will not use food or beverage choices that do not meet nutritional standards as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education program or behavior intervention plan) and will not withhold food or beverages as punishment (see [Administrative Procedure 533.1](#)). Moorhead Area Public Schools encourages parent(s)/guardian(s) to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Parents and guardians have a primary and active role in promoting and protecting their child's health and well-being. Parents/guardians are encouraged to participate with their children in physical activities beyond the school day.

### Horizon East School Activities

#### *Horizon East Activities Vision*

Horizon East provides athletic, academic, and performance-based co-curricular opportunities that develop skills, maintain engagement in the academic experience, and facilitate the creation of positive contributors to our school community and culture.

The full overview of the 25-26 Horizon East Student Activities Guidebook and Guidelines can be accessed using the link below

[25-25 HZNE Student Activities Guidebook and Guidelines](#)

## Public Notice

Independent School District No.152 gives notice to parents/guardians of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding student records.

1. Parents/guardians and eligible students are hereby informed that they have the following rights:
  - a. That parent/guardian or eligible student has a right to inspect and review the student's education records. A parent/guardian or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected.
  - b. That the parent/guardian or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/guardian or eligible student wishes the school district to make. The request shall be signed and dated by the parent/guardian or eligible student. If the school district decides not to amend the record as requested by the parent/guardian or eligible student, the school district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
  - c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.
  - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the School Board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a

- student and student health and welfare and the ability to respond to a request for educational data;
- e. That the school district forwards education records on a request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. 7917, part of the federal Every Student Succeeds Act (ESSA) and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
  - f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g (FERPA), and the rules promulgated thereunder. Said complaint should be directed to:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605.
  - g. That the parent/guardian or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.
  - h. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's office or the district's website ([www.moorheadschoools.org](http://www.moorheadschoools.org)).
2. Independent School District No.152 has adopted a School Board policy in order to comply with state and federal laws regarding education records. The policy does the following:
    - a. It classifies records as public, private or confidential.
    - b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
    - c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
    - d. It establishes procedures and regulations for access to and disclosure of education records.
    - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent/guardian or student when required prior to disclosure.
  3. Copies of the School Board policy and accompanying procedures and regulations are available to parents/guardians and students upon request to the Superintendent.
  4. Pursuant to applicable law, Independent School District No.152 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; graduation status; honors and awards received; the most recent educational agency or institution attended by the student; 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. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

- a. The information listed above shall be public information which the school district may disclose from the education records of a student.
  - b. Should the parent/guardian of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's/guardian's or eligible student's prior written consent except to school officials as provided under federal law.
  - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent/guardian or eligible student must make a written request to the building administrator within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
    - (1) Name of student and parent/guardian, as appropriate;
    - (2) Home address;
    - (3) School presently attended by student;
    - (4) Parent's/guardian's legal relationship to student, if applicable;
    - (5) Specific category or categories of directory information which is not to be made public without the parent's/guardian's or eligible student's prior written consent.
5. Pursuant to applicable law, Independent School District No. 152 hereby gives notice to parents/guardians of secondary students and eligible students of their rights regarding release of information to military recruiting officers. The school district must release, without parent/guardian or student consent, the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

SHOULD A PARENT/GUARDIAN OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS.

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION, THE PARENT/GUARDIAN OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY (BUILDING ADMINISTRATOR) BY SEPTEMBER 1 EACH YEAR. In the event that PowerSchool Enrollment has been completed, the digitally signed submission will serve as your written request. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

- (1) NAME OF STUDENT AND PARENT/GUARDIAN, AS APPROPRIATE;
- (2) HOME ADDRESS;

- (3) STUDENT'S GRADE LEVEL;
- (4) SCHOOL PRESENTLY ATTENDED BY STUDENT;
- (5) PARENT'S/GUARDIAN'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;
- (6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.
- (7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

NOTICE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Protection and Privacy of Student Records Policy also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. 152  
MOORHEAD, MINNESOTA  
JUNE 2019



**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 5-8**

**Administrative Procedure:** 551.1

**Date Adopted:** 6/27/2011

**Dates Reviewed:** 7/17/2012, 8/12/2013, 6/23/2014, 6/8/2015, 6/13/2016, 6/26/2017 6/8/2015, 6/13/2016, 6/26/2017, 6/25/2018  
6/25/2018

**Section:** 500 STUDENTS

**Date Revised:** 8/12/2013, 6/23/2014,

### **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 enables 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 Behavioral Intervention and Supports (PBIS) as a foundation for behavioral expectations.

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 are a type of intervention that seeks 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.moorheadschoools.org](http://www.moorheadschoools.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
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Grades 5-6	*	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity or suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action	2-3 day suspension	3-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 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 recommendations 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, 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 5-6	Parent(s)/Guardian(s) conference Notification of legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to student assistance
Grades 7-8	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities and	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities

	student assistance team Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for six (6) weeks* Referral to student assistance	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* Referral to student assistance	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 Referral to student assistance
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(\*) Weeks are counted as calendar weeks.

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

Selling, distributing, delivery, 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, 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 5-6	Parent(s)/Guardian(s) conference Notification of legal authorities 5-10 day suspension or alternative action Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance

Grades 7-8	Parent(s)/Guardian(s) conference Immediate notification of legal authorities and student assistance team 5-10 day suspension or alternative action Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance
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**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 5-6	Parent(s)/Guardian(s) conference 1-5 day suspension or alternative action Immediate notification of legal authorities (police and fire marshal)
Grades 7-8	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 5-6	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities
Grades 7-8	Fighting: Parent(s)/Guardian(s) conference 1-3 day suspension or alternative action Notify legal authorities  Assault:	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities  Assault:	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities  Assault:

	A change in placement could be possible with a charge of assault	A change in placement could be possible with a charge of assault	A change in placement could be possible with a charge of assault Recommendation to the superintendent for expulsion or exclusion
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**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
Grades 5-6	Parent(s)/Guardian(s) conference Referral to Truancy Intervention Program
Grades 7-12	Parent(s)/Guardian(s) notification Detention or Alternative Action Referral to Truancy Intervention Program

**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 K-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 OR INTIMIDATING BEHAVIOR**

“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 5-6	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity 1-2 day suspension	Parent(s)/Guardian(s) conference Removal from class or activity or suspension 2-5 day suspension Notification of legal authorities
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action Notification of legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 2-5 day suspension Notification of legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities Referral to threat assessment team Recommendation to Superintendent for expulsion or exclusion

### 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Same/next day dismissal
Grades 7-8	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference 1 day suspension	Parent(s)/Guardian(s) conference 1-3 day suspension

(\*) Indicates disciplinary action assigned by building administration.

### 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 2-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 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 pop pop 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 5-6	*	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 suspension or alternative action	Parent(s)/Guardian(s) conference 2-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 12. 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 of 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. Head coverings and hats are not allowed to be worn in the building except with the approval of the building principal (i.e., medical situations or religious purposes).
3. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
4. Apparel promoting products or activities that are illegal for use by minors.
5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing 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](#).
6. 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.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-8	* Student conference Modify clothing	Parent(s)/Guardian(s) notification Modify clothing or send home	Parent(s)/Guardian(s) conference Modify clothing or send home

(\*) Indicates disciplinary action assigned by building administration.

### 13. 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 5-6	* Notification of legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension Referral to legal authorities
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action Notification of legal authorities	Parent(s)/Guardian(s) conference Detention or 2-3 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference Detention or 3-5 day suspension Notification of legal authorities

(\*) Indicates disciplinary action assigned by building administration.

### 14. 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference

			Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1 day suspension or alternative action	Parent(s)/Guardian(s) conference 1-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 15. 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 1-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 16. 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 5-6	* Notification of Title IX Officer	Parent(s)/Guardian(s) conference Notification of Title IX Officer	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

			Notification of Title IX Officer
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action Notification of Title IX Officer	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of Title IX Officer Notification of legal authorities

(\*) Indicates disciplinary action assigned by building administration.

## 17. 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities

(\*) Indicates disciplinary action assigned by building administration.

## 18. 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

Grades 7-8	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference Detention or 1-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension
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(\*) Indicates disciplinary action assigned by building administration.

## 19. 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 5-8	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: Parent/Guardian conference / up to 20 school day suspension from riding bus

Fifth Offense: Suspended from riding bus for 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.

## 20. 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, slime, bolt cutters, and crowbars.

Grade Level	First Offense	Second Offense	Third Offense
Grades 5-6	* Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Confiscate Detention	Parent(s)/Guardian(s) conference Confiscate and return to parents Detention or 1-3 day suspension	Parent(s)/Guardian(s) conference Confiscate and return to parents after one week 1-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 21. PERSONAL ELECTRONIC DEVICES (PEDs)

PEDs are 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, and 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 where 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 5-8	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Confiscate and return to parents	Parent(s)/Guardian(s) conference Confiscate and return to parents Detention or alternative action

## 22. 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 5-6	*	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Confiscate

			1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Confiscate Detention or 1-2 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 2-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate and keep in office 5-10 day suspension Referral to legal authorities

(\*) Indicates disciplinary action assigned by building administration.

### 23. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 5-6	*	Parent(s)/Guardian(s) Conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention and/or 1-3 day suspension or alternative action	Parent(s)/Guardian conference Detention or 2-3 day suspension	Parent(s)/Guardian(s) conference 1-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

### 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/Guardian(s) conference 1-5 day suspension

(\*) Indicates disciplinary action assigned by building administration.

## 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 5-6	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action Restitution Notify legal authorities	Parent(s)/Guardian(s) conference 2-3 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution Referral to legal authorities

(\*) Indicates disciplinary action assigned by building administration.

## 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 5-6	Parent(s)/Guardian(s) conference Suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges
Grades 7-8	Parent(s)/Guardian(s) conference Detention or suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges	Parent(s)/Guardian(s) conference 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 5-6	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference 1-2 day suspension Notify legal authorities
Grades 7-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension or alternative action Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 2-3 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution Referral to legal authorities

## 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 5-6	* Parent(s)/Guardian(s) conference Referral to legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference Removal from class or activity or 1-5 day suspension Referral to legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference Up to a 10 day suspension Referral to legal authorities Referral to threat assessment team
Grades 7-8	Parent(s)/Guardian(s) conference 1-5 day suspension or alternative action 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

(\*) Indicates disciplinary action assigned by building administration.

## 29. TOBACCO, POSSESSION AND USE

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 5-6	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 1-2 day suspension Referral to legal authorities
Grades 7-8	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 2-3 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 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 5-6	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension
Grades 7-8	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Detention	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 1-5 day suspension	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 5-10 day suspension

### 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 K-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