



Moorhead High School

*A leader in academics,
activities, arts and athletics*



2018-2019 Handbook

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

District website is www.moorheadschoools.org.

**Moorhead High School Daily Class Schedule
2018-19**

Period 1	8:25 - 9:10	Block 1	8:25 - 9:55
Period 2	9:15 - 10:00		
Period 3	10:05 - 10:50	Block 2	10:05 - 11:35
Period 4	10:55 - 11:40		

1st Lunch 11:40 - 12:15

Period 5	11:45 - 12:30	Block 3	12:15 - 1:45 or (11:45 - 1:15)
Period 6	12:35 - 1:20		

2nd Lunch (Split Lunch) 12:30 - 1:05 Class 11:45 -12:30/Lunch 12:30 - 1:05/Class 1:05 - 1:50

3rd Lunch 1:20 - 1:55

Period 7	1:55 - 2:40	Block 4	1:55 - 3:25
Period 8	2:45 - 3:30		

Lunch Schedule

1st Lunch Block Classes in Art, Business, FCS, Industrial Tech, Math, PE/Health & Science
(11:40 - 12:15)

2nd Lunch (Split) Block Classes in English, Social Studies & World Languages
(12:30 - 1:05)

3rd Lunch ALL Skinnies (45 min) 5th and 6th periods in all departments
(1:20 - 1:55)

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 PayFort.

Deposits must be made before 9:30 a.m. to be available for use the same day. Online payments through PayFort require 24 hours to process.

WEDNESDAY SCHEDULE

Student Support Time = 8:10 - 9:00

Period 1	9:05 - 9:45	Block 1	9:05 - 10:25
Period 2	9:50 - 10:30		

Period 3	10:35 - 11:15	Block 2	10:35 - 11:55
Period 4	11:20 - 12:00		

Period 5	12:05 - 12:45	Block 3	12:05 - 1:25
Period 6	12:50 - 1:30		

Period 7	2:05 - 2:45	Block 4	2:05 - 3:25
Period 8	2:50 - 3:30		

Lunch Schedule

1st Lunch 12:00 - 12:35

2nd Lunch 12:45 - 1:20 Split Lunch (Class 12:05 - 12:45 / Lunch / Class 1:20 - 2:00)

3rd Lunch 1:30 - 2:05

SHORTENED SCHOOL DAY SCHEDULE (2 Hours Late)

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

Period 3 11:35 - 12:05 Block 2 11:35 - 1:05
Period 4 12:10 - 12:40

***Use 3rd period or Block 2 class to determine lunch shift**

1st Lunch - 11:30 - 12:05 Class - 12:05 -1:05

2nd Lunch - 12:05 - 12:40 Class - 11:35 - 12:05 / Lunch / Class - 12:40 - 1:10

3rd Lunch - 12:40 - 1:10 Class - 11:35 - 12:35

Period 5 1:15 - 1:45 Block 3 1:15 - 2:15
Period 6 1:50 - 2:20

Period 7 2:25 - 2:55 Block 4 2:25 - 3:25
Period 8 3:00 - 3:30

1st Lunch - Block Classes in Art, Business, FCS, Industrial Tech, PE/Health, Math & Science

2nd Lunch - Block Classes in English, Social Studies & World Languages

3rd Lunch - ALL Skinnies (45 minutes) 3rd and 4th periods in all departments

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

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

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 9:50-10 a.m. and costs \$1. Lunch costs \$2.40 and includes milk. In addition, milk is sold for \$.40 and the ala carte line has items ranging from \$.25 to \$1.50.

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

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

For additional information refer to School Board Policy 538 on the school district website or in the school office.

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 710 on the school district website or in the school office.

ATTENDANCE: 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 515 on the school district website or in the school office.

***EXCUSED ABSENCES: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. The following reasons shall be sufficient to constitute excused absences:**

1. Illness - physician verification will be required for illnesses beyond three (3) consecutive days
2. Serious illness or emergency in student's immediate family
3. A death or funeral in the student's immediate family or of a close friend or relative
4. Medical or dental appointments
5. Legal Appointments
6. Religious observance
7. Official school field trip or other school sponsored outing
8. Family Vacation - must be pre-excused (limited to 7 consecutive days)

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.

UNEXCUSED ABSENCES: Unexcused absences are all absences that can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the principal's office. These absences indicate the student is absent from school with or without the consent of parents, but the excuse given is not acceptable to the school administration. Unexcused absences or truancy receive no daily credit for work missed. These are examples of absences that will not be excused:

1. Any absence where the student/family failed to comply with any reporting requirements of the school district's attendance procedures
2. Including but not limited to - missing the bus, work, extra sleep, baby sitting, hair appointments, shopping, skipping class, etc.
3. Family vacations not pre-excused

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.

Consequences of Unexcused Absences:

1. Students will receive no credit for work due on the day of an unexcused absence.
2. Detention will be assigned for each class missed (1 session for a skinny, 2 sessions for a block).
3. Coaches and advisors will be advised of team members/students who have unserved detentions. Students are not permitted to participate in any games, contests, performances or miss any class time until all detentions are served.
4. Minnesota Statute 260A.02 defines a student with unexcused absences in three (3) or more classes on three (3) different days as a "Continuing Truant." Students meeting the Continuing Truant criteria may be referred to the county attorney media program.
5. Minnesota Statute 260C.007 defines a student with an unexcused absence from one or more class periods on seven (7) different school days as an "Habitual Truant." Students meeting the Habitual Truant criteria may be referred to the county attorney media program.
6. 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.

ILLNESS DURING THE SCHOOL DAY: Students becoming ill during the school day have access to and services available at the school health office. Any student leaving school during the day due to illness must be excused by the health office or a parent/guardian through the health office. Friends will not be excused to transport students.

TARDINESS: Students are expected to be to their assigned area on time. Excessive tardiness will not be accepted. Students who are tardy to their first period class will be given a pass at Door 13 or will need to go to the old commons to receive a tardy slip from a hall monitor. Students who are tardy for second period through the end of the day will need to report to the office to receive a tardy slip. Students will not be admitted to class without a tardy slip.

Moorhead High School uses digital clocks. Students need to be at their assigned area at least one minute prior to class starting (ex. in class at 8:24 a.m. or earlier for a class starting at 8:25 a.m.).

Unexcused Tardy Consequence Progression

Every unexcused tardy after the 3rd will result in the student being assigned 1 session of detention. This progression will be for the duration of the school year; there will not be a restart after first semester.

Students with excessive tardies may be required to have a parent/student conference with their class principal to address issues causing the tardiness.

MAKE-UP POLICIES FOR EXCUSED ABSENCES: School work missed because of an excused absence must be made up within two class days from the date of the student's return to school. This applies to school work assigned during the time period the student was absent from school. Any previously assigned work is due on the day of the student's return. The student will be required to make arrangements with the teacher to make up any school work missed and receive a grade. A teacher may require additional assignments to compensate for any loss of class discussion and information. Students in school-sponsored activities should not assume they have the right to an extended deadline for school work.

School work not turned in to a teacher within the two-day guideline may result in the assignments 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.

For additional information refer to School Board Policy 515 on the school district website or in the school office.

ADVANCE MAKE-UP: In the event that students are aware they will be absent from school for more than two (2) days it is their responsibility to make arrangements with classroom teachers to complete any work assigned or due during their absence.

DETENTION: Detention will be held daily before school and after school. Detention can not be served during the scheduled school day of 8:25 a.m.-3:30 p.m. Arrangements can be made with your class principal to complete community service hours with approved nonprofit organizations. One hour of service completed will equal one session of detention. A maximum of 20 hours of community service can be completed each school year. Remaining detentions must be served at Moorhead High School either from 7:35-8:15 a.m. or 3:35-4:15 p.m. Detention will be assigned for unexcused absences, tardies and disciplinary reasons. It is the students' responsibility to monitor PowerSchool for detention notification.

Students are responsible for monitoring detentions assigned for attendance or other reasons and serving them 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 three organized dances: Homecoming, Prom and Morp. Students also will 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. Students who accumulate 40 or more detentions and refuse to improve their behavior will be exempt from all dances, the graduation ceremony and participation in extracurricular activities for the remainder of the school year. An attendance/behavior plan will need to be in place for students with this number of detentions.

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 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.

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 hallway pass signed by their teacher. Students who abuse passes by being disruptive or using them excessively may lose this privilege. Students may be denied pass privileges after three (3) unexcused absences. Reinstatement of pass privileges will occur only after a suitable plan for correcting attendance problems has been developed by the student, submitted to the administration and followed successfully.

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 551 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 13 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.

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

For additional information refer to School Board Policy 905 on the school district website or in the school office.

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 572 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: Moorhead High has been designated a tobacco-free building. 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. Minimum corrective actions include:

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

For additional information refer to School Board Policy 551 and 573 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 576 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 not allowed to be worn in the building except with the approval of the building principal (i.e., medical situations or religious purposes).
3. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
4. Apparel promoting products or activities that are illegal for use by minors.

5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Moorhead School Board Policy 570.
6. Any apparel or footwear that would damage school property or could be used as a weapon.

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

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

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

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

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 Policy 577 on the school district website or in the school office.

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, 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, 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).
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, 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, 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.moorheadschools.org.

For additional information refer to School Board Policy 570 on the school district website or in the school office.

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

Reporting Procedure

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The building principal (building report taker) is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the principal immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. A teacher, administrator, coach/advisor, volunteer, contractor and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes or receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building principal immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

For additional information refer to School Board Policy 571 on the school district website or in the school office.

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 551 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.

For additional information refer to School Board Policy 578 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 4 p.m. unless arrangements have been made with a staff member or they are involved in school activities including use of the media center. 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: Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards 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.

The district's Student Transportation Safety Policy information is included here to help explain some of the school bus rules we have to keep parents/guardians, students and the public safe on and around the school bus.

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

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

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

Authorized riders

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

Loading zone rules

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

Appropriate conduct on the school bus: Students who are sitting down, visiting quietly, doing homework, or reading are safer on the bus than students who are standing, roaming on the bus or talking loudly.

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

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

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

There are four key points:

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

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

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

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

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

Middle and High School 5-12

- | | |
|------------------|---|
| 1st offense | Student conference and warning |
| 2nd offense | Conference with parents/guardians / up to 5 school day suspension from riding the bus |
| 3rd offense | Conference with parents guardians / up to 10 school day suspension from riding the bus |
| Further offenses | Individually considered. Students may be suspended for longer periods of time including the remainder of the school year. |

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

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

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

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

For additional information refer to School Board policy 721 on the school district website or in the school office.

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. If they do not receive satisfaction from that person, they should then contact the building principal or program director for assistance. If the matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date.

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 534 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.

Lockers have been assigned to each student. Students are expected to use the locker that is assigned to them and are not allowed to share lockers. Locks for lockers will be provided by the school. If you lose your lock, you must pay \$10 to obtain a new one. Students are not allowed to write on the inside or outside of any locker. 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. 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. Random locker checks will be conducted, and law enforcement K-9 units will 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 574 on the school district website or in the school 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 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 REGISTRATION: PowerSchool Registration 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.

PAYFORIT: Moorhead Area Public Schools offers an online payment processing system, PayForIt, 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 PayForIt 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, calculators, electronic games, video players, computers, and personal digital assistants. PEDs may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Cell Phones are prohibited from use in classrooms to make telephone calls or instant message. Students are not allowed to use cellphones in any area in the building while they are scheduled to be in class.

For additional information refer to School Board Policy 551 on the school district website or in the school office.

COMPUTER USE/COPYRIGHT POLICIES: Computers are provided for student use at several locations. 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 grade 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 730 and 731 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.

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

FIRE, TORNADO AND LOCK DOWN DRILLS: Emergency drills will be conducted throughout the school year.

REGISTRATION: Student registration typically takes place in 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 free block per semester. Seniors must have completed 20 credits and will be allowed a maximum one free block per quarter. 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 26 credits. 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 Monday 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 640 on the school district website or in the school office.

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.

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 has a licensed professional addiction counselor and several outreach workers to assist with student concerns which include chemical usage, attendance, and nontraditional high school programming.

A-D	Keith Hartleben	284-2319
E-J	Maret Kashmark	284-2316
K-P	Toni Bach	284-2313
Q-Z	Sarah Miller	284-2315
Student Assistance	Scott Matheson	284-2314

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. 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.

SENIOR HONOR STUDENTS: Seniors with a cumulative G.P.A. of 3.70 or higher through the first semester will be named a Moorhead Honor Student.

ACADEMIC LETTER: The purposes of the academic letter are motivation, incentive and recognition for work well done. The Academic Letter Committee follows these guidelines/qualifications:

- Grade 10 - 3.70 cumulative G.P.A. through first semester
- Grade 11 - 3.65 cumulative G.P.A. through first semester
- Grade 12 - 3.60 cumulative G.P.A. through first semester

A = 4.00, A- = 3.75, B+ = 3.50, B = 3.00, B- = 2.75, C+ = 2.50, C = 2.00, C- = 1.75, D+ = 1.50, D = 1.00, D- = .75

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. 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 517 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 511 and 610 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 620 and 620.2 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 academics 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.

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 (October 5, December 7, February 22, April 26) and the end of each quarter (November 2, January 18, March 29, June 5) through the year. Students will be notified of their ineligibility by the Activities Office and their ineligibility will run from Wednesday-Wednesday.
2. Students will 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.
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
Cho Kio (Yearbook)	Destination Imagination	Marching Band
Apollo Strings	Key Club	Jazz Band
Knowledge Bowl	Student Council	
Math Competition	Science Olympiad	
Drama	Pep Band	
Speech	Industrial Arts Competition - Skills USA	
Debate	Student Newspaper	

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
<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 551 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 three dances during the 2018-19 school year, Homecoming, Prom and Morp. 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 Morp 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 fund raising 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 644 on the school district website or in the school office.

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

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 831 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 504 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 student without first obtaining the consent of the student.

For additional information refer to School Board Policy 504 on the school district website or in the school office.

PATRIOTIC EXERCISES: The School Board believes that one's respect of country is promoted by the ceremonies and observances held in the public schools and that the flag of the United States is a symbol of our American heritage and democratic ideals. In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least 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 633 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 632 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. Meetings are held monthly. Dates are listed in district calendar and 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.

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 536.1 and 536.2.)

For additional information refer to School Board Policy 536 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 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 of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways or in other designated areas, (e.g., staff, visitors or busing lanes). Vehicles in violation of parking regulations will receive a warning for the 1st offense and towed at owners expense for subsequent violations.

Patrols, Inspections and Searches

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

Student Use of Motor Vehicles

Students are permitted to use their vehicles during assigned lunch period 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.

Violations

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

Students park at Moorhead 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 575 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 CARE:

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. Students' health significantly affects school attendance and

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

Immunizations: Minnesota state law, M.S. 123.70, mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form to attend school in Minnesota. The current immunization requirements for your child's age can be found at: <http://www.health.state.mn.us/divs/idepc/immunize/readykidswhento.pdf>. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Public Health Clinic, 715 11th St. N., offers immunizations throughout the week. Please call 299-7777 for an appointment.

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

Illness at home: Students should stay home from school when they have a fever of 100.0 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after symptoms resolve. If your student is diagnosed with a condition and you are wondering if he or she can attend school, please contact the health office directly for guidance.

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

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

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.

For additional information refer to School Board Policies 530 and 532 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 7:30 a.m. to 5 p.m. Monday through Thursday and 7:30 to 3:30 p.m. on 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 413 on the school district website or in the school office.

School Calendar 2018-19

September 4	K-12 Classes Begin
September 28	No School - Teacher PD/PLC
October 5	Homecoming Parade, Game & Dance
October 15	K-12 Parent Teacher conferences (5-8:30)
October 16	K-12 Parent Teacher conferences (5-8:30)
October 17	No School - K-12 Parent-Teacher conferences (8-12)
October 18-19	No School - MEA
November 2	End of 1st Quarter
November 6	Election Night - No Activities from 6-8 p.m.
November 12	No School - Teacher PD/PLC
November 21-23	No School
December 6	MHS Parent Teacher conferences (5-8:45)
December 24	Winter Break Begins
January 2	Classes Resume
January 18	End of 1st Semester/2nd Quarter
January 21	No School - Teacher PD/PLC
February 15	No School - Teacher PD/PLC
February 18	President's Day - No School
March 4	K-8 Parent-Teacher conferences
March 5	K-8 Parent-Teacher conferences
March 6	No School - K-12 Parent-Teacher conferences (8-12)
March 7-8	No School
March 12	Township Election Night - No Activities from 6-8 p.m.
March 29	End of 3rd Quarter
April 18	No School - Teacher PD/PLC (8-11:30)
April 19	No School
April 22	No School
April 30	MHS Parent-teacher conferences (5-8:45)
May 27	Memorial Day - No School
June 2	Graduation
June 4	Last Day for Students
June 5	Last Day for Staff

EMERGENCY MAKEUP DAYS

April 22, June 5, 6, 7, 10, 11



MOORHEAD

AREA PUBLIC SCHOOLS

Independent School District 152

Probstfield Center for Education

2410 14th St. S., Moorhead, MN 56560 ■ Fax: 218-284-3333

www.moorheadschoools.org

- Superintendent: 218-284-3330
- Assistant Superintendent for Business and Operations: 218-284-3370
- Assistant Superintendent for Learning and Accountability: 218-284-3310
- Human Resources: 218-284-3350

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1 **Section:** 500 STUDENTS

Date Adopted: 6/27/2011

Date Revised: 6/25/2018

Dates Reviewed: 6/20/12, 6/18/13, 6/23/14, 6/8/15, 6/13/16
6/26/2017, 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 are a type of discipline that seeks to restore damages made by the offending student. A reasonable follow up to a destructive action may be to try to restore, replace, repair, clean up or apologize, as the situation may dictate.

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

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

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

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

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

Procedures

1. ABUSE, VERBAL

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

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

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

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

Definitions:

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

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

(*) Weeks are counted as calendar weeks.

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

Selling, distributing, 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
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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).
- B. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
 - 2. Head coverings and hats are not allowed to be worn in the building except with the approval of the building principal (i.e., medical situations or religious purposes).
 - 3. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
 - 4. Apparel promoting products or activities that are illegal for use by minors.
 - 5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Moorhead School Board Policy 570.
 - 6. Any apparel or footwear that would damage school property or could be used as a weapon.
- C. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be provided one of the following options:
 - 1. Student will be asked to put on their own alternative clothing, if available at school, to be dressed according to policy for the remainder of the day.
 - 2. Student will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
 - 3. The student’s parent or guardian will be contacted to bring alternative clothing for the student to wear for the remainder of the day.

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

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

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

Further offenses: Individually considered. Students may be suspended.

13. DRIVING, CARELESS OR RECKLESS

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

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

14. FALSE ALARM

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

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

15. FALSE REPORTING

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

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

16. GAMBLING

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

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

17. HARASSMENT

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

Grade Level	First Offense	Second Offense	Third Offense

Grades 9-12	Student conference Notification of Title IX Officer	Parent(s)/guardian(s) conference 1-5 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of Title IX Officer Notification of legal authorities
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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 nonschool days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

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

19. INSUBORDINATION

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

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

20. MISBEHAVIOR ON THE SCHOOL BUS

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

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

Further offenses: Individually considered. Students may be suspended for longer periods of time including the remainder of the school year. When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

21. NUISANCE OBJECTS

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

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

22. PERSONAL ELECTRONIC DEVICES (PEDs)

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

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

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

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

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

24. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

25. SECURITY SYSTEM TAMPERING

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

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

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

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

27. THEFT, ROBBERY OR EXTORTION

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

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

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

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Notification of legal authorities 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; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- B. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- C. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

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

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

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

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

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

Why statewide testing?

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

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

Why does participation matter?

A statewide assessment is just one measure of your student’s achievement, but your student’s participation is important to understand how effectively the education at your student’s school is aligned to the academic standards.

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

Academic Standards and Assessments

What are academic standards?

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

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

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.state.mn.us) (education.state.mn.us > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

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

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

Student's District/School _____ Grade _____

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

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

Reason for refusal:

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

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

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

I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

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