



2020-2021 Horizon Middle School Campus Handbook

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

Welcome to Horizon Middle School Campus	3
Accelerated Classes	4
ACCIDENTS	4
APPEARANCE	4
Assemblies	5
Attendance	6
Backpacks	8
Building Cleanliness	8
Bullying	8
Bus Procedures/Conduct	9
Cell Phones/Smart Phones/Personal Electronic Devices (PEDs)	9
Communication Assistance	10
Computer Information (1-to-1 program)	10
Concerns	10
Conferences	11
Copyright Policies	11
Counseling Services	11
Curriculum Review	11
Daily Bell Schedule and Late Start Schedule	11
Detention	13
Discipline Guidelines and Procedures	13
District Communication	13
Drug and Weapon Free Zones	13
e~Funds for Schools	13
Employee Background Checks	14
Family Involvement	14
Field Trips	14
Fire, Lockdown and Tornado Drills	14
Gang Activity	14
Gifted/Talented Program	15
Grading System and Report Cards	15
Handbook	15
Harassment and Violence Policy	16
Hazing	16
Health Services	18
Homebound Instruction	19
Homecoming	19
Homework	19
Law Enforcement in School	19
Lead in Water Notice	19
Learner Support Services	20
Liability for Lost or Stolen Articles / Lost and Found	20
Lockers	20
Locker Search	20
Lunch, Breakfast and Snack	22
Make-Up Work	24
Mandatory Reporting of Child Abuse and Neglect	24
Media Center Services	25
Messages	25
Multi-tiered System of Supports Team (MTSS)	25
Nuisance Items	25

Office and Building Hours	25
Online Learning Opportunities	26
Parent/Guardian Information	26
Parent-Teacher Advisory Committee (PTAC)	26
Passes	26
Patriotic Exercises	26
Physical Education	27
Positive Behavioral Intervention and Supports	27
PowerSchool	28
PowerSchool Enrollment	28
Public Display of Affection (PDA)	28
Public Information / Data Privacy Policy	28
Rental of Musical Instruments	29
Safety and Security Technology	29
Schedule Changes	29
School District Crisis Management Policy	29
Student Transportation Safety Policy 721	30
Summer School	33
Suspensions	33
Telephone	33
Testing	33
Textbooks	34
Theft	34
Tobacco-Free Environment	35
Transfers	35
Truancy	36
Use of Pesticides	36
Vandalism	36
Visitors to the Building / Visiting Classrooms	36
Wellness Policy	37
Year at a Glance	46
Public Notice	47
Discipline Procedures – Grades 5-8	51

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!

Dr. Jeremy Larson, Horizon Campus Principal, and Jason Buckley, Horizon East Assistant Principal
Horizon East Office: 218-284-7300
Ben Dimond, Horizon West Assistant Principal
Horizon West Office: 218-284-8300

Dr. Jeremy Larson, Horizon Campus Principal

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Accelerated Classes

Based on test scores and teacher recommendation, students are selected for accelerated classes. Students must maintain a grade of 3 or 4 in an accelerated class to continue membership in the class. 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. At Horizon West, hats, hoods, and head coverings are not allowed to be worn in the building except when worn for religious or medical purposes or with prior approval from the building principal. Horizon East will allow hats and hoods in common areas. 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 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 570](#).
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.

For additional information refer to [School Board Policy 577](#) on the school district website or in the school office.

Assemblies

At all times, student behavior should be courteous. 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 East, tardies, lates and absences will be noted for each class period following these guidelines:

Tardy = 0-5 minutes

Late = 5-15 minutes

Absent = 15 or more minutes

At Horizon West, student attendance will be taken throughout each school day. Students who arrive after 9:05 will be marked tardy.

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 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. The students must then secure an advance makeup slip from the office. It is the student's responsibility to circulate the slip to 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.

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.

TARDIES

Students who arrive at school after 9:05 a.m. 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.

Tardies are reviewed weekly. Students with excessive tardies will receive the following possible consequences: detention, in-school suspension, parent meeting, and/or Saturday school attendance.

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 515](#) on the district website or in the school office.

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. Breakfast and lunch food items must be eaten in the cafeterias. 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 578](#) 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 Policies 720-721](#) on the district website or in the school office.

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

Students may not text or make calls during the school day. Cell phones are to be kept in their locker or turned off during the day. If a student is caught texting or talking on their cell phone, it will be confiscated.

1st offense – teacher will return to the student at the end of the period

2nd offense – teacher will return to the student at the end of the day

3rd offense – detention, sent to the office where student can pick up phone from administration at the end of the day

4th offense - detention, sent to the office and parent must pick up phone after school

Cell phones and PEDs may be used before 9:05 a.m. and after 3:50 p.m.

At Horizon West, cell phones and other personal electronic devices should remain locked in the student's locker from 9:05 to 3:50 each day unless the teacher informs the students that they will be used for educational purposes. If a teacher approves the use of a student's smartphone or PED for instructional purposes during class, the smart phone or PED must be connected to the school's public guest wifi access. 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

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 in grades 5-8. Please click on this link to read our [Chromebook Implementation plan](#).

Moorhead Area Public Schools provides students in grades 3-12 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 HMS 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.

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 731](#) 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 [731](#) 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.
- Positive Behavioral Intervention Supports (PBIS): Counselors will work with the PBIS data and PBIS committee as well as grade-level teachers to determine behavioral expectations/consequences and celebrations.
- 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 620](#) and [620.2](#) on the district website or in the school office.

Daily Bell Schedule and Late Start Schedule

Horizon East Bell Schedule

Monday, Wednesday, Friday		Tuesday, Thursday	
Period 1 & Announcements	9:05-10:05	Period 1	9:05-9:48
Period 2	10:09-11:09	Period 2	9:52-10:35
Period 3	11:13-1:43: P3, P4, Lunch	Period 3	10:39-11:22
Period 4		Period 4	11:22-1:22: Period 4, Period 5, Lunch
Period 5	1:47-2:47	Period 5	
Period 6	2:50-3:50	Period 6	1:26-2:19
		Period 7	2:23-3:06
		Period 8	3:10-3:50

Horizon East Lunch Schedule

	Monday, Wednesday, Friday	Tuesday, Thursday
1st Lunch	11:43-12:13	11:22-11:52
2nd Lunch	12:13-12:43	11:52-12:22
3rd Lunch	12:43-1:13	12:22-12:52
4th Lunch	1:13-1:43	12:52-1:22

Horizon East Two-hour Late Start Schedule

Period 1 & Announcements: 11:05-12:00

	Lunch 1 Schedule	Lunch 2 Schedule	Lunch 3 Schedule
12:03	Lunch	Period 2	Period 2
12:33	Period 2	Lunch	Period 3
1:03	Period 3	Period 3	Lunch

Period 4: 1:37-2:12

Period 5: 2:16-3:01

Period 6: 3:05-3:50

Horizon West Bell Schedule

Students will follow the schedule for the team/triad 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 shifts will start at 11 a.m. 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, during lunch, and/or on Saturdays. 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

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

Moorhead Area Public Schools' website at www.moorheadschoools.org provides information about the school district, news, phone numbers, dates of events, and access to PowerSchool and e~Funds for Schools. Parents/guardians who have provided the district with email addresses are automatically subscribed to receive daily announcements and news for their students' schools in their email. While Moorhead Area Public Schools will use social media through its official Facebook page (/MoorheadSchools) Instagram account @moorheadschoools and Twitter account (@MoorheadSchools), parents/guardians are encouraged to find the most detailed information by accessing PowerSchool through the district's website.

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 572](#) and [576](#) 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.

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 413](#) 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 classrooms, chaperone field trips, operate concessions, supervise activities, etc. If you are interested in helping, please complete a volunteer form that is available in our office. All parent(s)/guardian(s) are encouraged to attend monthly Horizon PTAC meetings. Please check the calendar for the specific days/times. For additional information, please refer to [School Board Policy 901](#) 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 577](#) 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 is in the process of moving to a 1-4 grading scale. The goal with this grading scale is to transition the grading philosophy from a summative judgement 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.

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 East are expected to attend opportunities for credit makeup; opportunities may be offered on Saturdays and/or during the summer to make up core class credits. At Horizon West, students 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 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 at www.moorheadschoools.org/About/School-Board/Policies-and-Procedures/.

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 [Policy 570](#), 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.

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

Phone: 218-284-3355

Email: 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 571](#) on the school district website or in the school office.

Health Services

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 to plan for health needs at school, trains staff to support those needs and is on call at all times in cases of serious injury or illness at school. Students' health significantly affects school attendance and performance. Communication and cooperation between school personnel and parents/guardians is essential in understanding and meeting our children's health needs. The health office assists in the management with the following items as well:

Immunizations: Minnesota State Law, M.S. 123.70 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 immunizations throughout the week. Please call 299-7777 for an appointment.

Illness and injury at school: If your child becomes ill while in school, school personnel need to be able to contact you. Please complete emergency information in PowerSchool Enrollment, including doctor, 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. Accident reports are kept on file for significant injuries.

Illness at home: Students should stay home from school when they have a fever of 100.0 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after

symptoms resolve. If your student is diagnosed with a condition and you are wondering if he or she can attend school, please contact the health office directly for guidance.

Medication: No prescription medication will be administered by school personnel without written authorization from the parents/guardians and signed doctor's orders. All over-the-counter medication (including Tylenol, Ibuprofen, nasal spray, eye drops, etc.) requires parental signatures on the medication request form. Medication request forms are available in the health office or with the [medication policy](#) on the district website. All medicine must be in the original bottle with the appropriate label, and the student's name should be on it. If at all possible, medication should be given at home. Please let the health office know if your student begins taking a new prescription medication at home that was not previously entered through PowerSchool Enrollment.

Screening: Hearing and vision screening is completed annually in grades K, 1, 3, 5 and 7. Scoliosis screening is completed for girls in grades 5 and 6. If you would like your child screened for hearing, vision or scoliosis at a grade other than those listed contact the licensed school nurse to make arrangements. If your child requires further evaluation you will receive a letter notifying you.

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 assist in ensuring the most time possible in the classroom. Staff will be notified of special health conditions concerning their students.

For additional information refer to School Board Policies 530 and [532](#) on the school district website or in the school office.

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.

Homework

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. Homework is necessary and expected to be completed.
2. Homework 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 language learners (ELL) 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 and gym lockers are secured. The school is not responsible for any lost or stolen articles of personal property.

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.

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 574](#) 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. Horizon East offers hot lunch and an a la carte line, and Horizon West offers hot lunch and snack. The hot lunch line has a different menu option each day as posted in the meal menus in PowerSchool. The a la carte line provides supplemental offerings. This line is not intended to be a replacement for a lunch line, simply an addition.

Snack will be available for purchase at Horizon West during breakfast service from 8:35-8:55 a.m. A small selection of non-perishable snacks will be for sale. Students are responsible for purchasing snacks during this time and for storing them. 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.

To encourage good nutrition, a well-balanced lunch is offered for \$2.40. All lunches include milk. In addition, milk is sold for \$.40, snack is sold for \$.60, and the a la carte line has items ranging from \$.25 to \$1.50. Breakfast is available from 8:35-8:55 a.m. and is \$1.

Students must prepay for 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. 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 change, 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 courteous, cooperative, and respectful to food servers and lunchroom supervisors.
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 school district will provide a meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The cost of the meal will be charged to the student's account or otherwise charged to the student.

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](#) 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 534](#) on the website or in the school office.

Media Center Services

The Horizon East Media Center is open Monday-Friday from 7:45 a.m. until 4:15 p.m.; licensed personnel are on duty Monday through Friday from 8:25 a.m. through 4:10 p.m. The Horizon West Media Center is open from 8:25 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 7:30 a.m. to 4:30 p.m. Teachers are available from 8:25 a.m. through 4:10 p.m.

Horizon East students should not be in the building before 7:30 a.m. or after 4:20 p.m. unless they are participating in an activity, receiving help from a teacher, using the media center, or serving detention.

Horizon West students should not be in the building before 8:25 a.m. or after 4:20 p.m. unless they have made arrangements to participate in a pre-arranged school activity. We ask that Horizon West students who do not ride a bus arrive no earlier than 8:25 a.m. Breakfast is served from 8:35 a.m. to 8:55 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 counseling office at 284-7312 or the Horizon West office at 284-8300 to make arrangements.

Parent-Teacher Advisory Committee (PTAC)

The mission of the Parent-Teacher Advisory Committee of Horizon Middle School is to give parent(s)/guardian(s) the opportunity to be involved in their children’s education. The committee seeks parental/guardian input on issues and concerns, plans ways to provide special parent(s)/guardian(s) meetings to address these issues and concerns, publicizes the meetings, and provides program evaluations. The PTAC membership, consisting of parent(s)/guardian(s) and school personnel, meets each month. Any parent(s)/guardian(s) is welcome to attend our PTAC meetings; please check the website for exact dates/times of those meetings. PTAC collects a \$20

donation to assist with student activities and fees that exist above and beyond the classroom experience.

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 633](#) 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 may not participate in P.E. class in the same clothing that they wear during the rest of the school day. The recommended P.E. uniform consists of black shorts, white T-shirt, gym shoes, a sweatshirt, and sweatpants. Inappropriate clothing for P.E. includes but is not limited to: cut-off shorts, tank tops, and bare midriff shirts. Showers are available and recommended at Horizon East; students must provide their own towels. All students are assigned a P.E. locker in a locker room. It is highly recommended that a student provide his/her own combination lock. Key locks are not recommended since keys can be lost, stolen, or accidentally locked in the locker. The combination must be recorded with the P.E. teacher so the teacher can give out the correct combination if students have forgotten theirs. Vandalism and/or theft will be handled accordingly by district policy regarding physical education equipment.

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.).

At Horizon West, students will not change for physical education classes.

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, We Are West cards, Horizon West Quick Tickets, 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 <http://pschool.moorheadschoools.org/requestlogin/>.

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 Policies 303](#) and [504](#) 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 831](#) and [831.1](#) 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 710](#) 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 731](#) 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, 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 [721](#)

All students are taught bus rules and regulations regarding student conduct and school bus safety. The district's [Student Transportation Safety Policy 721](#) 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 at least twice 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 20 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 721](#) on the school district website or in the school office.

Summer School

Horizon East students who are not making expected academic progress may be referred to Horizon Middle School or the Red River Area Learning Center to make up coursework that they have failed during the regular school year or to improve academic skills.

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.

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 [Moorhead 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 573](#) 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 counseling 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 counseling 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 515](#) 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

Students wishing to bring a guest to school must obtain approval from an administrator at least one day in advance of the visit; the visit is limited to no more than one-half day. Students in the Fargo, West Fargo, and DGF area are excluded from visiting. Visiting students must be in grades five through eight. Visiting students may not go on field trips. Visiting students will not be allowed during the last five days of the school year.

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 536.1](#)). 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

PURPOSE OF THE ACTIVITIES PROGRAM

The goals of Horizon East's activities program are to allow students to explore their interests and abilities, to improve their skills, and to learn the importance of teamwork and sportsmanship. In order to achieve these goals for students, the staff is committed to providing a well-balanced activities program that is available to all students. It is our hope that students participate in as many activities as they have the interest, time, and energy to pursue. All students who participate in activities are reminded that to participate, they must be making progress in their academic coursework. Another expectation for student participants is that their conduct be becoming to them and to Horizon Middle School. If a student's behavior is inappropriate, the student will be notified by a coach, by an advisor, or by the activities director that he/she is excluded from practice or competition for a specified period of time, for the season, or for the year.

Particular behaviors that could result in exclusion from activities include but are not limited to: theft, inappropriate language, unsportsmanlike conduct, insubordination (which means not accepting direction from school personnel such as coaches, hall supervisors, bus drivers, practicum students, etc.), misuse of equipment, reckless behavior, and/or not adhering to rules as presented by school personnel or in written communication. Students who are academically ineligible will NOT be allowed out of school for an early dismissal to attend activities, or be allowed to travel with a team or group. Students will be allowed, and are encouraged, to attend all practices during the time of ineligibility. Once eligible, the students can resume traveling with the team.

ATTENDANCE

Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.

ELIGIBILITY

It is the philosophy at Horizon Middle School that academics must come before extracurricular activities. In order for a student to participate in an activity, that student must be making academic progress and consistently showing up to class on time (homework completed and turned in, consistent attendance, etc). The ineligibility period will run for one week from Wednesday to Wednesday. Student eligibility will be reviewed once during each block activity. If a student is ineligible for multiple weeks, removal from the activity may be a consequence. Students who are ineligible must attend the homework club or meet with their teacher after school Mondays and Wednesdays. The student may participate in practice but may not participate in any competitions.

FEES

A \$65 activity fee is charged for each middle school activity listed as a Tier 1 activity, and a \$25 fee for Tier 2 activities. There is a \$150 maximum total student activity fee for each participant during a school year. Activity fees for families will be capped at \$750. Activity fees for families that qualify for free or reduced-price lunches will be capped at \$375. In case

of financial difficulty, the parent(s)/guardian(s) should contact the activity director at 218-284-7331 to determine that the fee can be waived. Fees are not refunded after the third week. For some activities, students are asked to purchase their own uniforms. For more information regarding activity fees, please refer to [School Board Policy 542](#).

INJURIES

Students must report all injuries immediately to their coach/adviser. If the student receives medical attention, the student must provide the trainer with a physician's signed verification that the student is able to participate in athletics. The verification forms are available from the trainer or your physician. Students who do not provide such verification are not allowed to participate until the form is received.

INSURANCE

The school does not assume liability for any injuries that occur while students are participating in activities. It is recommended that parent(s)/guardian(s) secure adequate coverage for their children. Each fall, the school distributes information about a private carrier that insures school children; participation is optional.

LIABILITY

The school does not assume liability for any injuries that occur while students are participating in activities. In order to take part in any school activity, students and parent(s)/guardian(s) are required to sign acknowledgment of risk and/or eligibility statements. By signing these documents, parent(s)/guardian(s) and students assume liability for any injury, or even death, that may occur as a result of student participation in activities.

Horizon East Athletic Activities

Athletic activities at Horizon East are scheduled into four blocks. First block activities are football, girls volleyball, cross country running, girls tennis, and girls swimming and diving. Second block activities are girls basketball, boys wrestling, and boys swimming and diving. Boys basketball and gymnastics occupy the third block. In the fourth block, golf, boys tennis, and track are offered.

IMPORTANT NOTICE!

All students participating in extracurricular athletics must have a physical examination performed by a licensed medical professional on record before beginning practice. Physical examinations need to be done every three years.

All students are required to complete the registration in PowerSchool Enrollment to register for a sport. All information must be submitted before a student is issued equipment and may participate.

Horizon Middle School East Campus belongs to the FM Middle School League. Member schools are Cheney Middle School, Liberty Middle School, Carl Ben Eielson Middle School, Ben Franklin Middle School, Discovery Middle School, Sullivan Middle School, and Dilworth/Glyndon/Felton. Although most contests are held in the metro area, occasionally

teams may be required to travel a greater distance. Most transportation to other schools or sites for practices is provided by the school.

Transportation to and from games is provided by our school district. Students are expected to ride player buses to and from contests. If a student's parent(s)/guardian(s) attend a contest and wish to take their child home, they must personally inform their child's coach. No notes are accepted. Players are allowed to ride home with their own parent(s)/guardian(s) only; coaches will not authorize students to ride home with friends or other relatives. For additional information regarding transportation, please refer to [School Board Policy 543](#).

The philosophy of Horizon East athletics emphasizes participation. All students who attend regularly and whose behavior is appropriate will play in athletic competitions. We do not, however, guarantee equal playing time to all individuals.

At the beginning of each season, organizational meetings are held. All meetings are announced on the daily announcements.

Practices for fall sports begin before the start of school. With this exception, Horizon East teams do not compete in the summer or during any school vacations.

The schedules for sports practices will vary. Practices for some sports are held at the Moorhead Sports Center, Moorhead High School, local parks, and local golf courses; these practices are scheduled when facilities are free and are announced at the beginning of each season.

No after-school activities will occur on the last school day before vacations.

Games are normally held on weekday afternoons; there will be occasional evening, Saturday, and school day contests. At the beginning of the season, each participating student receives a game schedule along with coaches' names and phone numbers. If students are unable to attend practice or competition, they must validate the absence with their coach.

Students must advise their coaches of any illnesses or previous injuries that may impact participation.

Sanford Health provides a certified athletic trainer to our school. The athletic trainer is usually available three days per week from 3:50 p.m. until all home activities are concluded. The trainer assists with conditioning and manages emergencies. Students and parent(s)/guardian(s) are invited to consult with our trainer about conditioning, exercise, diet, and sports injuries.

When students must miss school because of activity participation, they must have work made up before they leave. Students must be in school for at least one-half day on the day

of a practice or activity in order to participate. If a student is serving a suspension (ISS/OSS) the day of an activity, he or she will not be allowed to participate that day. When activities are terminated due to poor weather, students are expected to be in attendance for the remainder of the school day.

All teams have coaches; coaches may be assisted by practicum students and other volunteers.

HIGH SCHOOL TEAMS

Occasionally, middle school students may, because of interest or ability, be invited to participate on high school athletic teams. The petitioning procedure in such cases is that the high school coach write a letter and confer with the high school activities director. If both are in agreement that high school competition is in the best interest of the student, the high school activities director then approaches the HMS activities director and principal. If everyone is still in agreement that the move would be a positive one, the coach will approach the student's parent(s)/guardian(s). If the parent(s)/guardian(s) confirms the school's decision, the student is then approached with the matter. The letter or petition is signed; then the HMS student becomes a member of the high school team. Students and/or parent(s)/guardian(s) may express an interest in the process to a coach. For information about lettering, please refer to [School Board Policy 545](#).

ADAPTED BOWLING - FOURTH BLOCK

Horizon East students practice and compete with high school athletes. High School Fee \$75

BOYS BASKETBALL – THIRD BLOCK

Boys basketball practices are held in the middle school gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. Tier 1

BOYS SWIMMING AND DIVING – SECOND BLOCK

Horizon East students practice and compete with high school athletes. High School Fee \$150

CROSS COUNTRY RUNNING – FIRST BLOCK

There is one Horizon East cross country team. Practices are held after school and last approximately an hour and a half. Middle school students generally run 2 miles in meets, which are held throughout the season. Tier 1

FOOTBALL – FIRST BLOCK

There are two seventh- and two eighth-grade football teams. Practices are held daily at the middle school field. All teams practice for approximately one and one half hours. After the initial practice period, games are held once a week. Students purchase their own jerseys at approximately \$18. Protective and safety equipment and game pants are school issue; students will be charged only if they have damaged equipment beyond usual wear and tear.

Students must purchase and wear mouth guards. Tier 1

GIRLS BASKETBALL – SECOND BLOCK

Girls basketball practices are held in the middle school gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. Tier 1

GIRLS SWIMMING AND DIVING – FIRST BLOCK

Horizon East students practice and compete with high school athletes. High School Fee \$150

GOLF – FOURTH BLOCK

Boys and girls golf competitors practice together but compete separately. Indoor practices may be held at the Moorhead Sports Center before or after school, and outdoor practices are after school at local golf courses. Transportation is provided to and from the middle school for both practices and meets. Students must have their own set of golf clubs to participate. No uniforms are required. Golf meets are held during the school day. Most meets are held in town; competitions in places such as Detroit Lakes are scheduled also. Meets are scheduled according to weather conditions. Tier 1

GYMNASTICS – THIRD BLOCK

Horizon East students practice and compete with high school athletes. High School Fee \$150

GIRLS TENNIS – FIRST BLOCK & BOYS TENNIS – FOURTH BLOCK

Girls tennis and boys tennis are offered to seventh and eighth graders. Indoor and outdoor practices will occur at Horizon East before and after school. Students provide their rackets; the school supplies tennis balls. No uniforms are required. Tier 1

TRACK AND FIELD – FOURTH BLOCK

Girls and boys track and field practices and meets are held on the same days and times. Practices are held on the Horizon track, weather permitting. Indoor practices may be called before and after school in the middle school gym. During competitions, athletes will compete against others of the same grade and gender. Outdoor meets are held after school, with the exception of an all-city, all-day meet that concludes the season. Ribbons are awarded to event winners of the all-city outdoor meet. Tier 1

VOLLEYBALL – FIRST BLOCK

Volleyball practices are held at Horizon East after school. After the initial practice period, games are scheduled once or twice a week. There are two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other. Tier 1

WEIGHT ROOM

Our weight room is open during each block. Weight room schedules will be announced each block. A weight room supervisor is on duty to assist with safety concerns and individual programs. No Fee

WRESTLING – SECOND BLOCK

Horizon East has one wrestling team, which is composed of seventh and eighth graders. Wrestling practices are held at Horizon East. After the practice period, meets are scheduled. Wrestling uniforms are provided by the school. Students must purchase and wear mouth guards. Tier 1

ACADEMIC AND OTHER ACTIVITIES (Grades served varies by activity)

ART CLUB (grades 7-8)

Art Club is an art enrichment activity extended to all grades 7-8 students. Students will participate in art experiences that will build their self-confidence and art skills. This safe, smaller setting will allow students to grow social skills and interact with other students who have an interest in learning to improve and enhance different art-making techniques. Tier 2

DESTINATION IMAGINATION (grades 5-8)

Destination Imagination is a program for all Horizon students that promotes problem solving, creativity and teamwork. Teams of five to seven students solve two types of Challenges within the program year. The Central Team Challenge involves structural, technical or theatrical oriented skills and takes several months to solve. Instant Challenges stimulate the team's ability to think quickly and creatively with only minutes to prepare solutions. All Moorhead teams compete at the regional competition in Moorhead. The top team in each problem, at each level, advances to the state competition in Minneapolis in April. State winners compete at the Global Finals in May. Each team requires an adult team manager. Tier 2

GEOGRAPHY BEE (grades 7-8)

The National Geographic Society's National Geography Bee is held each year beginning in December and involves over 5 million students nationwide. The bee consists of three levels of competition: school, state, and national. All Horizon East students compete in the preliminary round which is conducted in all social studies classes. From this competition, a school champion is determined. The school-level winner then must complete a written examination to qualify for the state competition with only the top 100 scorers moving on to the bee in St. Paul. The winner of the state competition advances to the national competition, which is held at the headquarters of the National Geographic Society in Washington, D.C. The winner there receives a \$25,000 scholarship. There is no charge to participate. No Fee

HONOR CHOIR (grades 7-8)

Honor Choir is an auditioned group of singers. Auditions are held at the beginning of the school year. Rehearsals will be held Tuesday and Thursday mornings from 8-8:45 a.m.

Honor Choir participates in numerous concerts throughout the year and performs in a winter and spring tour. Questions regarding Honor Choir auditions and rehearsals can be directed to Mrs. Scherbenske. Tier 2

HONOR BAND (grades 6-8)

Honor Band is open to all grades 6-8 band students. Auditions are held in the fall and rehearsals take place after school in the band room. See Mr. Christianson or Mr. Pipinich for more information. Tier 2

JAZZ BAND (grades 6-8)

Jazz Band is open to students in grades 6-8. Auditions are held in the fall and rehearsals take place after school. Tier 2

SCHOOL NEWSPAPER (grades 7-8)

Students plan, write, edit, lay out, print, and fold our school newspaper. The newspaper is produced periodically throughout the school year. No Fee

KNOWLEDGE BOWL (grades 7-8)

The grades 7-8 Knowledge Bowl Team practices twice a week after school and participates in three regional meets each fall. During the meets, teams of students compete in both written and oral rounds by answering questions related to all areas of learning. Questions test students' recall, problem solving, and critical thinking skills. The middle school Knowledge Bowl season ends after Thanksgiving. Tier 2

KNOWLEDGE MASTER (grades 7-8)

There are two Knowledge Master Open competitions each year, one in December and one in April. Each competition consists of 200 challenging questions that require higher-level thinking skills and cover 14 curriculum areas. The contests run on school computers to allow all schools the opportunity to compete in a large academic event without the expense of traveling to a central site. Scores are based on a combination of speed and accuracy. The Horizon team competes with more than 900 teams nationwide in this competition. No Fee

LEGO LEAGUE/ROBOTICS (grades 7-8)

Lego League/Robotics is open to any Horizon East student interested in learning how to program Lego NXT robots and participating in a team challenge in January. The team is called "TEAM SPUDNIK." Yearly Challenges are based on real-world scientific topics like nanotechnology, energy, transportation and accessibility. Teams can choose to participate in official tournaments or local competitions. The team plans on having one local competition this year and its annual competition in Grand Forks. Typically the team meets in the mornings, lunch periods and one afternoon per week. Tier 2

MATHCOUNTS (grades 6-8)

Mathcounts is a national competition sponsored by the Society of Engineers. Math teachers receive a sample problem kit, which is used in algebra and pre-algebra classes. After these

warm-ups, students are tested. These test scores, plus grades, are used to choose the top four students plus two alternates; these students are named to the Mathcounts team. This team moves on to chapter competition at Minnesota State University Moorhead. The top two chapter teams compete at state level, and the four individuals who earn top scores there move on to national competition. National winners receive scholarships. Tier 2

PLAY (grades 6-8)

Each winter, Horizon Middle School, with support from community education, produces a play or review. All Horizon East students are invited to try out for the production, and volunteers are needed to assist with props, makeup, programs, and other tasks. Practices are held here at Horizon, and the play will be presented at Horizon. Tier 2

SCIENCE OLYMPIAD (grades 6-8)

Horizon East students who enjoy science have the opportunity to join the Science Olympiad Team. The team meets after school two or three times each week to work on the fifteen activities that have been chosen for the year. These activities may include building a car, plane or bridge, identifying fossils, performing experiments, or developing competencies in other areas. The team competes in the regional tournament at Minnesota State University Moorhead in February and the state tournament at the University of St. Thomas in St. Paul in March. The top Minnesota team advances to the national competition. Tier 2

SPELLING BEE (grades 7-8)

In January, grades 7-8 students take a spelling test in their language arts class. The top twenty seventh- and eighth-grade spellers then compete in a spelling bee at Horizon Middle School. The top six spellers from each grade advance to district competition. The top two spellers at the district level then participate in the regional competition; winners there advance to state and national contests. Horizon Middle School students have competed at the state level. No Fee

STUDENT COUNCIL HORIZON AMBASSADORS (grades 7-8)

Each fall, seventh- and eighth-grade students are selected as Student Council representatives. Student Council members meet throughout the school year; they are involved in decisions that impact students here at HMS and also are active in fundraising to benefit the school and the community. No Fee

TRI-COLLEGE MATH (grades 7-8)

The Tri-College Math contest is held each year on a rotating basis at North Dakota State University, Minnesota State University Moorhead, and Concordia College. Each school may enter four teams. A team consists of eight members, not more than four of whom are in the ninth grade and at least one of whom is in the seventh grade. Students are chosen by teachers based on classroom achievement, Mathcounts testing, and the student's previous Tri-College Math Contest scores. Team members participate in the individual and in the team competitions. No Fee

HORIZON MISCELLANEOUS CLUBS

Other clubs may be available depending upon student interest. Some examples include: Minecraft, dance, Spanish and chess clubs, etc.

Year at a Glance

August 2020

- 17 Season starts for Grades 7-8 Cross Country and Girls Swimming (at MHS)
- 24 Season begins for Grades 7-8 Girls Tennis, Football and Volleyball

September 2020

- 8 First day of school
- 19 Community Ed Heritage Event
- 25 Homecoming

October 2020

- 6-8 Hearing screening
- 12,13 Conferences, 5:00-8:30 pm
- 14 Conferences, 8:00 am - 12:00 pm (No School)
- 15,16 No School
- 26 Girls 7-8 Basketball season begins
- 27 5th Grade Orchestra Concert 5:00 pm
6th Grade Orchestra Concert 6:00 pm
7th Grade Orchestra Concert 7:00 pm
8th Grade Orchestra Concert 8:00 pm

November 2020

- 2 Season begins for 7-8 Wrestling
- 5 6th Grade Band and Honor Band 6:00 pm
7th and 8th Band and Jazz Band 7:00 pm
- 10 Quarter 2 Begins
- 9 No School - Teacher Professional Development
- 26,27 No School, All Schools/District Office Closed
- 30 Season begins for 7-8 Boys Swimming (at MHS)

December 2020

- 7 5th and 6th Grade Orange Choir performance 6:00 pm
5th and 6th Grade Black Choir performance 7:00 pm
- 8 7th Grade Honor Choir 6:30 pm
8th Grade Honor Choir 7:30 pm
- 10 7th and 8th Grade Conferences 5-8:30 pm
- 15 5th Grade Band Winter Concert 6:30 pm
- 22 6th Grade Orchestra 6:00 pm
7th Grade Orchestra 7:00 pm
8th Grade Orchestra 8:00 pm
- 24 Winter break begins

January 2021

- 4 Classes resume
Season begins for 7-8 Boys Basketball
- 14 Community Ed Learning Bank
- 25 Quarter 3/Semester 2 Begins
- 28 NDSCS Junior High Choir Festival

February 2021

- 2 7th Grade Choir and Honor Choir 7:00 pm
8th Grade Choir and Honor Choir 8:00 pm
- 4 6th Grade Winter Band 6:00 pm
7th and 8th Grade Winter Band 7:00 pm
- TBD 8th Grade Registration at MHS
- 12 No School - Possible Emergency Makeup Day
- 15 No School, All Schools/District Office Closed
- 25 7-12 Parent Teacher Conferences 5:00 - 8:30 pm

March 2021

- 4-6 Horizon Musical 7:00 pm
- 7 Horizon Musical 1:00 pm
- 11,16,18 5th and 6th Grade Conferences 5:00 - 8:30 pm
- 22 Season begins for 7-8 Track
- 23 5th & 6th Grade Orange Choir 6:00 pm
5th & 6th Grade Black Choir 7:00 pm
- 25 5th Grade Orchestra 5:00 pm
6th Grade Orchestra 6:00 pm
7th Grade Orchestra 7:00 pm
8th Grade Orchestra 8:00 pm
- 29-31 No School, Spring Break

April 2021

- 1-2 No School, Spring Break
- 5 School Resumes
Season begins for 7-8 Golf and Boys Tennis
- 19 Horizon and MHS Jazz Band performance 7:30 @ MHS
- 24 MDBA Young Musicians Festival at Horizon
- 27 7-12 Parent Teacher Conferences

May 2021

- 14-16 Horizon 5-6 Musical, Performance Times TBD
- 18 7th Grade Choir and Honor Choir 6:30 pm
8th Grade Choir and Honor Choir 7:30 pm
- 20 5th and 6th Grade Band Spring Concert 6:30 pm
- 26 6th Grade Band and Jazz Band 6:00 pm
7th and 8th Grade Band and Jazz Band 7:00 pm
- TBD 5th & 6th Grade Orange Choir 6:00 pm
5th & 6th Grade Black Choir 7:00 pm
- 31 No School, Schools/District Office Closed

June 2021

- 3 5th Grade Orchestra 5:00 pm
6th Grade Orchestra 6:00 pm
7th Grade Orchestra 7:00 pm
8th Grade Orchestra 8:00 pm
- 4 Last Day of School, Quarter 4 Ends

Possible Emergency Makeup Days: February 12, June 7, 8

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).
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

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 or in the school offices.

Procedures

1. ABUSE, VERBAL

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 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	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 5-10 day suspension

	Notification of legal authorities and 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	Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for eight (8) weeks* Referral to student assistance	Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for the remainder of the school year 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	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

	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

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	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities	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	Assault: A change in placement could be possible with a charge of assault	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 570](#).
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

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being 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.

Why does participation matter?

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 at your student’s school 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 for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered “proficient.”
- 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.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science
_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____