



2024-2025

Moorhead High School

Family & Student Handbook

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

Table of Contents

Table of Contents	1
Meet Our Principals	4
Principal Josh Haag	4
Assistant Principal David Ahmed	5
Assistant Principal Spencer Stowers	6
Assistant Principal Chris Triggs	6
Moorhead High School Career Academy	7
Assistant Principal Holly Strand-Rysgaard	7
Moorhead Alternative Learning Center	8
Assistant Principal Craig Fahrendorf	8
Bell Schedule	9
2-Hour Late Start Bell Schedule	11
Early Release Bell Schedule	12
District Communication	13
Meals	13
Severe Weather-related School Closings	14
Crisis Management	14
Attendance(updated June 2024)	15
Detention	19
15 Day Drop/Withdrawal	19
Procedure for Excusing Students	22
Out-of-school Suspension (OSS)	23
In-school Suspension (ISS)	23
Passes	23
Discipline Procedures	23
Guidelines for Visitors to MHS	23
Drug-Free School	24
Passive Alcohol Screening	24
Tobacco-free Environment	24
Weapon-free School	25
Student Dress and Appearance	25
Harassment	27
Hazing Prohibition	27
Title IX	31
Disruptive Behavior	31
Bullying	31
Building Hours	32
Conduct on School Buses and Consequences for Misbehavior	32

School Bus Code of Conduct	32
Video Camera Systems	32
Rules at the Bus Stop	33
Process Flowchart	34
Process for Addressing Concerns	36
Mandatory Reporting of Child Abuse and Neglect	36
Lockers	36
PowerSchool	37
PowerSchool Enrollment	37
e~Funds for Schools	37
Nuisance Devices	37
Personal Electronic Devices (PEDs)	38
Computer Use/Copyright Policies	38
Vandalism	38
Video Surveillance System	38
Improper Activation of Fire Alarms	38
Fire, Tornado and Lock Down Drills	38
Registration	38
Community Release	39
Graduation Requirements	39
Graduation Deficiencies	41
Foreign Exchange Students	41
Counseling Department	41
Marking System	41
Pass/Fail Option	42
Testing Out Option	42
GPA Scale	42
Weighted and Unweighted GPA Scale	42
Academic Letters and Awards	43
Senior Honor Students	43
Senior Honor Students	44
Academic Letter	44
Report Cards	44
Unsatisfactory Work Reports	44
Dropping a Class	45
Transfers or Withdrawals	45
Transfer Students/Graduation	45
Minnesota Post-Secondary Enrollment Options Act	45
Independent Study Options	45
Homebound Instruction	45

Minnesota Choice Programs	45
Curriculum Review	46
Testing	46
Activities	46
Extra Curricular Activities/Athletic Programs	47
School Spirit/Sportsmanship	48
School Dances	49
Student Insurance	49
Fundraising	49
Uncollected Fees	50
Musical Instrument Rental Fees	50
Protection and Privacy of Student Records	50
Release of Information	50
Patriotic Exercises	51
Field Trips	51
Parent Teacher Advisory Council (PTAC)	51
Surveillance Equipment	51
Messages	51
Wellness	51
Building Cleanliness	52
Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches	52
Communication Assistance	53
Health Services	53
Media Center	55
Pesticide Use	55
Lead in Water Notice	55
Employee Background Checks	55
Discipline Procedures – Grades 9-12	56

Meet Our Principals



Principal Josh Haag

Josh Haag is principal at Moorhead High School, Moorhead High School Career Academy and Moorhead Alternative Learning Center (formerly Red River Area Learning Center). He started in this position in 2021. Haag earned his bachelor's degree in elementary education from the University of Minnesota Morris. He taught middle school math and social studies for five years in Clinton-Graceville-Beardsley before moving into an administrative role in Sebeka. Josh earned his master's degree in educational leadership along with his principal and superintendent license from Minnesota State University Moorhead. He served as an assistant principal and activities director in Sebeka for six years before coming to Moorhead. Josh was an assistant principal at Moorhead High School for seven years prior to being hired as the principal of alternative learning and the new Career Academy in 2019. Josh resides in Moorhead with his wife and their three children.

[Email Principal Haag](#)



Assistant Principal David Ahmed

David Ahmed is an assistant principal at Moorhead High School. He graduated from Concordia College in Moorhead in 2007 with a bachelor's degree in mathematics education. He also earned his master's degree in educational leadership and his education specialist in K-12 administration from Concordia College St. Paul.

As an educator for 17 years, Ahmed has worked as a high school math teacher in Osseo, St. Cloud and Elk River. He was a math teacher at Moorhead High School, before joining the admin team at Moorhead High School Career Academy in 2021. In addition to teaching math, Ahmed coached football, wrestling and track.

[Email Assistant Principal Ahmed](#)



Assistant Principal Spencer Stowers

Spencer Stowers has been an assistant principal at Moorhead High School since 2021. He has been with Moorhead Area Public Schools for six years and recently led the implementation

of the BARR program at Moorhead High School. He has 17 years of experience as an educator and coach. He holds a bachelor's degree from Jamestown University and a master's degree from Grand Canyon University. The Stowers family relocated to Moorhead from Arizona in 2018, and appreciate being a part of the community.

[Email Assistant Principal Stowers](#)



Assistant Principal Chris Triggs

Chris Triggs joined the MHS team in 2023 after 11 years as principal at Robert Asp Elementary. Triggs completed his undergraduate work in physical education at University of Manitoba and earned a master's degree in school administration from Minnesota State University Moorhead. Prior to joining Moorhead Area Public Schools, Triggs taught social studies and physical education in Winnipeg, Manitoba and Thompson, ND. He served as a physical education teacher for Fargo Public Schools, assistant principal/activities director at Agassiz Middle School in Fargo and as principal at Madison Elementary in Fargo. During his free time, Triggs enjoys working out, watching sports and fishing.

[Email Assistant Principal Triggs](#)

Moorhead High School Career Academy



Assistant Principal Holly Strand-Rysgaard

Holly Strand-Rysgaard is the assistant principal at the Moorhead High School Career Academy. By trade, she is a Registered Respiratory Therapist and holds a Bachelor's degree from North Dakota State University. She also has a Master's degree from NDSU in educational leadership and an Educational Specialist degree from Minnesota State University Moorhead. She is a National Board-Certified teacher in the field of CTE-community service with 11 years of education experience as a Health Science instructor and as an instructional coach. Mrs. Strand-Rysgaard has five children and four grandchildren and lives in West Fargo with her husband, Trevor.

[Email Assistant Principal Strand-Rysgaard](#)

Moorhead Alternative Learning Center



Assistant Principal Craig Fahrendorf

Craig Fahrendorf is the assistant principal at Moorhead Alternative Learning Center.

Fahrendorf received his bachelor's degree from Minnesota State University Moorhead and his master's degree from St. Mary's University. He taught special education for eight years and alternative education for four years. Fahrendorf has been teaching at Horizon Middle School for 13 years. He has served as the middle school athletic director and coordinator of the mid-level summer program. Outside of school, Fahrendorf enjoys being outdoors and spending time with his wife and four children.

[Email Assistant Principal Fahrendorf](#)

Bell Schedule

Block 1		8:30-9:55 (85)
Passing/Travel		9:55-10:10 (15)
Block 2		10:10-11:35 (85)
Passing/Travel		11:35-11:50 (15)
Block 3/Lunch		
Lunch 1st <i>*Lunch & Block 3 for students that have a class at the Career Academy, Math class, Science class or PE class</i>	Career Academy Math Science PE/Health ELL	<u>Lunch</u> 11:50-12:20 (30)
		<u>Block 3</u> 12:20-1:45 (85)
Lunch 2nd <i>*Lunch & Block 3 for students that have a Social Studies class, English class, Music class or Learner Support Service class</i>	Social Studies English Music LSS AVID	<u>Block 3</u> 11:50-1:15 (85)
		<u>Lunch</u> 1:15-1:45 (30)
Passing/Travel		1:45-2:00 (15)
Block 4		2:00-3:25 (85)

2-Hour Late Start Bell Schedule

Block 1		10:30-11:25 (55)
Passing/Travel		11:25-11:40 (15)
Block 2		11:40-12:35 (55)
Passing/Travel		12:35-12:50 (15)
Block 3/Lunch		
Lunch 1st <i>*Lunch & Block 3 for students that have a class at the Career Academy, Math class, Science class or PE class</i>	Career Academy Math Science Physical Education	<u>Lunch</u> 12:50-1:20 (30)
		<u>Block 3</u> 1:20-2:15 (55)
Lunch 2nd <i>*Lunch & Block 3 for students that have a Social Studies class, English class, Music class or Learner Support Service class</i>	Social Studies English Music LSS	<u>Block 3</u> 12:50-1:45 (55)
		<u>Lunch</u> 1:45-2:15 (30)
Passing/Travel		2:15-2:30 (15)
Block 4		2:30-3:25 (55)

Early Release Bell Schedule

Block 1		8:30-9:25 (55)
Passing/Travel		9:25-9:40 (15)
Block 2		9:40-10:35 (55)
Passing/Travel		10:35-10:50 (15)
Block 3/Lunch		
Lunch 1st <i>*Lunch & Block 3 for students that have a class at the Career Academy, Math class, Science class or PE class</i>	Career Academy Math Science Physical Education	<u>Lunch</u> 10:50-11:20 (30)
		<u>Block 3</u> 11:20-12:15 (55)
Lunch 2nd <i>*Lunch & Block 3 for students that have a Social Studies class, English class, Music class or Learner Support Service class</i>	Social Studies English Music LSS	<u>Block 3</u> 10:50-11:45 (55)
		<u>Lunch</u> 11:45-12:15 (30)
Passing/Travel		12:15-12:30 (15)
Block 4		12:30-1:25 (55)

District Communication

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

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

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

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

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

Meals

Moorhead High School offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 7:45-8:20 a.m. and is free of charge for the student's first breakfast of the day (subsequent breakfast meals on the same day cost \$2.25). Lunch is free of charge for the student's first lunch of the day (subsequent lunches on the same day cost \$4.95) and includes milk. In addition, milk is sold for \$.50 and the a la carte line has items ranging from \$.25 to \$1.50.

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

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

Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the first day of classes. In addition, applications are available on the district website and school buildings during office hours. The form

should be completed electronically to ensure faster processing. If the household income or size change, families can apply for meal benefits anytime during the school year.

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

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

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

For additional information refer to [School Board Policy 534.1](#) on the school district website or in the school office.

Severe Weather-related School Closings

Occasionally the Superintendent of Schools will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow or ice. As soon as the decision to close schools is made, an announcement will be made on the district website and all local radio and television stations. You may also sign up for emergency alerts through PowerSchool. If you hear no announcement concerning Moorhead Schools, you should assume that school is open and a regular schedule is being followed. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

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

See Shortened School Day Schedule for the two-hour late start to the school day.

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

Crisis Management

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

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

Attendance^(updated June 2024)

We believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the students.

Attendance is of vital importance, and it is essential that all efforts be made by the staff members of Moorhead Area Public Schools to ensure excellent attendance by the students of the district. The Moorhead School Board is committed to support staff members in every way possible to encourage optimum attendance. Class attendance is a joint responsibility of parents, students, teachers and administration.

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

A. The Moorhead School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent(s)/guardian(s), teacher(s) and administrators. This policy will assist students to understand their responsibility to attend class.

C. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent(s)/guardian(s) to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents/guardians are responsible to provide contact information to the building administrator's office or on InfoSnap.

Parent(s)/guardian(s) must contact the school on the day of the student's absence. The school will attempt to contact the parent(s)/guardian(s) in the case of absences on the day the absence occurs.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent(s)/guardian(s) and the student to solve any attendance problems that may arise. *On the third unexcused absence in a class, the teacher will make a phone contact with the*

student's parent to check in on the student. The contact will be logged, and the counselor/administrator will be notified. Teacher will communicate with the administrator/counselor if the unexcused absences persist with this student. A parent notification and/or meeting with the counselor/administrator will occur at 7 unexcused absences.

4. Administration's Responsibility

a. It is the administration's responsibility to require students to attend all assigned classes. It is also the responsibility of the administration to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administration's responsibility to inform the student's parent(s)/guardian(s) of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. Section 120A.22, the students of the school district are required to attend all assigned classes every day school is in session, unless the student has been excused by the School Board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

D. Attendance Procedures

Attendance procedures shall be presented to the School Board for review and approval.

1. Excused Absences

a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse. Minnesota Statutes, section 120A.22

b. To be considered an excused absence the student's parent(s)/guardian(s) may be asked to verify in writing the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon the following being demonstrated to the satisfaction of the board:

d. Legitimate Exceptions

The following reasons shall be sufficient to constitute excused absences:

(1) That the child's physician or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

a. child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

b. family emergencies;

c. the death or serious illness or funeral of an immediate family member;

- d. active duty in any military branch of the United States;
- e. the child has a condition that requires ongoing treatment for a mental health diagnosis; or
- f. other exemptions included in this attendance policy.

(2) That the child has already completed state and district standards required for graduation from high school; or

(3) That it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of the state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause. Minnesota Statutes, section 122A.22, subdivision 12.

b. Consequences of Excused Absences

(1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

(2) School work missed because of an excused absence must be made up within one (1) calendar week 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.

(3) School work not turned in to a teacher within the one calendar week guidelines may result in the assignment receiving a lower grade or no credit. In the case of a prolonged (3 or more days) excused absence, the teacher and student should mutually agree upon a deadline. An administrator will mediate if mutual agreement is not reached.

(4) Student Activities: Students in school-sponsored activities should not assume that they have the right to an extended deadline for schoolwork.

(5) Advance Make-up: In the event that students are aware they will be absent from school for more than two (2) days, it is the students' responsibility to make arrangements with classroom teachers to make up the work.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student that was not approved by the parent(s)/guardian(s) and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home, including babysitting or running errands.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).
- (6) Missing the bus, car trouble, oversleeping, need for extra sleep, hair appointments, shopping, visiting friends, not returning to school following the lunch period, leaving school ill without checking out with the health office, falsifying notes or explanations for absence.
- (7) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Detention may be assigned for each class missed (1 session for a block).
- (2) School work missed because of an absence must be made up within one (1) calendar week from the date of the student's return to school.
- (3) Coaches and advisors will be advised of team members/students who have unserved detentions. Students may not be permitted to participate in any games, contests, performances or miss any class time if an excessive number of detentions are accumulated.
- (4) A parent/guardian, student and school administration conference may be required to discuss absences and the prescribed discipline. Parents/guardians and students are encouraged to initiate this conference to help rectify attendance issues.
- (5) On the third unexcused absence the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored, attendance contracts may be held and detention and in-school suspension will be used to enforce school district policy (refer to Section IV.).
- (6) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56.

(7) Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

Detention

Detention time will be decided by your grade Principal. Detention can not be served during the scheduled school day of 8:20 a.m.-3:25 p.m. Detentions can be served from 7:30 a.m. until 8:20 a.m. or during your scheduled lunch time (1st lunch / 2nd Lunch). Detention may be assigned for unexcused absences (including if you are in the building and skipping), tardies and disciplinary reasons. It is the students' responsibility to monitor PowerSchool for detention notification.

Students are responsible for monitoring and serving detentions in a timely manner. If a senior has not served all of his or her assigned hours of detention by the second to the last Friday before graduation, that senior will not be allowed to participate in the ceremony.

Detention Consequence Progression

Students who have unserved detentions will not be allowed to attend any of the school's organized dances: Homecoming or Prom. Students also may be ineligible for participation in competition of any extracurricular activity until all detentions are served.

Students in excess of 10 detentions may be required to have a parent/student conference with their class principal to address issues causing the detentions.

Moorhead High School has an automated phone calling system that will contact a parent/guardian at the primary contact number at the end of each day when a student has an unexcused absence in a class.

15 Day Drop/Withdrawal

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

E. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

2. Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

a. Illness;

b. Serious illness in the student's immediate family;

c. Death or funeral in the student's immediate family or of a close friend or relative;

d. Medical, dental or orthodontic treatment or mental health appointment;

e. Court appearances occasioned by family or personal action;

f. Physical emergency conditions such as fire, flood, storm, etc;

g. Any tardiness for which an administrator or faculty member has excused the student in writing.

4. Unexcused Tardiness

a. Unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

b. Students who accumulate excessive unexcused tardies shall, along with their parent(s)/guardian(s), be referred to the school counselor or social worker to try to eliminate those reasons for truancy.

5. Illness During School

a. All students who become ill during the school day, except in case of an emergency are to report to their regular classroom and then get a pass to the health office. Parent(s)/guardians(s) should be contacted and should make arrangements for the well-being of the student. The school will not release a student to go home without a parent/guardian contact and arrangement made for release of the student into the care of the parent(s)/guardian(s) or approved others.

F. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. Coaches and advisors will be advised of team members/students who have unexcused absences. When an unexcused absence is verified a student will not be permitted to participate in that day's extra-curricular activity(s) (e.g. practice, game, rehearsal, program, match, meet or performance) following notification of coach/advisor.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent(s)/guardian(s) clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

G. Homebound Instruction

1. A student who is absent for 10 consecutive days is eligible for homebound or hospital-bound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the health office and then to the department of special services and can be initiated before the timelines are in effect.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for religious observance. Requests for accommodation should be directed to the building principal.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes Section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes Section 120A.05, without valid excuse within a single school year for:

1. three days if the child is in elementary school; or
2. three or more class periods on three days if the child is in middle school or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes Section 260A.03 provides that the designated school official shall notify the student's parent(s)/guardian(s), by first class mail or other reasonable means, of the following:

1. that the child is truant;
2. that the parent(s)/guardian(s) must notify the school if there is a valid excuse for the child's absences;
3. that the parent/guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes Section 120A.22 and parent(s)/guardian(s) who fail to meet this obligation may be subject to prosecution under Minnesota Statutes Section 120A.34;
4. that this notification serves as the notification required by Minnesota Statutes Section 120A.34;
5. that alternative educational programs and services may be available in the district;
6. that the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. that if the child continues to be truant, the parent(s)/guardian(s) and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C; and
8. that if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes 260C.201.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district administrator or designee shall refer a habitual truant child and the child's parent(s)/guardian(s) to appropriate services and procedures, under Minnesota Statutes Chapter 260A.

Procedure for Excusing Students

For absences that fall into the excused categories it is the responsibility of the parent/guardian of the student to notify the school. Parents should call the morning of the absence or a note should be brought in by the student on the morning of his or her return to school. Parents can also excuse absences in PowerSchool. If an absence has not been excused in 48 hours it will remain unexcused. The attendance number is 284-2301. Parents/Guardians and students are encouraged to monitor attendance through PowerSchool.

Out-of-school Suspension (OSS)

“Suspension” means an action taken by the school principal or designee prohibiting a student from attending school in accordance with the [MN Pupil Fair Dismissal Act](#). The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct. Administration will conduct an informal administrative conference with the student which includes the grounds of the suspension, provide an explanation of the evidence/facts school authorities have, and give the student a chance to present their version of the facts.

In-school Suspension (ISS)

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

Passes

Students who need to leave their classes for purposes such as the washroom, office, health office, locker or counselor must use the electronic hallway pass approved by their teacher. Students who abuse passes by being disruptive or using them excessively may lose this privilege. More information will be given in regards to student ID's and their use as a pass. This will also include check-in and check out procedures with ID Scanning.

Bathroom Usage

Student bathroom use will not be limited, students must follow the policy of “one person per stall”. Students who have been identified as entering or exiting a bathroom stall with additional people will result in those students being sent home for the remainder of the day and/or an additional one day suspension on their first offense. Each additional offense may result in one additional day added to the length of the suspension. Upon reasonable suspicion, these students and items may be warranted for administrative search.

Discipline Procedures

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

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

Guidelines for Visitors to MHS

City ordinances and state statutes require that all visitors will enter through Door 4 or 19 for a visitor's permit. Student visitors are not allowed. Exceptions will require advance administrative approval. All visitors during the school day will be requested to wear an appropriate form of identification. Visitors are permitted to park in Visitor parking spots in the West parking lot along 21st St. S. Visitors will need to present a state issued ID to obtain a visitor's permit

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

Unauthorized persons in the building will be asked to leave and may be reported to the police; failure to leave will result in trespassing charges being filed.

For additional information refer to [School Board Policy 903](#) on the school district website or in the school office.

Drug-Free School

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

Discipline may include:

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

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

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

Passive Alcohol Screening

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

Tobacco-free Environment

Moorhead High has been designated a tobacco-free building. Smoking and the use of all tobacco products shall be prohibited on all school district property. This includes all vaping devices, cartridges and liquid material. Tobacco use or possession, including smokeless tobacco, tobacco-related devices and all forms of electronic cigarettes, or inhaling of vapor from any electronic delivery device is not permitted by any student while on the school grounds or at school-sponsored events. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

Minimum corrective actions include:

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

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

Weapon-free School

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

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

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

Student Dress and Appearance

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

The following is expected at all times:

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

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

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

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

1. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
2. Head coverings and hats are allowed to be worn in common areas of the building. Teachers will have discretion whether hats or head coverings are allowed in their classrooms 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, head coverings, or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in [Moorhead School Board Policy 413](#).
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.

Dress Code Violation Consequence Progression

1. Warning - Student conference
2. Detention assigned
3. Conference with class principal, parent contact made
4. Suspension

For additional information refer to [School Board Policies 413](#) and [504](#) on the school district website or in the school office.

Harassment

MOORHEAD AREA PUBLIC SCHOOL DISTRICT 152 POLICY AGAINST HARASSMENT AND VIOLENCE RELATED TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, FAMILIAL STATUS, STATUS WITH REGARD TO PUBLIC ASSISTANCE, SEXUAL ORIENTATION, INCLUDING GENDER IDENTITY OR EXPRESSION, OR DISABILITY

1. Everyone in Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability of any kind.
2. A harasser may be a student or an adult.
3. If you believe you have been the victim of any type of harassment you should report it to any school district official.
4. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the human rights officer (executive director of human resources and operations).
5. Your right to privacy will be respected as much as possible.
6. The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and the school district will take all appropriate actions based on the report.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.
8. This is a summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at www.moorheadschoools.org.

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

Title IX officer: Kristin Dehmer, Assistant Superintendent of Business and Administrative Services.

Phone: 218-284-3355

Email: kdehmer@moorheadschoools.org

Hazing Prohibition

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the Moorhead Area Public Schools and are prohibited at all times.

II. GENERAL STATEMENT

- A. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "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 school-related 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.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, school property, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or

departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club or organization that meets and has 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.

IV. REPORTING PROCEDURE

- A. 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. Moorhead Area Public Schools encourages the reporting party or complainant to use the report form ([Administrative Procedure 571.1: Hazing Report Form](#)) available from the building administrator or the school district office, but oral reports shall be considered complaints as well. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
The building administrator, the administrator's designee, or the building supervisor (hereinafter the "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 building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer (Human Resource Director) by the reporting party or complainant.
The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees 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 administrator immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible

for keeping and regulating access to any report of hazing and the record of any resulting investigation.

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

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall promptly undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target(s) or victim(s) of the hazing, the complainant(s), the reporter(s), and students or others pending completion of an investigation of alleged hazing.
- C. The alleged perpetrator(s) of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in the employee handbook. The building administrator is responsible for the annual review of the handbooks with students and staff.

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

Title IX

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

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

Disruptive Behavior

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

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

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

Bullying

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). For additional information refer to [School Board Policy 514](#) on the school district website or in the school office.

Building Hours

Students should not be in the building before 7:55 a.m. and must leave before 3:45 p.m. unless arrangements have been made with a staff member or they are involved in school activities including use of the media center, under the supervision of a school appointed adult. Students who remain in the building outside of the designated building hours and cause disruptions will be referred to legal authorities.

Conduct on School Buses and Consequences for Misbehavior

School Bus Code of Conduct

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

Video Camera Systems

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

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

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

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

Rules also apply to each bus stop.

Rules at the Bus Stop

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

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

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

LEVEL 1

Immediate bus driver and administration response to re-engage student

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

LEVEL 2

Assigned consequences including short-term/temporary bus suspension

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

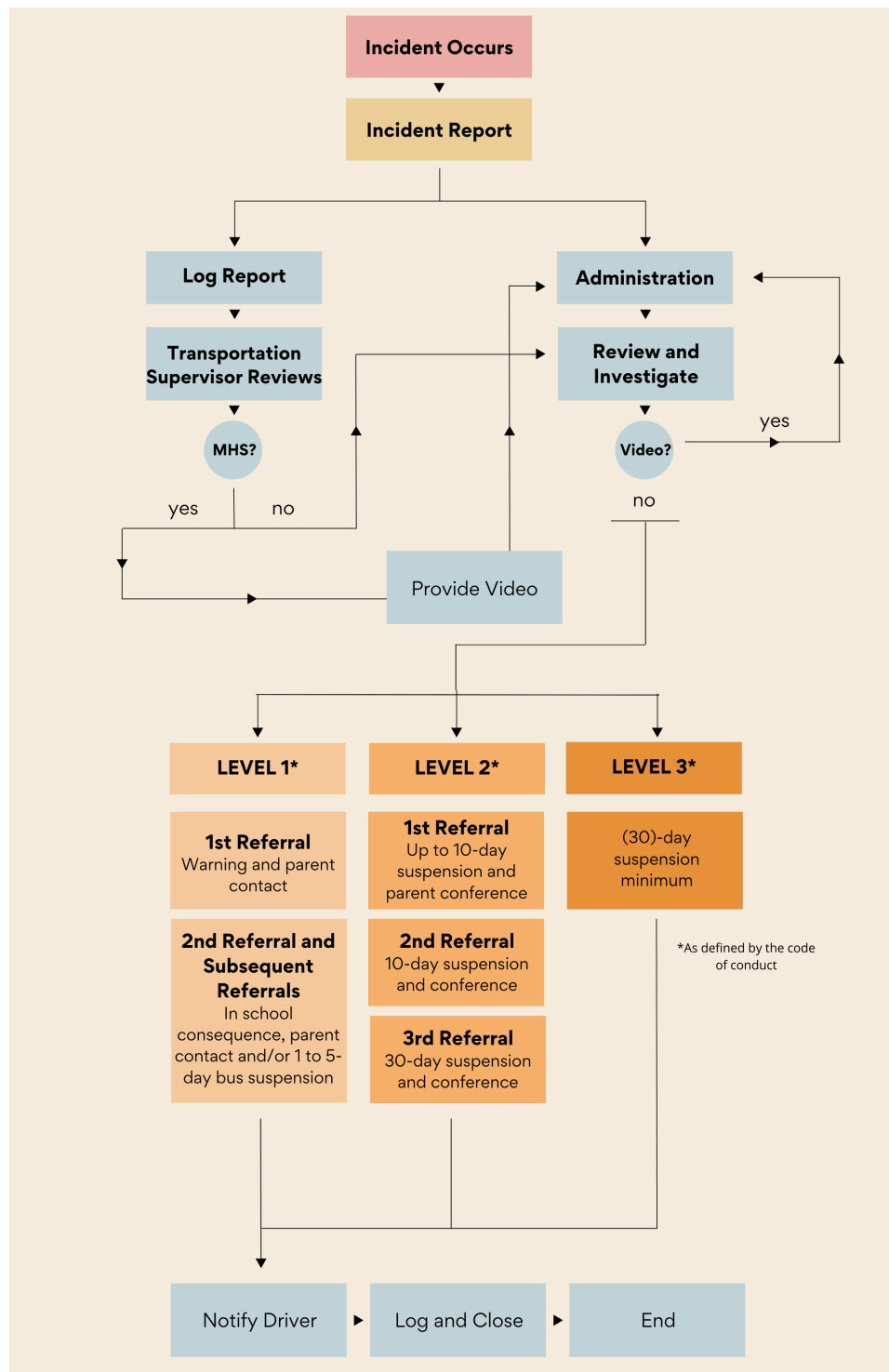
LEVEL 3

Assigned consequences including long-term and permanent bus suspension

These behavior infractions present a risk to the safety, health, or welfare of adults and students and will involve bus suspensions for at least a minimum of 30 days and up to the remainder of the school

year. It will also include a student and parent/guardian conference with the administrator.

Process Flowchart



Level I Offenses	Level I Consequences
<ul style="list-style-type: none"> Refusing to follow driver directions; Getting on or off the bus at an unauthorized stop without permission; Standing or sitting improperly while the bus is moving; Riding the wrong bus without permission from the principal; General horseplay; Making loud noises; Profanity/Obscene Gestures; Littering; Possession of tobacco products, e-cigarettes or vaping devices; Delaying bus services by tardiness, loitering, etc. <p>*School administration may classify a Level I offense as a Level II offense if the infraction seriously jeopardizes the health and/or safety of others.</p>	<p>1st Referral -- Warning and parent contact</p> <p>2nd Referral and subsequent referrals -- In school consequence, parent contact and/or one (1) to (5) day bus suspension</p> <p>Additional Level 1 referrals will result in administrative review and may be accelerated to a Level II offense</p>

Level II Offenses	Level II Consequences
<ul style="list-style-type: none"> Use of tobacco products, e- cigarettes, or vaping devices; Throwing objects out of bus; Profanity directed at staff; Rude, discourteous behavior directed at staff; Vandalism [restitution may be required]; Harassing, threatening or Intimidating another student; Fighting; Stealing; Inappropriate verbal or physical conduct of a sexual nature; Other safety violations that may interfere with the safe operation of the school bus. <p>*School administration may classify a Level II offense as a Level III offense if the infraction seriously jeopardizes the health and/or safety of others.</p>	<p>1st Referral -- Suspension from bus up to ten (10) days and parent conference</p> <p>2nd Referral -- Suspension from bus ten (10) days and parent conference</p> <p>3rd Referral -- Suspension from bus thirty (30) days, possible removal and parent conference</p>

Level III Offenses	Level III Consequences
<ul style="list-style-type: none"> Possession, use or transfer of weapons; Sexual offenses (which include sexual acts that do not result in criminal offense); Arson; Impeding the operation of a school bus; Distribution, sale, purchase, use or being under the influence of alcohol or controlled substance; Threatening to take the life of or inflict bodily harm to a school employee; Ganging; Bomb threat. 	<p>Any referral - Minimum thirty (30) days suspension from bus and possible removal from the bus for the remainder of the school year and parent conference.</p>

*Note: Students who are suspended will not receive transportation from the school district during the duration of the suspension. There will be no exceptions.

Process for Addressing Concerns

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing concern, such as the classroom teacher.. If they do not receive satisfaction from that person, they should then contact the grade level principal or program director for assistance and then the building principal if the matter was not able to be satisfactorily solved. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date.

Mandatory Reporting of Child Abuse and Neglect

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

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

Lockers

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.

Students in grades 9-12 may elect to check out a single day use locker with their Student ID. Students may use any locker in the school that has not already been checked out. The use of a school locker is a privilege. Students who fail to comply with school locker use guidelines may lose locker use privileges. Replacement cost for lockers is \$80 plus installation fee.

Lockers should always be locked when not in use, including gym lockers in the locker rooms. Do not give your combination to anyone else. Lockers should not be considered safe from theft. The school assumes no liability in the case of theft, regardless of locked/unlocked status of the locker in any area on campus. Random locker checks will be conducted, and law enforcement K-9 units may randomly check lockers four to six times per year. We encourage students not to leave money or valuables in their lockers. Please leave valuables at home. In the rare instance that you must bring

something of value to school, please leave it in the office so that it can be stored in the vault for the day and returned to you when school is dismissed.

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

Elevator Usage

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

PowerSchool

PowerSchool allows parents and guardians to access their child's grades, attendance, and meal account transactions and balance through any Internet-capable computer or smartphone. To access PowerSchool, parents and guardians need a username and password, which are available in the school counseling office or by calling 218-284-2312. Please contact the office for more information. Students are responsible to monitor PowerSchool for notification of detentions they may have been assigned for unexcused absences or disciplinary reasons. This information is available for parents to view as well.

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/guardians are encouraged to log on and choose how they are notified with this system. Prior messages may be reviewed in this portal.

PowerSchool Enrollment

PowerSchool Enrollment is an information gathering process that allows parents/guardians to complete and/or update their students' information and register for athletics and activities online. Log in to your PowerSchool parent account and choose the registration link. Each year parents/guardians must complete this enrollment for each child before the school year starts. Failure to complete PowerSchool Enrollment creates issues when the school needs to notify parents/guardians in emergency situations. Please ensure this is updated if phone numbers or email/home addresses change

e~Funds for Schools

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

Nuisance Devices

Because of the potential for disruption to the learning environment, students are not to bring items to school which may create a danger, create a disturbance or interfere with the normal conduct of the school. These devices typically may include, but are not limited to: laser pointers, flammable lighters, radios, magnets, snaps, stink bombs, bolt cutters and crowbars.

Personal Electronic Devices (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs may be used during passing time or in the commons during lunch time. In accordance with FERPA, students are not allowed to video or capture images in a classroom without the knowledge and permission of the classroom teacher. Students should not make videos or take pictures of others in the school building. Students should not post pictures or videos of others in the building on social media platforms. Failure to comply with this may result in code of conduct violations and be subject to disciplinary actions.

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

Computer Use/Copyright Policies

Chromebooks are provided for each student at Moorhead High School and are formatted for school use only. Students are advised that “computer hacking,” use of the computers to duplicate copyrighted materials, or other inappropriate use may result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students.

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.

For additional information refer to [School Board Policies 606.6](#) and [524](#) on the school district website or in the school office.

Vandalism

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

Video Surveillance System

Any act of intentionally obstructing, tampering with, or disabling the video surveillance system is prohibited.

Improper Activation of Fire Alarms

The improper activation of fire alarms is illegal. Any student who causes a false alarm will be subject to discipline procedures and referred to legal authorities. A second offense may result in discipline progression which could include expulsion.

Fire, Tornado and Lock Down Drills

Emergency drills will be conducted throughout the school year.

Registration

Student registration typically takes place in late January/early February for grades 9-11. Four-year plans are discussed during the 9th grade year and updated as needed. The four-year plan serves

as a guide for registration and is flexible to allow for changes. All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be encouraged to enroll in alternative education options for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester. Students who have failed a significant number of middle school/junior high courses may be required to take alternative/remedial coursework as a condition of entering the high school.

Community Release

The Community Release class is offered as a free period for junior and senior students who are on track for graduation at the discretion of the administration. Juniors must have completed a minimum of 14 credits and will be allowed a maximum of one credit off per year (e.g. one free year-long or free semester) as a Community Release. Seniors must have 18 completed credits and will be allowed a maximum of two credits off per year (e.g. two free year-long) as a Community Release. If, during the current grading period, a junior or senior is not making academic progress toward graduation the Community Release class will be revoked and the student will be placed in a class for the next quarter or semester to make up the missing credits.

Graduation Requirements

Moorhead High School students must successfully complete 24 credits for grad year 2025, or 26 credits for grad year 2026 and beyond. All students participating in the graduation exercises must have completed the required minimum number of credits, met all graduation requirements, and completed the Senior Checkout Process with their counselor to be allowed to participate in the graduation ceremony.

Required Subjects	Credits	Minimum Required Courses
Mathematics	3 credits	Intermediate Algebra, Geometry and Advanced Algebra
Science	3 credits	Earth Science, Biology, and either Chemistry or Physics.
English/Language Arts	4 credits	English 9, 10, 11, 12 or Diverse Literature
Social Studies	3.5 credits	World History, Geography, United States History, Economics, and Government
Fine Arts	1 credit	Options are Visual Arts, Acting, Music, Digital Design I or II, Web Design I or II, Photography for Business Communication, or Housing and Design
Health	.5 credit	Health
Physical Education	1 credit	Physical Education 9 or Human Performance and/or one elective
Required Credit Total	16 credits	
Elective Credits	2025 graduates: 8 credits 2026 and beyond graduates: 10 credits	From any content area - either core or elective subjects
Total for Graduation	2025 graduates: 24 credits 2026 and beyond graduates: 26 credits	**Graduating classes starting in 2028 will need .5 credit in Personal Finance to be taken as a sophomore, junior or senior.

All students participating in the graduation exercises must have completed the required minimum number of credits and met all graduation requirements as well as completed the Senior Checkout Process with his/her counselor. Students who fail to complete the Senior Checkout process will not be allowed to participate in the graduation ceremony. Those students not participating in graduation will be able to pick up their diplomas beginning on the first business day following the ceremony.

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

It is an expectation that all library books, textbooks, and other school-issued materials be returned every year. Students will be notified annually of missing materials.

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

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

Grade Level and Graduation Progress

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

Grade Placement refers to the number of years that a student has been in school. The student's grade placement increases each year that a student is in school. For example, if a student began high school – grade 9 – in 2022, she/he will automatically be moved to grade 10 in 2023. Grade placement is used to determine eligibility for state testing and other requirements. It is used to calculate district and school graduation rates. It is important to note, however, that grade placement does not reflect a student's progress toward graduation. Having a grade placement of grade 12, for instance, does not assure that the child has met the state and local requirements to earn a high school diploma.

Credit Status: Credit Status refers to the credits and standards the student has earned toward the goal of grade-level progression and earning a high school diploma. In Moorhead Area Public Schools, students must meet all state and local requirements for a high school diploma to graduate. Refer to Graduation Requirements above for more information. In general, the number of credits students earn in high school is a strong predictor of their progress toward graduation. In this scenario, the guidelines related to a student's credit status are helpful in conceptualizing the time and effort remaining for a student to meet diploma requirements:

- 0 - 6 credits Grade 9
- 6.5 - 13 credits Grade 10
- 13.5 - 19 credits Grade 11
- 19.5 - 26+ credits Grade 12

Graduation Deficiencies

Students who fail to meet graduation requirements at the end of four years of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year, which may include alternative education courses to earn credit instead of retaking high school courses.

Foreign Exchange Students

Moorhead High School welcomes foreign exchange students who are sponsored by accredited agencies. All foreign exchange students are classified as freshmen, sophomores or juniors. Foreign exchange students are not eligible for status as a senior and are not entitled to graduation from Moorhead High School.

Counseling Department

One of the first resource people you will meet at Moorhead High school is your counselor. Your counselor is available to assist you in many areas of your high school career including:

- planning and developing an academic program that best fits your needs,
- identifying career goals and interests, providing resources that will give current information about colleges and other post-secondary institutions, and,
- helping you make good decisions about concerns and conflicts in your personal life.

Moorhead High School is proud to have five licensed professional school counselors on staff to work with parents and students. MHS also shares a licensed professional addiction counselor and several outreach workers with the Moorhead Alternative Learning Center to assist with student concerns which include chemical usage, attendance, and nontraditional high school programming.

A-C	Keith Hartleben	218-284-2319
D-Hj	Maret Kashmark	218-284-2316
Ho-Ma	Kelsey Fehl	218-284-2314
Mc-Sa	Angela Aakre	218-284-2313
Sb-Z	Sarah Kjos	218-284-2315

Your counselor is truly interested in helping you succeed at MHS. Make it a point to get to know your counselor and see him or her frequently. Students are free to talk to any counselor, not just their assigned one.

Marking System

Moorhead High School uses letter grades of A (93-100), A- (90-92), B+ (87-89), B (83-86), B- (80-82), C+ (77-79), C (73-76), C- (70-72), D+ (67-69), D (63-66), D- (60-62), and F (0-59). An "I" will indicate an incomplete in a subject. Assignments must be completed for credit no later than two weeks from conclusion of a course or the incomplete will be changed to failure. Special cases should be cleared with your counselor or principal.

Pass/Fail Option

Students taking a required course load are eligible to request pass/fail in one or more classes but must be graded in a minimum of four classes. Check with your counselor for forms. Deadlines for pass/fail option is 15 school days from the start of the class, unless extenuating circumstances arise which require an administrator's specific and in writing approval. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would

be graded by letter grade in the course for the rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

Testing Out Option

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

Weighted and Unweighted GPA Scale

Moorhead High School utilizes both a weighted and unweighted GPA. Offering both an unweighted and weighted GPA for students to view and use allows them to decide which would be to their benefit to enter onto college applications and or scholarship applications. Weighted and unweighted GPA will be recorded on the official transcript.

GPA: GPA is calculated as follows: unweighted A=4.0 scale and weighted A=5.0 scale

Grade Earned	%	Unweighted Points	Weighted Points
A	93-100	4	5
A-	90-92	3.75	4.75
B+	87-89	3.50	4.50
B	83-86	3	4.0
B-	80-82	2.75	3.75
C+	77-79	2.50	3.50
C	73-76	2	3
C-	70-72	1.75	2.75
D+	67-69	1.50	1.50 No weighted value
D	63-66	1	1 No weighted value
D-	60-62	.75	.75 No weighted value
F, I, W/D	0-59	0	0 No weighted value
P	P		P No weighted value

The following classes below and any PSEO class earn a weighted GPA at the high school. These are all courses identified as honors and advanced in our MHS profile that is sent to colleges:

AP & HONORS	AP & HONORS	CONCURRENT ENROLLMENT
ENGLISH Honors English 9 Honors English 10 AP English Language and Composition AP English Literature and Composition MATH Freshman Geometry Honors Pre-Calculus Honors Trigonometry AP Calculus AB AP Calculus BC AP Statistics	SCIENCE Honors Biology AP Biology AP Chemistry Advanced Chemistry Physics SOCIAL STUDIES AP Geography AP European History AP Psychology AP US History AP Government and Politics - US AP Government and Politics - Comparative AP Microeconomics AP Macroeconomics	College Accounting College Algebra College American Government College Spanish I College Spanish II College Writing College Writing About Literature College Functions & Trigonometry Introduction to Public Speaking Any PSEO course

Academic Letters and Awards

Academic Letters are awarded in May to grades 10-12 based upon the cumulative grade point average through the first semester of that academic year on a 4.0 scale.

- **Grade 10** - 3.7 cumulative unweighted grade point average through the first semester
- **Grade 11** - 3.65 cumulative unweighted grade point average through the first semester
- **Grade 12** - 3.6 cumulative unweighted grade point average through the first semester

Senior Honor Students

Moorhead High School Utilizes a Laude Graduation Honors System which is determined by the cumulative, weighted GPA at the end of semester one of the senior year. Rounding will not occur.
 Summa Cum Laude – 4.3+ Magna Cum Laude – 4.0-4.299 Cum Laude – 3.7-3.99

***Valedictorian will be defined as the highest weighted cumulative GPA.**

***Salutatorian will be defined as the second highest weighted cumulative GPA.**

Advanced Placement Award Levels - Recognized by the Advanced Placement Program

- AP Scholar: Granted to students who receive scores of 3 or higher on three or more AP Exams.
- AP Scholar with Honor: Granted to students who receive an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.
- AP Scholar with Distinction: Granted to students who receive an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.

- State AP Scholar: Granted to the one male and one female student in each U.S. state and the District of Columbia with scores of 3 or higher on the greatest number of AP Exams, and then the highest average score (at least 3.5) on all AP Exams taken.

Report Cards

Report cards are issued at the end of each nine-week grading period and are available online through PowerSchool. They include a letter grade for each subject and a report on attendance and tardiness. If you feel there is an error on your report card, bring it to the registrar's office and report it to the secretary. The last report card of the year will be mailed to the student's home.

Unsatisfactory Work Reports

Parents will be sent reports indicating unsatisfactory work in a subject near the midpoint of the course or any time students are not performing up to their capabilities. Parents should contact the teacher who sent the report for a conference. Teachers will send these reports while there is still time to improve the grade for that grading period.

Dropping a Class

Once a student is enrolled in a class, you may drop it only after consultation with a counselor. You also will need parental permission. Additional written approval from the student's grade level principal may be needed. In most instances, you cannot drop a class with fewer than 20 students enrolled. Students will not be allowed to drop a class if this puts them below their required credit hours for the year (Seniors - 6, Juniors - 7, Sophomores and Freshmen - 8). The deadline for dropping a class is four school days from the start of the class. Any class dropped after this deadline will result in a withdraw/fail which carries the same GPA weight as an "F".

Transfers or Withdrawals

If you wish to transfer from Moorhead High, report to the counseling office for a withdrawal form. Complete the form and take it to all your teachers, the library, your counselor and the assistant principal for their signatures. After all signatures have been obtained, return the form to the registrar's office. All textbooks should be returned to teachers as you check out with each of them. Records will be sent to another school only after all obligations have been met.

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

Transfer Students/Graduation

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

Minnesota Post-Secondary Enrollment Options Act

As enacted by the 1985 Minnesota Legislature, with approval and acceptance, juniors and seniors may enroll for courses at an approved institution of higher learning as part of the student's full-time high school enrollment and receive both college credit and credit toward high school graduation requirements. No charge will be made to the student for the costs of tuition, fees and required textbooks and materials. All books and materials must be returned to the college. If interested, see your counselor.

Independent Study Options

Students who are interested in taking a course not offered at Moorhead High School as an independent study, including online, should contact a principal. Independent study courses involve a considerable amount of reading, writing, and individual study.

Homebound Instruction

Students who are absent for 10 consecutive days due to an illness or medical condition are eligible for homebound instruction. Authorization from a physician must be on file requesting the same. All requests for homebound instruction are to be directed to the Department of Learner Support Services (218-284-3710) and can be initiated before the timelines are in effect.

Minnesota Choice Programs

The open enrollment option is available for students to attend the Minnesota school of their choice. The deadline for an application for open enrollment is January 15 of the preceding year. See your counselor for more information.

For additional information see [School Board Policies 509](#) and [624](#) on the school district website or in the school office.

Curriculum Review

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent.

For additional information refer to [School Board Policies 606](#) and [606.2](#) on the school district website or in the school office.

Testing

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for school support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take 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 to students in grade 10 (reading), grade 11 (mathematics), and biology (science). A complete testing calendar will be available each year on the [assessment page](#) of the district website. For additional information see the

parent/guardian guide and refusal for student participation in statewide testing in the appendix or on the website. Each summer, individual student reports are sent to the school and are provided to families no later than fall conferences.

Minnesota students are also required to complete a Civics exam before graduation. This exam is embedded into their senior social studies class, American Government (or its equivalent). If a student or parent/guardian has questions regarding whether the student has fulfilled this requirement, they should contact the student's counselor.

Activities

All students are eligible to participate if they meet activity guidelines, but not all students will earn the privilege to participate in activities. Skill, tenacity, hard work and attitude are the primary factors in determining who will participate and represent our school. Moorhead High shall be represented by students who are good citizens, scholars and athletes willing to abide by prescribed rules and high standards. This privilege and honor carries with it responsibilities to the community, school faculty and student body they represent. To ensure that the standards and ideals of Moorhead High are upheld and requirements enforced uniformly, standards of conduct have been established. Advisors or coaches may enforce rules that are more strict than those established, but these are minimum rules that must be enforced:

1. Any student failing one or more classes, or having two or more incompletes, will be ineligible for a minimum of one week. Student eligibility will be monitored at mid-quarter (September 26, November 26, February 14 & April 25) and the end of each quarter (October 25, January 10, March 21 & May 30) through the year. Students will be notified of their ineligibility by the Activities Office and their ineligibility will run from Wednesday-Wednesday.
2. Students may be ineligible to participate in competition in any extracurricular activity until all detentions are served.
3. There shall be no conduct by students participating in activities, whether or not that activity is currently in season, that will bring discredit to the student, parents, activity, school or community. Penalties for rule violations will be administered at the discretion of school officials.
4. Moorhead School Board Policy and the Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.
 - a. All Freshman are Eligible as credits are not reported until the end of the year.
 - b. Sophomores must have earned at minimum 2 Credits.
 - c. Juniors must have earned at minimum 10 Credits.
 - d. Seniors must have earned at least 18 Credits.
5. 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.
6. Students must dress appropriately when representing the school. Neat, casual dress clothes are appropriate.
7. Awards and honors are presented in trust. Should the student violate that trust, the honor or award may be revoked.
8. Fees are charged to participate in certain school activities and all athletic programs. Those fees are available in the activities office. The total fee for any student shall not exceed \$350 per year.

For additional information regarding activity eligibility, fees, travel, or lettering information refer to [School Board Policies 541](#), [542](#), [543](#) and [545](#) on the school district website or in the school office.

Extra Curricular Activities/Athletic Programs

For information on how to participate in these or other MHS activities check with your counselor, the advisor, or the activities office.

Groups include:

Carolers	Business Professionals of America	SADD
Yearbook	Destination Imagination	Marching Band
Apollo Strings	Key Club	Jazz Band
Knowledge Bowl	Student Council	Skills USA
Math Competition	Science Olympiad	Supermileage
Drama	Pep Band	Robotics
Speech	Cheer	Future Farmers of America
Debate	Business Professionals of America	

Athletic Programs: The following sports are available to students at Moorhead High School:

<u>Fall:</u>	Cross Country - girls and boys
	Football - boys
	Soccer - girls and boys
	Tennis - girls
	Swimming - girls
	Volleyball - girls
<u>Winter:</u>	Basketball - boys and girls
	Swimming - boys
	Gymnastics - girls
	Wrestling - boys
	Hockey - boys and girls
	Nordic Ski - boys and girls
	Dance line - girls
	Weight Lifting - boys and girls
	Adaptive Floor Hockey - boys and girls
<u>Spring:</u>	Track - boys and girls
	Golf - boys and girls
	Tennis - boys
	Baseball - boys
	Softball - girls
	Adapted Bowling - boys and girls
	Clay Target - boys and girls
	Lacrosse - boys and girls

School Spirit/Sportsmanship

Moorhead Area Public Schools shares a vision with the Minnesota State High School League in seeking and maintaining high standards of sportsmanship in all sponsored programs. To be educationally sound, activities must provide a setting in all programs where important values such as dignity, equity, fairness and respect are fostered. Good sportsmanship enhances respect for

opponents and officials through efforts at showing self-control and by showing genuine concern for others. It is the responsibility of students, coaches, faculty, cheerleaders, adult spectators, officials and the media to pursue these values.

Attending school-sponsored events is a privilege, not a right. Inappropriate conduct at school and/or school-sponsored events may result in the loss of this privilege.

Any student choosing to attend any school-sponsored activity (dances, plays, athletic events, etc.) in possession of or under the influence of any controlled substances, toxic substances, and/or alcohol, will be prohibited from attending any school-related activities, outside of the school day. The period of suspension is listed below. Students will also be cited accordingly by the Moorhead Police Department.

- 1st violation - The student will not be allowed to attend any school-sponsored activity for six (6) weeks.
- 2nd violation - The student will not be allowed to attend any school-sponsored activity for eight (8) weeks.
- 3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.
(weeks are counted as calendar days)

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

SCHOOL SONG

Onward Moorhead, Onward Moorhead
Fight right through that line!
Onward Moorhead, Onward Moorhead
Victory sure this time!
Onward Moorhead, Onward Moorhead
Fight on for your fame!
So fight, Moorhead, fight-fight-fight
To win this game.

School Dances

Moorhead High School will hold at least two dances during the school year, Homecoming and Prom. Other dances may be scheduled during the school year. Any school sponsored dance is subject to the same rules and guidelines for attendance and behavior. Out-of-school guests must be accompanied by MHS students who have met dance attendance requirements and have a "Dance Guest Form" turned in to their class principal one week prior to the dance. Guests for Homecoming and other school sponsored dances must be enrolled in high school and in good standing. Students are not permitted to enter after 10 p.m., and once students leave, they are not permitted to re-enter. Students are not eligible to attend any student dance until all assigned detentions have been completed. All students are subject to a passive alcohol screening prior to entering a school dance.

Prom

Prom is a school event for junior and senior students who attend Moorhead High School. Each student choosing to attend may invite one guest. If you are bringing a guest (anyone other than

another junior or senior from MHS), you must pre-register that guest in the high school office. Guests must be at least a high school sophomore and not older than age 20. School policies apply to all students and guests during prom.

Students are expected to stay in the building until the end of the dance. Once a student leaves, he or she will not be readmitted. Students who wish to go outside or to their vehicles during the dance must be escorted by a chaperone.

Student Insurance

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

Fundraising

All fundraising projects by any student group must be approved in advance by the advisor, principal, and assistant superintendent before any fundraising may begin.

For additional information refer to [School Board Policy 511](#) on the school district website or in the school office.

Uncollected Fees

Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students must be paid by July 1 following the end of the school year. Grades (assignments, projects, exams, or term grades), transcripts, or graduation participation will not be withheld or penalized pending any fee payment.

Musical Instrument Rental Fees

The Moorhead School Board authorizes a rental fee of \$75 per instrument for each student 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 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 and rental agreement refer to [School Board Policy 718](#) on the school district website or in the school office.

Protection and Privacy of Student Records

The following information is considered public information and may be disclosed unless the school principal is notified that this information is considered private. **State law requires that the names, addresses, and home telephone numbers of students in grades 11 and 12 be released to military recruiting officers unless a parent notifies the school in writing of their objection.

Name

Grade level
Enrollment status (i.e., full-time or part-time)
Participation in activities
Height and weight of team members
Dates of attendance
Honors and awards
Graduation status
Most recent and previous school

Photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses
For additional information refer to [School Board Policy 515](#) on the school district website or in the school office.

Release of Information

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

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

Patriotic Exercises

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

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

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

Field Trips

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

For additional information refer to [School Board Policy 610](#) on the school district website or in the school office.

Parent Teacher Advisory Council (PTAC)

The PTAC is composed of parents and staff members who wish to become more actively involved at Moorhead High School. Dates are listed on the website. All parents are welcome to become members and are encouraged to call the main office for more information.

Surveillance Equipment

Moorhead High School premises are under the protection of electronic surveillance equipment during all hours of the day and evening.

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

Messages

All emergency messages will be handled by an administrator, or their designee.

Wellness

The Moorhead School Board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and educational achievement.

Foods and beverages sold or served at school during the school day by the Moorhead Area Public Schools (including school stores, vending machines and a la carte cafeteria items) will meet or exceed current USDA Dietary Guidelines for Americans in accordance with nutrition and portion size standards. (See Administrative Procedures [533.1](#) and [533.2](#).)

For additional information refer to [School Board Policy 533](#) on the school district website or in the school office.

Building Cleanliness

We ask that students be respectful and responsible by doing their part to keep the building clean. Help keep the building clean by depositing unwanted paper in wastebaskets or proper recycling bins.

Students are not allowed to bring food/beverages into classrooms (excluding water with teacher permission) unless it is appropriate for a class (e.g., Family Consumer Science). Breakfast and lunch food items must be eaten in the Commons/lunchroom. Students do have the privilege of bringing food/beverages into the building. Along with this privilege comes the responsibility of properly discarding waste and cleaning any spill or mess you may make. If building cleanliness becomes an issue this privilege may be revoked. Students not properly disposing of waste will face disciplinary measures.

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

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

Student Parking of Motor Vehicles in School District Locations

Students are permitted to park in a school district location as a matter of privilege, not right.

Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only (East Parking Lot). Students will not park vehicles in driveways or other designated areas (e.g., staff, visitors, or busing lanes). When there are unauthorized vehicles parked on school district property, school officials may move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or another place of safety off of school district property.

All types of off-road motorized vehicles, including but not limited to ATVs, UTVs, and snowmobiles, are prohibited on school property. All motorcycles must be parked in the student parking lot. Bicycles must be parked in bicycle racks and locked.

Students cannot park in any visitor, faculty, arena, handicapped, or fire lane parking areas. All parking signs must be obeyed. Any vehicle parked illegally in fire lanes, handicapped, or in an area not designated by its permit type will be ticketed. The Moorhead Police will issue fire lane and handicap parking tickets. School officials will conduct patrols of staff parking lots and issue tickets. Vehicles in violation of parking regulations will receive a ticket and will be recorded in the principal's office. After three (3) tickets have been issued, vehicles in violation of parking regulations may be towed at the owner's expense.

Patrols, Inspections and Searches

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. Such patrols, inspections and searches may be conducted without notice, without student consent, and without a search warrant.

Student Use of Motor Vehicles

Students are permitted to use their vehicles during assigned lunch periods for off-campus purposes, or for off-campus school programs during assigned times. Operating a motor vehicle on school property is a privilege not a right and necessitates safe driving in accordance with the law and conditions. Unsafe driving or reckless driving on and around school grounds may be subject to both school discipline procedures and referral to law enforcement.

Violations

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

Students park at Moorhead High School at their own risk. Moorhead Area Public Schools is not responsible for any damage or theft that occurs to vehicles parked on school property. Bus service is provided to all eligible students.

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

Communication Assistance

If a parent or guardian is in need of accommodations to communicate with a child's school or to participate in a child's education, please contact Moorhead High at 218-284-2300 to make a request. Examples of accommodations include: TDD at a child's school, large print or Braille materials, accessible meeting facilities, interpreters or assistive listening device kit for all meetings, conferences, activities, etc.

Health Services

Students' health significantly affects school attendance and performance. Our health office is 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. Communication between school personnel and parents/guardians is essential in meeting our students' health needs. The health office also assists in the management with the following items:

Immunizations: Minnesota state law, M.S. 121A.15, mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form to attend school in Minnesota. The current immunization requirements for your child's age can be found at: <https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>. Transferring students have 30 days to provide the school with immunization and health records. Clay County Public Health, at 715 11th St. N., offers free and low cost immunizations. Please call 218-299-7777 to schedule an appointment. Free notary services are available at the district operations center.

Illness and injury at school: If your child becomes ill at school, school personnel need to be able to contact you. Please complete emergency information in PowerSchool Registration, including medical provider, hospital preference and alternate persons to call in case of an emergency. We will not release ill students without contacting a parent or guardian. All school-related accidents (including extracurricular and out-of-town activities) should be reported to the health office. Students who leave the school during the day due to illness are required to either check out through the health office or have a parent/guardian contact the attendance office before the end of the school day to verify student absence. Students who do not follow this process will be considered unexcused.

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

Medication: No prescription medication will be administered by school personnel without written authorization from the parents/guardians and orders signed by your child's provider. All over-the-counter medications (including acetaminophen, ibuprofen, nasal spray, eye drops, etc.) require parental signatures on the medication request form. Provider signature is not required if given as ordered on the bottle. Medication request forms are available in the health office or with the [medication policy](#) on the district website. All medication must be in the original bottle with the child's name and administration instructions. Whenever 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 may affect them at school.

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

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

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

Media Center

The high school media center is easily accessible to the students and staff from Monday through Friday.

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

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

Students who are unable to abide by library policy and are disrupting other students or staff will be asked to leave. Food and beverages are not allowed in this facility. The deliberate abuse of any of the materials, programs or equipment located in the library/media center will be referred to a principal for disciplinary action.

Pesticide Use

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

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.

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



Independent School District 152



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



Phone: 218-284-3300



www.isd152.org



Fax: 218-284-3333

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

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

Section: 500 STUDENTS

Date Revised: 6/25/2018

General Statement

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

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

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

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

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

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

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

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

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

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

These procedures are based on school board policies, available on the district's website at www.isd152.org or in the school offices.

Procedures

1. ABUSE, VERBAL

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

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

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

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

Definitions:

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension or alternative action Notification of legal authorities and the student assistance team Suspension from attending or participating in school-related activities	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities

	Not allowed to attend any school-sponsored activity for six (6) weeks*	Not allowed to attend any school-sponsored activity for eight (8) weeks*	Not allowed to attend any school-sponsored activity for the remainder of the school year
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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, tobacco, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

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

4. ARSON

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

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

5. ASSAULT/FIGHTING

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

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

6. ATTENDANCE, CHRONIC ABSENTEEISM

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

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

8. BULLYING PROHIBITION

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

The term, “bullying” specifically includes cyberbullying. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and

mailing lists, or off school premises to the extent that is substantially and materially disrupts student learning or the school environment.

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

9. DISHONESTY, ACADEMIC

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

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

10. DISORDERLY CONDUCT

Disorderly conduct, which is an act that the student knows or has reasonable grounds to know that the act will alarm, anger, disturb others or provoke an assault or breach of the peace, is prohibited. Disorderly conduct is also engaging in offensive, obscene, abusive, boisterous or noisy conduct or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Disorderly conduct can include communication or expression created and/or distributed by an electronic means.

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

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

- A. Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.

- B. Willful conduct that endangers surrounding people, including school district employees, the student or other students, or the property of the school; and
- C. Willful violation of any rule of conduct specified in the student handbook adopted by the school board.

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

12. DRESS AND APPEARANCE

- A. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the school day and school-sponsored activities.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom or co curricular activity).
- B. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, head coverings or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in [Moorhead School Board Policy 413: Prohibition of Harassment and Violence](#).
 - 5. Any apparel or footwear that would damage school property or could be used as a weapon.
- C. Hats or head coverings are not allowed in the building except with the approval of the building administrator (i.e., student undergoing chemotherapy; medical situations, religious purposes, class outside the building).
- D. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be provided one of the following options:
 - 1. Student will be asked to put on their own alternative clothing, if available at school, to be dressed according to policy for the remainder of the day.
 - 2. Student will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - 3. The student's parent or guardian will be contacted to bring alternative clothing for the student to wear for the remainder of the day.

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

No student will be affected by dress code enforcement based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

13. DRIVING, CARELESS OR RECKLESS

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

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

14. FALSE ALARM

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

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

15. FALSE REPORTING

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

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

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

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

17. HARASSMENT

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

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

18. HAZING

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

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

	1-3 day suspension or alternative action	Notification of legal authorities	Notification of legal authorities
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19. INSUBORDINATION

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

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

20. MISBEHAVIOR ON THE SCHOOL BUS

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

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

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

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

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

21. NUISANCE OBJECTS

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

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

22. PERSONAL ELECTRONIC DEVICES (PEDs)

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

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

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	-Teacher/Student conversation -Student places phone in designated area.	-Parent(s)/Guardian(s) notification -Meet with a member of the Student Support Team -Confiscate (1) day to main office -Student Pick up	-Parent(s)/Guardian(s) conference -Confiscate 1 day to main office -Parent/Guardian pick up phone -Cell phone plan created

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

	Referral to legal authorities	Referral to legal authorities	Referral to legal authorities
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24. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

25. SECURITY SYSTEM TAMPERING

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

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

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference

	1-2 day suspension of computer privileges	3-5 day suspension of computer privileges	10 day suspension of computer privileges
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27. THEFT, ROBBERY OR EXTORTION

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

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

28. THREATS

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

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

29. TOBACCO, POSSESSION AND USE

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

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

	1 day suspension or alternative action	Referral to legal authorities	Referral to legal authorities
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30. VANDALISM, WILLFUL DAMAGE OF SCHOOL PROPERTY OR OF THE PROPERTY OF OTHERS

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

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