



MOORHEAD
AREA PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT 152
School Board Work Session
MAPS Operations Center Board Room 600
1330 30th Avenue South
Moorhead, Minnesota

June 13, 2022
6:00 PM

Live Stream Link: https://www.youtube.com/watch?v=5B_2R86paA4

MISSION STATEMENT: To develop the maximum potential of every learner to thrive in a changing world.

BOARD MEMBERS:	Cassidy Bjorklund, Vice-Chair	Rachel Stone, Treasurer
	Melissa Burgard, Chair	Matt Valan, Director
	Kara Gloe, Clerk	Keith Vogt, Director
	Scott Steffes, Director	Dr. Brandon Lunak, Superintendent of Schools

AGENDA PACKET

1. CALL TO ORDER

- A. Call to Order and Roll Call
- B. Pledge of Allegiance
- C. Preview of Agenda – Dr. Brandon M. Lunak
- D. Approval of Agenda
- E. Public Forum

The Public Forum will be open up to thirty (30) minutes for public comment on an agenda item at the School Board Work Session. Individuals who wish to speak during the Public Forum have submitted a written request by 1:00 p.m. on the day of the meeting. The School Board Chair will call speakers to the microphone and will recognize one speaker at a time. Each speaker is permitted to speak for up to three (3) minutes total. Public

Comment sessions will not be recorded or live streamed.

2. CONSENT AGENDA

All items on the Consent Agenda are considered to be routine, and have been made available to the School Board at least two (2) days prior to the meeting; the items will be enacted by one resolution. There will be no separate discussion of these items unless a School Board member so requests, in which event that item will be removed from this agenda and considered under separate resolution. To the extent possible, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT - Dr. Brandon M. Lunak

1. Approval of May 23, 2022, School Board Regular Meeting Minutes

B. HUMAN RESOURCES AND OPERATIONS - Kristin Dehmer

1. New Employees

C. LEARNER SUPPORT SERVICES - Duane Borgeson

1. West Central Regional Juvenile Center 2022 Summer Staffing Plan

CONSENT AGENDA RESOLUTION

Suggested Resolution: Move to approve the Consent Agenda as presented.

Moved by:

Seconded:

Discussion:

3. OPERATIONAL ITEMS

A. 2022-2023 Resolution for Membership in the Minnesota State High School League: Kristin Dehmer

Suggested Resolution: Move to approve the 2022-2023 Resolution for Membership in the Minnesota State High School League.

Moved by:

Seconded:

Discussion:

B. Alternative Learning Center and Moorhead High School Parent and Student Handbook: Dr. Jeremy Larson

Suggested Resolution: Move to approve the 2022-2023 Moorhead High School, Alternative Learning Center Parent and Student Handbooks as presented.

Moved by:
Seconded:
Discussion:

C. **Approval of the Moorhead High School Bid Package III:** Kristin Dehmer

Suggested Resolution: Move to approve the total bid of \$9,924,476.31 including alternates 5, 6A, and 16 for Bid Group III of the Moorhead High School building bond construction project presented.

Moved by:
Seconded:
Discussion:

4. **DISCUSSION ITEMS**

A. **Comprehensive Activities Report:** Kristin Dehmer

Suggested Resolution: Presentation

B. **2020-21 Comprehensive Community Education Report:** Brenda Richman

Suggested Resolution: Presentation

C. **Transportation Department Overview:** Kristin Dehmer

Suggested Resolution: Presentation

D. **Emergency Operations Plan Update:** Kristin Dehmer

Suggested Resolution: Presentation

5. **SUPERINTENDENT UPDATES**

6. **CLOSE MEETING**

Close Meeting

Suggested Resolution: Move to close the public meeting at ____ p.m. pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies.

Moved by:
Seconded:
Discussion:

7. **OPEN MEETING**

Open Meeting

Suggested Resolution: Move to open the public meeting at ____ p.m.

Moved by:

Seconded by:
Discussion:

8. ADJOURNMENT

Suggested Resolution: Move to approve adjournment of the June 13, 2022 School Board Meeting at ____ p.m.

Moved By:
Seconded:
Discussion:



School Board

Memo S.22.122C

TO: School Board

FROM: Dr. Brandon Lunak, Superintendent of Schools

DATE: 05/31/2022

RE: Approval of May 23, 2022, School Board Regular Meeting Minutes

Attached please find the May 23, 2023, School Board Regular Meeting Minutes for your review.

Suggested Resolution: Move to approve May 23, 2022, School Board Regular Meeting minutes as presented.

BL:dmb

ATTACHMENTS:
05.23.22 School Board Regular Meeting Minutes

**REGULAR MEETING
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
MAPS OPERATIONS CENTER
May 23, 2022**

CALL TO ORDER: The Regular Meeting of the School Board of Moorhead Area Public Schools #152 was called to order by Chair Burgard on Monday, May 23, 2022, at 5:30 p.m. in the MAPS Operation Center Board Room 600. Members in attendance: Cassidy Bjorklund, Melissa Burgard, Kara Gloe, Matt Valan, and Keith Vogt. Administrators present: Brandon Lunak, Jeremy Larson, Kristin Dehmer, Duane Borgeson, Brenda Richman, Dan Markert.

The Pledge of Allegiance was recited.

Preview of Agenda – Dr. Brandon M. Lunak recommended approval as presented.

Approval of Agenda

ACTION: *Bjorklund moved, seconded by Vogt to approve the agenda as presented. Motion Carried. Result 5-0-0. Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Valan – yea, and Vogt – yea.*

WE ARE PROUD: MHS students Carter Norman and Jacob Kragero competed in the Minnesota SkillsUSA State Leadership and Skills Conference. The team will advance to the national Skills USA contest in Atlanta. The team is coached by Jeff Schneider and Chantz Rud; Mohamed Mustafa who won the Minnesota Department of Health's *Escape the Vape* youth video contest in the high school division; Sienna Lee was chosen to participate in the Minnesota String and Orchestra Teacher's Association's Middle School Level Honors Orchestra; the 8th Grade Orchestra who were invited to perform at Orchestra Hall as part of the State Honors Concert. The orchestra is directed by Brian Cole and Josh Biles; MHS band members Time Foster and Aiden Williams were selected for the 2021-2022 Minnesota All-State Band and Orchestra and MHS 10th grader Henry Skatvold who was selected for the Minnesota Band Directors Association Middle level 9-10 Honor Band. The MHS Band is directed by Pam Redlinger; MHS Choir members Martan Gregoire and Lydia Horan were selected for the 2021-2022 Minnesota All-State choir.

RESOLUTION OF RECOGNITION AND APPRECIATION: The members of the Moorhead Board of Education recognized the services of the following faculty and staff who will be retiring from the district in 2021-2022.

Ken Appel, Kim Bergley, Richard Bergley, Amy Biller, Kim Brosdahl, Winifred Evenson, Elisabeth Ferguson, Janelle Frost-Geiser, Barb Gerlach, Jodi Gramlow, Robin Grooters, Dawn Gunderson, Colleen Hoffman, Norma Holland, Fareeda Jari, Kim Jenni, Charles Jordan, Jim Kapitan, Kathy Kunkel, Jon Larson, Paula Lewis, Charlene Lien, Scott Matheson, Steve Novacek, Wendy Paulson, Brian Rheault, Shannon Rieder, Minda Sadlowski, Susan Simons, Janel Simonson, Alice Swanson, Eric Tollefson, Rosa Valdez, Treva Watnemo, and Lori Wenner.

PUBLIC FORUM: No requests to address the board were submitted.

CONSENT AGENDA: The following items were enacted under one resolution: May 3, 2022, School Board Work Session Minutes, May Claims, Family Medical Leave, Change in Contract, Termination, Resignations, Retirements, New Employees, Additional Staffing, Board Resolution for Discontinuance of Non-Licensed Staff, and Affiliation Agreement with Luther College.

CONSENT AGENDA RESOLUTION

ACTION: *Bjorklund moved, seconded by Vogt to approve Consent Agenda as presented.*

Motion Carried. Result 5-0-0. Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Valan – yea, Vogt – yea .

NEW BUSINESS

Resolution to Issue General Obligation Shcool Building Bonds, Series 2022A:

Matthew Hammer and Jen Chapman of Ehlers Inc., presented the Pre-Sale Report for ISD #152 General Obligation School Building Bonds in the amount of \$2,645,000 and the REsolution to Issue General Obligation School Building Bonds, Series 2022A.

ACTION: *Valan moved, seconded by, Gloe to approve the Resolution Stating the Intention of the School Board to Issue General Obligation School Building Bonds, Series 2022A, in the Aggregate Principal Amount Not to Exceed \$2,645,000 as presented.*

Motion Carried. Result 5-0-0. Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Valan – yea, Vogt – yea .

School District Insurance Package Renewal: Joel Quam, Bremer Insurance, presented the district's insurance package renewal to the School Board. The total premium cost of the insurance package renewal is \$900,673.04. Discussion followed thanking Mr. Quam for the line-by-line review.

ACTION: *Bjorklund moved, seconded by Valan to approve the insurance package renewals in the total amount of \$900,673.04 as presented by Mr. Quam of Bremer Insurance.*

Motion Carried. Result 5-0-0. Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Valan – yea, Vogt – yea .

COMMITTEE REPORTS: Brief reports were heard on S.G. Reinertson PTAC, Moorhead School Legacy Education Foundation, and Health and Safety Committee. Activities Advisory Council and the All-City Orchestra concert.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: MHS graduation participation information for Board members.

ADJOURNMENT:

ACTION: *Vogt moved, seconded by Steffes to approve the adjournment of the Regular School Board Meeting on May 23, 2022, at 6:08 p.m.*

Motion Carried. Result 5-0-0 Roll Call vote: Bjorklund – yea, Burgard – yea, Gloe – yea, Valan – yea, and Vogt – yea.

Kara Gloe, Clerk
Deb Becker, Recording Secretary



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 06/07/2022

RE: New Employees

The administration requests the approval to hire the following new employees subject to the satisfactory completion of federal and state statutes and district requirements:

Meghan Bolme

Jump Start Teacher, Probstfield Elementary School, BA(0) \$32.32 per hour, effective August 15, 2022 (replaces Abby Tweed).

Nina Buchanan

Language Arts Teacher, Alternative Learning Center, BA(1) \$44,131, effective August 22, 2022 (replaces Matthew Novotny).

Traci Daley

Assistant Cook, Horizon Middle School, F3(7) \$19.51 per hour, effective at the beginning of the 2022-2023 school year (replaces Stefani Carmany).

Matthew Grubb

Social Studies Teacher, Alternative Learning Center, BA+10(1) \$45,678, effective August 22, 2022 (replaces Caleb Brush).

Cory Holten

Assistant Principal 7-8, Horizon Middle School East Campus, P2(4) \$101,304, effective July 1, 2022 (new position per 2022-2023 staffing plan).

Maymuna Ismail

Float Night Custodian, Ellen Hopkins Elementary School, C2(0-2) \$18.31 per hour, effective June 6, 2022 (replaces Ahmed Kulow).

Megan Kakac

5th Grade Teacher, Horizon Middle School West Campus, BA(4) \$47,870, effective August 22, 2022 (replaces Brittney Sadlemyer).

Mwende Kalonda

Float Night Custodian, Horizon Middle School East Campus, C2(0-2) \$18.14 per hour, effective June 6, 2022 (replaces Daniel Myles).

Savannah Lende

Paraprofessional, West Central Academy, P4(0-2) \$17.64 per hour, effective June 13, 2022 (replaces Andrea Artinson).

Shaylee Schei

1st Grade Teacher, Dorothy Dodds Elementary School, MA+10(6) \$60,445, effective at the beginning of the 2022-2023 school year (replaces Jodi Smith).

Trudy Stubson

Art Teacher 5-6, Horizon Middle School West Campus, BA(9) \$54,112, effective August 22, 2022 (replaces Jorddan Kleindl).

Kameron Wingenbach

Accountant, Operation Center, S3(5) \$80,756, effective June 1, 2022 (replaces Alison Skansgaard).

Madison Wohler

2nd Grade Teacher, Robert Asp Elementary School, MA(4) \$54,886, effective August 22, 2022 (replaces Mollie Moen).

Amanda Mix

Assistant Principal, Ellen Hopkins Elementary, P2(3) \$99,576, effective July 1, 2022.

Annika Yoney

Temporary Health Technician, Districtwide, B22(0-2) \$19.25 per hour, effective May 12, 2022.

Suggested Resolution: Move to approve the employment of Meghan Bolme, Nina Buchanan, Traci Daley, Matthew Grubb, Cory Holten, Maymuna Ismail, Megan Kakac, Mwende Kalonda, Savannah Lende, Shaylee Schei, Trudy Stubson, Kameron Wingenbach, Madison Wohler, Amanda Mix, and Annika Yoney as presented.

KLD:tra

ATTACHMENTS:

None



Learner Support Services

Memo OEDLSS.22.04C

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Duane Borgeson, Executive Director of Learner Support Services

DATE: 05/24/2022

RE: West Central Regional Juvenile Center 2022 Summer Staffing Plan

Attached is information regarding the 2022 Extended School Year (ESY) Staffing Plan for the West Central Regional Juvenile Center.

Suggested Resolution: Move to approve the 2022 Extended School Year Staffing Plan for the West Central Regional Juvenile Center as presented.

DB;dmb

ATTACHMENTS:
2022 Summer ESY Staffing Plan

West Central Academy (Secure/Non-Secure)

Summer 2022 Staffing Plan

Important Dates:

Pre-Session Work Day: Friday, June 10, 2022 8am-12pm
Session 1: June 13-30, 2022 (12 days)
Session 2: July 11-28, 2022 (12 days)
Session 3: August 1-18, 2022 (12 days)
Post-Session Work Day: Friday, August 19, 2022 8am-12pm

Class Schedules:

Prep Period (Teachers Only) 8am-9am
Period 1 9am-9:40am
Period 2 9:45am-10:25am
Period 3 10:30am-11:10am
Period 4 11:15am-12pm

Courses Offered & Instructor:

Health (Alexis Imsande)
Social Studies (Kay Haneca)
Math (Leonard Beck)
Science (Kelley Larson) *1st Session Only
Language Arts (Lauren Teske) *2nd and 3rd Sessions Only
Art (Jamie Church)

Summary:

Licensed Staff

5 Staff
4 Hours/Day/Staff
12 Days/Session
48 Hours/Session/Staff
144 Hours Total/Staff

720 Hour Total Licensed Staff Hours

Paraprofessional Staff:

5 Staff *Currently have 3, looking for 2 more*

3 Hours/Day

12 Days/Session

36 Hours/Session/Staff

108 Hours Total/Staff

540 Hours Total Paraprofessional Staff Hours

Special Education Staff:

Due Process Up to 30 hours

Assessments: Up to 20 hours



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.155R

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 06/07/2022

RE: 2022-2023 Resolution for Membership in the Minnesota State High School League

Attached please find information related to renewing membership to the Minnesota State High School League as referred to in Minnesota Statutes, Section 128C.01.

Suggested Resolution: Move to approve the 2022-2023 Resolution for Membership in the Minnesota State High School League.

KLD:tra

ATTACHMENTS:
Resolution of Membership 2022-2023



**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of Moorhead Area Public Schools, County of Clay, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Moorhead High School _____

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League;
School Enrollment (grades 9-12): _____
OR;
___x___ Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District/School Office Address: 1313 30th Ave S.

Head of School/Superintendent's Phone: 218-284-3355

Head of School/Superintendent's Email: blunak@moorheadschoools.org

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

**This information on page must be entered electronically on the
MSHSL Resolution for Membership 2022-2023 Form on the League website
once for each high school under your governing board.**

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member
- Designated School Representative

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports
- Girls Sports
- Speech
- Music

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member
- Student
- Parent
- Faculty Member

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.



MOORHEAD
AREA PUBLIC SCHOOLS

Learning and Accountability

Memo ASLA.22.17

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Dr. Jeremy Larson, Assistant Superintendent of Learning and Accountability

DATE: 06/08/2022

RE: Alternative Learning Center and Moorhead High School Parent and Student Handbook

Attached are the 2022-2023 Moorhead High School and Alternative Learning Center Parent and Student Handbooks. Changes to the handbooks will be presented at the June 13 board meeting.

Suggested Resolution: Move to approve the 2022-2023 Moorhead High School, Alternative Learning Center Parent and Student Handbooks as presented.

JL/tro

ATTACHMENTS:

Moorhead High School Parent and Student Handbook Alternative Learning Center



202~~1~~-202~~3~~2

Moorhead High School Parent & Student Handbook

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

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Moorhead High School Daily Class Schedule: 2021-22

Moorhead 9-12 Bell Schedule 2021-2022

Period 1	8:20-9:00 (40)	Block 1	8:20-9:44 (84)
Period 2	9:04-9:44 (40)		

Spud Time 1	9:44-9:58 (14)
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Period 3	10:04-10:44 (40)	Block 2	10:04-11:28 (84)
Period 4	10:48-11:28 (40)		

Spud Time 2	11:28-11:42 (14)
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All Block & All Science Classes for Period 5			
1st Lunch	11:42-12:17 (35)	Block 3	12:17-1:41 (84)

All Skinny Classes for Period 5 (Exception of Science)	
Period 5	11:48-12:28 <i>Science Skinny 12:17-12:57</i> (40)
2nd Lunch	12:28-1:03 (35)
Period 6	1:03-1:43 (40)

Spud Time 3	1:43-1:57 (14)
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Period 7	2:03-2:42 (39)	Block 4	2:03-3:25 (82)
Period 8	2:46-3:25 (39)		

Moorhead 9-12 Late Start Schedule

Period 1	10:20-10:44	Block 1	10:20-11:12
Period 2	10:48-11:12		

Spud Time 1	11:12-11:27
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Period 3	11:32-11:56	Block 2	11:32-12:24
Period 4	12:00-12:24		

Spud Time 2	12:24-12:39
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All Block & All Science Skinny Classes for Period 5			
1st Lunch	12:39-1:14	Block 3	1:14-2:13

All Skinny Classes for 5/6 (Exception of Science Skinny Period 5)	
Period 5	12:44-1:14 (1:14-1:45 for Science Skinny's)
2nd Lunch	1:14-1:49
Period 6	1:49-2:13

Spud Time 3	2:13-2:28
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Period 7	2:33-2:57	Block 4	2:33-3:25
Period 8	3:01-3:25		

District Communication

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

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

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

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

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

Meals

Moorhead High School offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 7:45-8:20 a.m. and 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 e~Funds for Schools, an online payment processing system. Deposits must be made before 9:30 a.m. to be available for use the same day. Online payments through e~Funds for Schools require 24 hours to process. A student who does not have sufficient funds will not be allowed to charge 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 ~~may~~ 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.

15 Day Drop/Withdrawal

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

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 or will need to go to the old commons to receive a tardy slip from a hall monitor.

Unexcused Tardy Consequence Progression: Every unexcused tardy after the 3rd **may-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 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. **For planned family vacations of more than 2 school days, the student should notify their teachers of their upcoming absences at least one week ahead of the absence and create a plan in writing to make up any work missed, as well as due dates, during their absence. Failure to make this plan could result in no credit for assignments or due dates missed.**

Detention

Detention time will be decided by your **gradebuilding** Principal. Detention can not be served during the scheduled school day of 8:20 a.m.-3:25 p.m. Detention ~~can~~**will** be served at 7:30am **Monday through Friday** in the Study Hall room (Auditorium) **at the High School and 7:30am Tuesdays and Thursdays in the main office in the Career Academy.** Detention ~~may~~**will** be assigned for unexcused absences (including if you are in the building and skipping), tardies and disciplinary reasons. It is the students' responsibility to monitor PowerSchool for detention notification.

Students are responsible for monitoring ~~detentions assigned for attendance or other reasons~~ and serving ~~detentions~~**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 **continue to accumulate over 40** ~~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 **MN Pupil Fair Dismissal Act**. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct. **Administration will conduct an informal administrative conference with the student which includes**

the grounds of the suspension, provide an explanation of the evidence/facts school authorities have, and give the student a chance to present their version of the facts.

In-school Suspension (ISS)

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

Passes

Students who need to leave their classes for purposes such as the washroom, office, health office, locker or counselor must use the 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. **Visitors are permitted to park in Visitor parking spots in the south one-way lot in front of Door 1 or in the large West parking lot along 21st St. S. Visitors will need to present a state issued ID to obtain a visitor's permit**

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

For additional information refer to [School Board Policy 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-free Environment

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

Minimum corrective actions include:

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

For additional information refer to [School Board Policy 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 allowed to be worn in common areas of the building. Teachers will have discretion whether hats or head coverings are allowed in their classrooms except with the approval of the building principal (i.e., medical situations or religious purposes).
3. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
4. Apparel promoting products or activities that are illegal for use by minors.
5. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, head coverings, or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in [Moorhead School Board Policy 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 Policies 570](#) and [577](#) on the school district website or in the school office.

Harassment

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

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

office and the Superintendent's Office and at the school district's website at www.moorheadschoools.org.

For additional information refer to [School Board Policy 570](#) on the school district website or in the school office.

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

Phone: 218-284-3355

Email: kdehmer@moorheadschoools.org

Hazing Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT

- A. No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the

student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, school property, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club or organization that meets and has students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. Moorhead Area Public Schools encourages the reporting party or complainant to use the report form ([Administrative Procedure 571.1: Hazing Report Form](#)) available from the building administrator or the school district office, but oral reports shall be considered complaints as well. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building administrator, the administrator's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of

hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer (Human Resource Director) by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building administrator immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

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

For additional information refer to [School Board Policy 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.

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). For additional information refer to [School Board Policy 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 3:45-4 p.m. unless arrangements have been made with a staff member or they are involved in school activities including use of the media center, **under the supervision of a school appointed adult**. Students who remain in the building outside of the designated building hours and cause disruptions will be referred to legal authorities.

Conduct on School Buses and Consequences for Misbehavior

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 at 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.
4th offense	Conference with parents/guardians / up to 20 school day suspension from riding the bus.
5th offense	Suspended from riding the bus for 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, **such as the classroom teacher..** If they do not receive satisfaction from that person, they should then contact the **grade level building principal or program director** for assistance **and then the building principal if the matter was not able to be satisfactorily solved.** If the

matter is still unresolved, they are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date.

Mandatory Reporting of Child Abuse and Neglect

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

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

For additional information refer to [School Board Policy 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 in grades 9-11. Students in grade 12 may elect to have a locker assigned to them, but a locker might not be automatically assigned. 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, including gym lockers in the locker rooms. Do not give your combination to anyone else. Lockers should not be considered safe from theft. The school assumes no liability in the case of theft, regardless of locked/unlocked status of the locker in any area on campus. Random locker checks will be conducted, and law enforcement K-9 units may 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 a username and password, which are available in the school counseling office or by calling 218-284-2312. Please contact the office for more information. Students are responsible to monitor PowerSchool for notification of detentions they may have been assigned for unexcused absences or disciplinary reasons. This information is available for parents to view as well.

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

PowerSchool Enrollment

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

e~Funds for Schools

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

Nuisance Devices

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

Personal Electronic Devices (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs may be used during passing time or in classrooms with teacher permission, or in the commons during study time. In accordance with FERPA, students are not allowed to video or capture images in a classroom without the knowledge and permission of the classroom teacher. **Students should not make videos or take pictures of others in the school building. Students should not post pictures or videos of**

others in the building on social media platforms. Failure to comply with this may result in code of conduct violations and be subject to disciplinary actions.

For additional information refer to [School Board Policy 551](#) on the school district website or in the school office.

Computer Use/Copyright Policies

Chromebooks are provided for each student at Moorhead High School and are formatted for school use only. ~~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 grades 3-12 with a district assigned email. All email messages sent and received by students are archived and retained per legal statutory requirements. The district reserves the right to revoke a student’s email account at any time due to inappropriate use.

For additional information refer to [School Board Policies 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 ~~subject to discipline procedures~~ ~~suspended~~ and referred to legal authorities. A second offense may result in ~~discipline progression which could include~~ expulsion.

Fire, Tornado and Lock Down Drills

Emergency drills will be conducted throughout the school year.

Registration

Student registration typically takes place in ~~late January/early~~ February for grades 9-11. Four-year plans are discussed during the 9th grade year and updated as needed. The four-year plan serves as a guide for registration and is flexible to allow for changes. All students who request admission to Moorhead High School and have not attended a high school for the previous two weeks or longer will be encouraged to enroll in alternative education options for the remainder of the semester. These students will be eligible to enroll at the start of the next year or semester. Students who have failed a significant number of middle school/junior high courses may be required to take alternative/remedial coursework as a condition of entering the high school.

Community Release

The Community Release class is offered as a free period for junior and senior students who are on track for graduation at the discretion of the administration. Juniors must have completed a minimum of 14 credits and will be allowed a maximum of one credit off per year (e.g. one free year-long

skinny or one free semester block) as a Community Release. Seniors must have completed 20 credits and will be allowed a maximum of two credits off per year (e.g. two free year-long skinnies or a free block each semester) as a Community Release. If, during the current grading period, a junior or senior is not making academic progress toward graduation the Community Release class will be revoked and the student will be placed in a class for the next quarter or semester to make up the missing credits.

Graduation Requirements

For Moorhead High School students who were Freshmen in the 2020-2021 school year, 21.5 credits are required for graduation. For students who were Freshmen in the 2021-2022 school year, 24 credits are required for graduation. For students who were a Freshman in the 2022-2023 school year and beyond, 26 credits are required for graduation. ~~Moorhead High School students must successfully complete 21.5 credits.~~ This includes 16.5 credits in required subjects for students who entered 9th grade in 2022-23 and 17 required credits for students entering 9th grade in the 22-23 school year and beyond. The rest of the credits required for graduation are made up in electives and 5 in electives. The required credits are:

- 4 credits in English
- 3.5 credits in Social Studies (World History 1, Geography .5, U.S. History 1, Economics .5, American Government .5)
- 3 credits in Math (Intermediate Algebra, Geometry & Advanced Algebra at a minimum)
- 3 credits in Science (Physical Science 1, Biology 1 & 1 credit in either Chemistry, Physics or ChemCom)
- 1.5 credits in Health/PE (PE 9, Health & PE Elective)
- 1 credit in Fine Arts (Visual Arts, Acting, Music, Digitools or Web Design)
- .5 credit in Intro to Work Seminar (required for all Freshmen beginning the 22-23 school year)

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

Grade Level and Graduation Progress

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

Grade Placement refers to the number of years that a student has been in school. The student's grade placement increases each year that a student is in school. For example, if a student began high school – grade 9 – in 2022~~18~~¹⁹, she/he will automatically be moved to grade 10 in 2023~~19~~²⁰. Grade placement is used to determine eligibility for state testing and other requirements. It is used to calculate district and school graduation rates. It is important to note, however, that grade placement does not reflect a student's progress toward graduation. Having a grade placement of grade 12, for instance, does not assure that the child has met the state and local requirements to earn a high school diploma.

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

- 0 - 6 credits Grade 9
- 6.5 - 12 credits Grade 10
- 12.5 - 18 credits Grade 11
- 18.5 - 26 credits Grade 12

Graduation Deficiencies

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

Foreign Exchange Students

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

Counseling Department

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

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

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

A-D	Keith Hartleben	284-2319
E-K	Maret Kashmark	284-2316
L-P	Angela Aakre	284-2313
Q-Z	Sarah Kjos	284-2315
xx-xx Student Assistance	Kelsey Fehl 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, **unless extenuating circumstances arise which require an administrator's specific and in writing approval**. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would be graded by letter grade in the course for the rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

Testing Out Option

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

Senior Honor Students

Seniors with the following cumulative GPA at the end of the first semester of their senior year will be acknowledged with the following honors:

Cumulative GPA	Honors Received
4.00	Valedictorian

3.97-3.99	Salutatorian
3.90-3.96	Special Honors
3.70-3.89	Honors

This honors system is subject to change, given administrative decision during the 2022-23 school year.

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

Transfers or Withdrawals

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

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

Transfer Students/Graduation

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

Minnesota Post-Secondary Enrollment Options Act

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

Independent Study Options

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

Homebound Instruction

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

Minnesota Choice Programs

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

For additional information see [School Board Policies 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 academic standards, ensuring all students are being provided an equitable education. A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be

counted as “not proficient” for the purpose of school and district accountability, including opportunities for school support and recognition.

- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

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

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

Activities

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

1. Any student failing one or more classes, or having two or more incompletes, will be ineligible for a minimum of one week. Student eligibility will be monitored at mid-quarter (October 4, December 6, February 21, April 24) and the end of each quarter (November 1, January 17, March 27, June 2) 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

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 ~~at least two~~ ~~three~~ dances during the 2019-20 school year, Homecoming and Prom. ~~Prom and More~~. Other dances may be scheduled during the school year. Any school sponsored dance is subject to the same rules and guidelines for attendance and

behavior. Out-of-school guests must be accompanied by MHS students who have met dance attendance requirements and have a “Dance Guest Form” turned in to their class principal one week prior to the dance. Guests for Homecoming and **other school sponsored dances** ~~MHS~~ 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 544](#) on the school district website or in the school office.

Uncollected Fees

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

Musical Instrument Rental Fees

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

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

1. If a family cannot afford to pay the fee, as determined by the building principal using the Free or Reduced-Price School Meals criteria.
2. In situations where students who provide their own musical instruments are asked to switch to a school-owned instrument to obtain a balance in instrumentation, no fee will be requested.

3. No student will be denied the right to participate in music because of any or all of the above.

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

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

For additional information refer to [School Board Policy 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. Dates are listed on the website. All parents are welcome to become members and are encouraged to call the main office for more information.

Surveillance Equipment

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

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

Messages

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

Wellness

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

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

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

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

Student Parking of Motor Vehicles in School District Locations

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving motor vehicles to Moorhead High School may park the motor vehicle in the parking lot designated for student parking only (**East Parking Lot**). Students will not park vehicles in driveways or in other designated areas (e.g., staff, visitors or busing lanes). When there are unauthorized vehicles parked on school district property, school officials may move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school district property. Vehicles in violation of parking regulations will receive a warning for the 1st offense and towed at 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. Such patrols, inspections and searches may be conducted without notice, without student consent, and without a search warrant.

Student Use of Motor Vehicles

Students are permitted to use their vehicles during assigned lunch 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. **Unsafe driving or reckless driving on and around school grounds may be subject to both school discipline procedures and referral to law enforcement**

Violations

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

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

For additional information refer to [School Board Policy 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

Students' health significantly affects school attendance and performance. Our health office is staffed during school hours by a health assistant trained in first aid and CPR. A licensed school nurse oversees the health assistant, helps families to plan for health needs at school, trains staff to support those needs, and is on call at all times in cases of serious injury or illness at school. ~~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. ~~121A.151-123.70~~, mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form to attend school in Minnesota. The current immunization requirements for your child's age can be found at: <https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>. Transferring students have 30 days to provide the school with immunization and health records. ~~The Clay County Public Health Clinic, at 715 11th St. N., offers immunizations throughout the week. Please call (218)299-7777 for an appointment. Free notary services are available at the district operations center.~~

Illness and injury at school: If your child becomes ill ~~at while in~~ school, school personnel need to be able to contact you. Please complete emergency information in PowerSchool Registration, including ~~medical provider~~ 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 100.40 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after symptoms resolve. If your student is diagnosed with a condition and you are wondering if he or she can attend school, please contact the health office directly ~~or email~~ healthservices@moorheadschools.org for guidance.

Medication: No prescription medication will be administered by school personnel without written authorization from the parents/guardians and ~~orders signed by your child's provider~~ signed doctor's orders. All over-the-counter medications (including ~~acetaminophen~~ Tylenol, ibuprofen, nasal spray, eye drops, etc.) requires parental signatures on the medication request form. ~~Provider signature is not required if given as ordered on the bottle.~~ Medication request forms are available in the health office or with the ~~medication policy~~ on the district website. All medication ~~ine~~ must be in the original bottle with ~~the child's name and administration instructions~~ appropriate label, and the student's ~~name should be on it. If at all~~ Whenever possible, medication should be given at home. Please let the health office know if your student begins taking a new prescription medication at home that ~~may affect them at school~~ 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 ~~to specifically support your specifically for your student's needs during the school day, to assist in ensuring the most time possible in the classroom.~~ Staff will be notified of special health conditions concerning ~~students they serve 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 ~~45~~ 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.



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152
District Operations Center
1313 30th Ave. S., Moorhead, MN 56560
Phone: 218-284-3300 ■ Fax: 218-284-3333
www.moorheadschoools.org

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

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

Section: 500 STUDENTS

Date Revised: 6/25/2018

General Statement

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

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

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

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

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

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

Restorative Justice is a process whereby all the parties with a stake in a particular offense come together to resolve collectively how to deal with the aftermath of the offense and its implications for the future. A restorative process consists of a face-to-face encounter in the presence of a trained facilitator. The affected parties are brought together by a facilitator to discuss how they and others have been harmed by the incident and how that harm might be repaired. Participants include the victim, the offender, individuals who support each of them and others who have been affected by the incident. Participation in the process is voluntary on the part of the victim or offender. This process is used in conjunction with the Clay County Restorative Justice Program. Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general procedures. These procedures describe clearly the various administrative actions taken for violations of the law and the school district standards of behavior.

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

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

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

Procedures

1. ABUSE, VERBAL

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

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

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

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

Definitions:

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

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

8. BULLYING PROHIBITION

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

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

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

9. DISHONESTY, ACADEMIC

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

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

10. DISORDERLY CONDUCT

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

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

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

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

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

12. DRESS AND APPEARANCE

- A. Appropriate clothing includes, but is not limited to, the following:
 1. Clothing appropriate for the school day and school-sponsored activities.

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

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

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

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

13. DRIVING, CARELESS OR RECKLESS

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

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

14. FALSE ALARM

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

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

15. FALSE REPORTING

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

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

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

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

18. HAZING

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

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

19. INSUBORDINATION

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

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

20. MISBEHAVIOR ON THE SCHOOL BUS

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

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

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

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

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

21. NUISANCE OBJECTS

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

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

22. PERSONAL ELECTRONIC DEVICES (PEDs)

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

- A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- B. Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.

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

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

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

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

24. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

25. SECURITY SYSTEM TAMPERING

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

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

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

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

27. THEFT, ROBBERY OR EXTORTION

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

Grade Level	First Offense	Second Offense	Third Offense
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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
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28. THREATS

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

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

29. TOBACCO, POSSESSION AND USE

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

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

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

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

Grade Level	First Offense	Second Offense	Third Offense
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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
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31. WEAPON

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

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

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

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

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



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**Moorhead Alternative Learning
in the Moorhead Area ~~High School~~
Career Academies
Handbook**

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Greetings and Welcome to the 2021-2021 School Year! ¶



Welcome to another inspiring school year at Moorhead Alternative Learning Center! Our staff of talented, dedicated, and nurturing educators are excited to navigate students through their educational journey. Whether new or returning to Moorhead ALC, students and families are encouraged to review the important information contained within this student handbook, which serves as an invaluable resource throughout the school year. ¶



I am honored to have the opportunity to lead this group of educators. While the last few months have been a new experience for all of us, know that we will continue to learn and work with you to do what is best for all of our students. ¶



Moorhead Alternative Learning Center seeks to provide all students who struggle in the traditional system with a personalized learning environment that supports students within a community of caring. Students experience a safety net as they address barriers that could potentially interfere with their healthy growth and development. We desire that all Moorhead ALC students be equipped with the skills to thrive and contribute in the 21st century. We are ready to go the extra mile to engage and support every learner. Moorhead Alternative Learning Center will continue to partner with students, families and other stakeholders to engage students in the learning process to help provide a solid background to meet the challenges of college, career and life beyond high school. ¶



We are excited about the continued partnerships and opportunities available to Moorhead ALC students beyond our school doors. The early/middle college program allows eligible students to earn college credits and credentials at Minnesota State Community and Technical College while they are still Moorhead ALC students. Our students will be connected to preservice teachers from Minnesota State University Moorhead to support them in a complex learning topic/project/experience and to introduce

them to a four-year college. Moorhead ALC students will join other alternative students statewide to build leadership skills, compete in events that showcase their ingenuity, artistic expression, career development and life readiness skills, and celebrate their many skills and talents.

As our district moves forward, alternative education remains a dynamic and vital part of the overall vision for Moorhead Area Public Schools. We welcome you and your student to Moorhead Alternative Learning Center! We look forward to partnering with you to encourage all Moorhead ALC students to dream big, to work hard, and to maximize the potential for every child to thrive in a changing world.

Sincerely,

Josh Haag

Principal Moorhead High School

Moorhead Area Public Schools

Alternative Education, K-12:

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

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

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

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

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

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

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

Moorhead Area Public Schools Mission:

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

District website is www.moorheadschoools.org.

District Communication

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

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

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

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

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

Weather-Related and Emergency School Closings

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

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

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

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

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

Moorhead High School Career Academy Purpose

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

Moorhead Alternative Learning Center Purpose

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

Moorhead Alternative Learning Center Program and Services

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

Moorhead High School Career Academy Building hours: Office hours are from 8 a.m. to 4:03 p.m. Appointments outside of these hours may be arranged with the principal, ~~assistant principal~~ coordinator and/or ALC staff.

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

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

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

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

Elementary School Program Options

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

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

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

Middle School Program Options

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

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

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

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

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

High School Program Options

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

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

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

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

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

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

Extended Day/Learning Year – Eligible students have the opportunity to participate in extended day and learning year programming in traditional and/or off-site locations. Alternative options may be offered at member high schools, eg. Moorhead, Barnesville, DGF, and at Moorhead High School Career Academy.

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

2021-2022 ALC School Calendar

[Click here](#) to view the 2021-22 district calendar.

Moorhead Alternative Learning Center
~~2022-2023~~~~2021-2022~~ **Bell Schedule**
High School Grades 9-12

Regular Schedule (M - F)

Advisory	8:25 - 9:00 am
Period 1	9:05 - 9:55 am
Period 2	10:00 - 10:50 am
Period 3	10:55 am - 11:35 pm
Lunch	11:35 - 12:10 pm
Period 4	12:10 - 1:00 pm
Period 5	1:05 - 1:55 pm
Period 6	1:00 - 2:50 pm
Spud Time	2:50 - 3:25 pm

NIGHT SCHOOL/Independent Study
Tuesday, Wednesday, Thursday 4 - 6 pm

~~2022-2023~~~~2021-2022~~ **Bell Schedule**
Middle Level Grades 7-8

Regular Schedule (M - F)

Morning Block	9:00 - 11:45 am
Lunch	11:45 am - 12:00 pm
Afternoon Block	12:15 - 2:55 pm

2021-2022 Alternative Learning Staff Contact Information

Attendance	218-284-2201
Principal Josh Haag	218-284-2230
Assistant Principal Craig Farhendorf Andrea Thiner	218-284-2231
Administrative Assistant Nikki Wardian Yanira Cardona, Attendance	218-284-2202 218-284-2233 (fax)
Student Assistance Counselor Megan Ramsey	218-284-2249
Social Worker Bethany Peterson	218-284-2213
Home/School Liaison Norma Holland	218-284-2238
Indian Ed Liaison Mihkail Wicker	218-284-2216
Police/Community Service Louis Ochoa	218-284-2246 218-790-4054 (cell)
School Nurse/Health Tech Amber Forde Carroll TBD	218-284-3410

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

Transition al Student Support Facilitator Amy Riccio	218-284-2218
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GENERAL INFORMATION

Building Cleanliness

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

Busing

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

School Bus Code of Conduct

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

Video Camera Systems

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

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

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

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

Rules at the Bus Stop

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

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

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

LEVEL 1

Immediate bus driver and administration response to re-engage student

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

LEVEL 2

Assigned consequences including short-term/temporary bus suspension

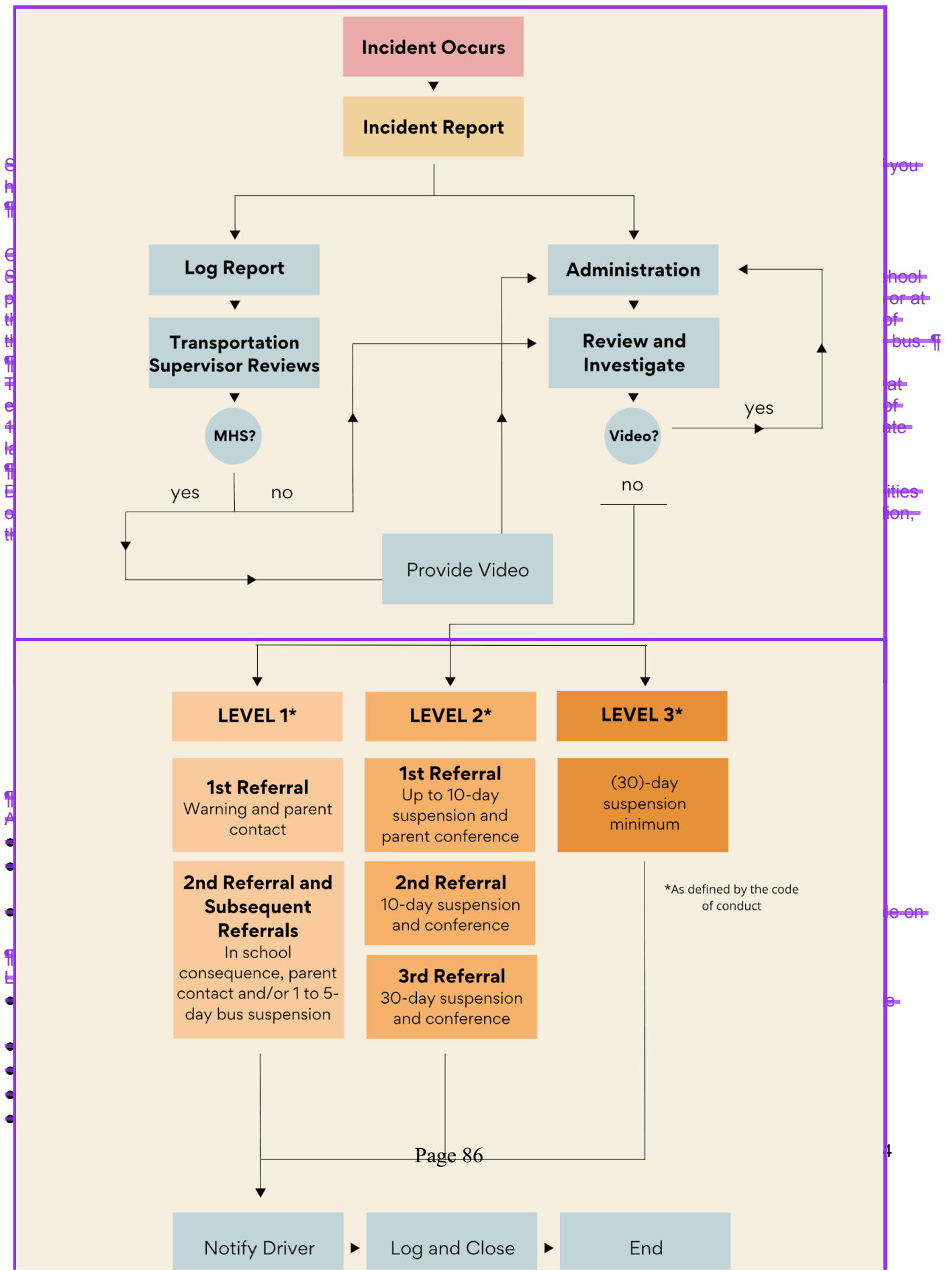
These behavior infractions (including persistent Level 1 concerns) will be documented and will result in meetings with parents/guardians and will result in a bus suspension up to 30 days.

LEVEL 3

Assigned consequences including long-term and permanent bus suspension

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

Process Flowchart



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

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

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

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

¶¶

- ~~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 days suspension from riding the bus ¶¶~~

~~3rd offense — Conference with parents/guardians /up to 10 school day suspension from riding the bus ¶¶~~

~~4th offense — Conference with parents/guardians / up to 20 school day suspension from riding the bus. ¶¶~~

~~5th offense — Suspended from riding the bus for 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

Communication Assistance

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



Field Trips

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

Fundraising

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

Guidelines for Visitors:

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

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

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

Handbook Online

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

Health Care

~~Students' health significantly affects school attendance and performance.~~ Our health office is staffed from 8:15 am to 11:45 am 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. ~~121A.15-123.70~~, mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form to attend school in Minnesota. The current immunization requirements for your child's age can be found at: <https://www.health.state.mn.us/people/immunize/basics/readykidswhentopdf>. Transferring students have 30 days to provide the school with immunization and health records. ~~The Clay County Public Health Clinic~~, at 715 11th St. N., offers immunizations throughout the week. Please call (218)299-7777 for an appointment. ~~Free notary services are available at the district operations office.~~

Illness and injury at school: If your child becomes ill ~~atwhile in~~ school, school personnel need to be able to contact you. Please complete emergency information in PowerSchool Registration, including ~~medical provider~~ 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.

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

Illness at home: Students should stay home from school when they have a fever of 100.40 degrees or higher, if they are vomiting or they have diarrhea. Students should stay home for 24 hours after symptoms resolve. If your student is diagnosed with a condition and you are wondering if he or she can attend school, please contact the health office directly for guidance or email healthservices@moorheadschoools.org.

Medication: No prescription medication will be administered by school personnel without written authorization from the parents/guardians and ~~orders signed by your child's medical provider signed doctor's orders~~. All over-the-counter medications requires parental signatures on the medication request form (including ~~acetaminophen-Tylenol, ibuprofen, nasal spray, eye drops, etc.) if they are given as~~ ordered on the bottle. Medication request forms are available in the health office or with the medication policy on the district website. All medication ~~ine~~ must be in the original bottle, labeled with your child's name and the administration instructions, ~~labeled with the child's name, name of medication, and dosage to be given, with appropriate label, and the student's name should be on it. If at all~~ Whenever possible, medication should be given at home. ~~Medication request forms are available in the health office. Please let the health office know if your child is taking medication at home that may affect them durign the school day and if your student begins taking a new prescription medication at home that was not previously entered in PowerSchool Enrollment.~~

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

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

Lead in Water Notice

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

Meals

Moorhead Alternative Learning Center offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 8 - 8:30am. and 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 student's meal account balance and transactions through PowerSchool.

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

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

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

The school district will provide a meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The cost of the meal will be charged to the student's account or otherwise charged to the student.

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

For additional information refer to [School Board Policy 538](#) on the school district website or in the school office.

Media Center

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

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

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

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

Patriotic Exercises

The School Board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. Students in Moorhead Area

Public Schools shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week.

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

For additional information refer to [School Board Policy 633](#) on the school district website or in the school office.

Pesticide Use

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

Protection and Privacy of Student Records

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

For additional information refer to [School Board Policy 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 postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

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

Student Insurance

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

Surveillance Equipment

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

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

Employee Background Checks

The school district requires a criminal history background check on all individuals employed by the school district, including athletic coaches, according to Minn. Statute 123B.03. A person is employed after they successfully complete a criminal background check and the background check is reviewed by the school district. For additional information refer to [School Board Policy 413](#) on the school district website or in the school office.

Uncollected Fees

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

Secondary Program and Services

Early/Middle College Program

Moorhead Alternative Learning Center works collaboratively with the Minnesota State Community and Technical College to provide post-secondary options for ALC students to pursue higher education and training while in high school. A Middle College Program is a high school program that allows a student to earn a high school diploma while also earning postsecondary credits toward a degree or credential, including a certificate, diploma or an associate's degree. An Early College Program is a high school program that allows a student to earn a high school diploma while also conferring a certification, associate's degree, or up to two years of credit toward a bachelor's degree. Early/Middle College Programs are designed to serve students in the academic middle – especially low-income, English learners, first generation college students and/or students of color. For more information on this program please contact [ALC Counselor Andrea Thiner](#) athiner@moorheadschoools.org (218-284-220034).

Homebound Instruction

Students who are absent for 10 or more consecutive days due to a documented medical condition and have a request for homebound services written by their physician may be eligible for homebound instruction. The authorization from a physician must be on file before the request will be processed. All requests for homebound instruction will be directed to [Craig Fahrendorf](#) [Josh Haag](#) (218-284-22310).

PARENT INFORMATION

Curriculum Review

Parents have the right to review the curriculum and to determine which instruction will be provided by the parent. For additional information refer to [School Board Policies 620](#) and [620.2](#) on the school district website or in the school office.

Parent Involvement

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

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

E~Funds For Schools

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

PowerSchool and PowerSchool Enrollment

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

PowerSchool contains the district's automated notification systems settings for each student. Weather-related notifications are one example of a communication sent out with this system.

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

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

District Process for Addressing Parent Concerns

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

Registration

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

STUDENT INFORMATION

Academics

Student Growth and Achievement

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

Continual Learning Plan

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

Credits and Grading

Coursework at Moorhead Alternative Learning Center is provided in seat-based and independent study formats. Students earn credit through the successful accumulation of credit hours or units and must demonstrate mastery of related standards in a designated content area. Academic credit will be awarded for achievement of a quarter credit (.25) or more. ~~The alignment of units and credits includes the following: .25 credit = 36 units; .50 credit = 72 units; .75 credit = 108 units; 1.0 = 144 units.~~ Students may complete courses over more than one grading period. Students must be diligent and continue to demonstrate productivity. ~~Coursework may expire if requirements are not met within two consecutive semesters.~~

Credit Recovery

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

Dropping a Class

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

Graduation Requirements

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

For example, the requirements for MHS include the following:

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

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

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

For additional information on Moorhead District graduation requirements, refer to [School Board Policy 640](#) on the school district website or in the school office.

Required Subjects	Credits	Minimal Required Courses
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Mathematics	3 credits	Intermediate Algebra (Algebra II), Geometry and Advanced Algebra (Statistics and Probability)
Science	3 credits	Physical Science, Biology and either Chemistry or Physics or Chemistry in the Community
Language Arts	4 credits	English 9, 10, 11 and 12
Social Studies	3.5 credits	World History, Geography, United States History, Economics and Government
Fine Arts	1 credit	Options are Visual Arts, Acting, Music, Digital Design , Tools I or II, Web Design I or II, or Interior Design Housing and Design or other approved courses.
Explore (or equivalent)	.5 credit	Required in grade 9
Health	.5 credit	Health
Physical Education	1 credit	
Required Credit Total	16.05 credits	
Elective Credits	59.55 credits	
Total for Graduation	21.526 credits	

What Grade Is My Child In?

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

Grade Placement

refers to the number of years that a student has been in school. The student's grade placement increases each year that a student is in school. For example, if a student began high school – grade 9 – in 2021~~19~~²⁰ she/he will automatically be moved to grade 10 in 2022²⁰. Grade placement is used to determine eligibility for state testing and other requirements. It is used to calculate district and school graduation rates. It is important to note, however, that grade placement does not reflect a student's progress toward graduation. Having a grade placement of grade 12, for instance, does not assure that the child has met the state and local requirements to earn a high school diploma.

Credit Status

refers to the credits and standards that the child has earned toward the goal of grade level progression and earning a high school diploma. In Moorhead Area Public Schools, students must meet all state and local requirements for a high school diploma in order to graduate. (Please refer to graduation

requirements on page 22 for more information.) In general, the number of credits a student has earned in high school is a strong predictor of his/her progress toward graduation. In this scenario, the guidelines related to a student's credit status are helpful in conceptualizing the time and effort remaining for a student to meet diploma requirements:

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

Testing

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

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

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

Testing Out Option

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

Transfer Students/Graduation

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

Transfers or Withdrawals

Dual enrolled students take classes at ~~Moorhead~~Red River ALC and their home school. This option is available to students who are meeting program expectations and demonstrating academic progress. It requires approval of the building administrator or counselor. Students who are not meeting expectations for accountability and productivity may forfeit their status as a dual enrolled student.

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

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

EXTRACURRICULAR

Activities

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

Events

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

Regular School Attendance

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

STUDENT ACCOUNTABILITY

Attendance

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

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

Excused Absences

According to [School Board Policy 515](#) to be considered an excused absence the student's parent(s)/guardian(s) may be asked to verify in writing the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating the student cannot attend school is a valid excuse. The following reasons shall be sufficient to constitute excused absences:

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

Consequences of Excused Absences

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

Unexcused Absences

According to [School Board Policy 515](#) the following are examples of absences which will not be excused:

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

Consequences of Unexcused Absences:

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

15 Day Drop/Withdrawal

A student who has been absent from school for 15 consecutive school days during the regular school year without receiving instruction in the home or hospital shall be dropped from the roll and classified as

withdrawn as soon as the parent reports or after day 15, whichever comes first (Minnesota Statute 126C.05 Subd. 8).

Tardiness

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

Excused Tardiness

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

Unexcused Tardiness

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

Illness During The School Day

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

Advance Makeup: Determination of Excused Absences

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

Building Security

The Red River Area Learning Center separate site program is located in the Vista Center for Education. To enhance security for our students and staff, all program entrances are secured. We expect our students to stay within the parameters of the Red River ALC program and to refrain from wandering in other parts of the building. When students are in common spaces in the building, they are expected to be respectful and refrain from interrupting the work of others.

Bullying

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

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

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators, coaches/advisors and other employees). For additional information refer to [School Board Policy 578](#) on the school district website or in the school office.

~~Closed Campus~~

~~Grades 7-12 ALC students are not allowed to leave the premises during the school day for meals and breaks. We ask that parents and service providers refrain from taking students out for meals during the school day. A 30-minute lunch period goes by quickly, and it is important that students return to class on time. It is disruptive to teaching and learning when students arrive late.~~

Community Relations

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

Community Service

Students who are not following program or classroom rules may be assigned community service hours by the principal (or designee). Community service is an after-school activity which is supervised by Officer Louis Ochoa, Moorhead community service officer. Community service is typically an intervention assigned primarily by court services. The Moorhead ALC principal, however, has been authorized to use

the program to discourage negative student behavior. Students assigned community service are picked up at the Moorhead ALC after school and are returned home (City of Moorhead) in the late afternoon (5-6 p.m.). Cooperation with the community service officer is required to successfully fulfill assigned hours.

Computer Use/Copyright Policies

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

For additional information refer to [School Board Policies 730](#) and [731](#) on the school district website or in the school office.

Discipline Procedures

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

For additional information refer to [School Board Policy 551](#) on the school district website or in the school office.

Restorative Process

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

Disruptive Behavior

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

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

In-School Suspension (ISS)

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

Out Of School Suspension (OSS)

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

For additional information refer to [School Board Policy 551](#) on the school district website or in the school office.

Drug-Free School Zone

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

Discipline may include:

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

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

For additional information refer to [School Board Policy 572](#) on the school district website or in the school office.

Fire, Tornado and Lockdown Drills

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

Policy against Harassment and Violence

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

1. Everyone in Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability of any kind.
2. A harasser may be a student or an adult.
3. If you believe you have been the victim of any type of harassment you should report it to any school district official.

4. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the human rights officer (executive director of human resources and operations).
5. Your right to privacy will be respected as much as possible.
6. The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and the school district will take all appropriate actions based on the report.
7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.
8. This is summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at www.moorheadschools.org.

For additional information refer to [School Board Policy 570](#) on the school district website or in the school office.

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

Phone: 218-284-3355

Email: kdehmer@moorheadschools.org

Hazing

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

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

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

Reporting Procedure

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

For additional information refer to [School Board Policy 571](#) on the school district website or in the school office.

Improper Activation of Fire Alarms

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

Lockers - Storage

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

For additional information refer to [School Board Policy 574](#) on the school district website or in the school office.

Nuisance Devices

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

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

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

Student Parking of Motor Vehicles in School District Locations

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

Patrols, Inspections and Searches

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

Violations

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

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

For additional information refer to [School Board Policy 575](#) on the school district website or in the school office.

Passive Alcohol Screening

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

Personal Electronic Devices (PEDS)

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

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

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

For additional information refer to [School Board Policy 551](#) on the school district website or in the school office.

Student Accountability

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

Student Dress and Appearance

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

The following is expected at all times:

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

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

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

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

1. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
2. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, head coverings, or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in [Moorhead School Board Policy 570](#).
5. Any apparel or footwear that would damage school property or could be used as a weapon.

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

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

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

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

Dress Code Violation Consequence Progression

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

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

Tobacco

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

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

For additional information refer to [School Board Policy 551](#) and [573](#) on the school district website or in the school office.

Vandalism

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

Weapon-Free School Zone

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

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

For additional information refer to [School Board Policy 576](#) on the school district website or in the school office.

STUDENT ASSISTANCE

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

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

Megan Ramsey, Counselor, Moorhead ALC 218-284-2249 - mramsey@moorheadschoools.org

Bethany Peterson, School Social Worker, Moorhead ALC - 218-284-2213 -
bpeterson@moorheadschoools.org

~~Scott Matheson, Student Assistance Counselor, MHS 218-284-2314 - smatheson@moorheadschoools.org~~

Crisis Management

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

For additional information refer to [School Board Policy 710](#) on the school district website or in the school office.

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

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

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

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

Mandatory Reporting of Child Abuse and Neglect

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

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

For additional information refer to [School Board Policy 534](#) on the school district website or in the school office.



MOORHEAD
AREA PUBLIC SCHOOLS

Independent School District 152
District Operations Center
1313 30th Ave. S., Moorhead, MN 56560
Phone: 218-284-3300 ■ Fax: 218-284-3333
www.moorheadschoools.org

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

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

Section: 500 STUDENTS

Date Revised: 6/25/2018

General Statement

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

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

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

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

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

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

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

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

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

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

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

These procedures are based on school board policies, available on the district's website at www.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
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Grades 9-12	Parent(s)/Guardian(s) notification Detention Referral to Truancy Intervention Program
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7. BREAKING AND ENTERING

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

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

8. BULLYING PROHIBITION

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

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

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

9. DISHONESTY, ACADEMIC

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

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

10. DISORDERLY CONDUCT

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

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

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

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

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

12. DRESS AND APPEARANCE

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

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

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

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

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

13. DRIVING, CARELESS OR RECKLESS

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

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

14. FALSE ALARM

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

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

15. FALSE REPORTING

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

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

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

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

18. HAZING

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

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

19. INSUBORDINATION

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

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

20. MISBEHAVIOR ON THE SCHOOL BUS

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

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

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

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

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

21. NUISANCE OBJECTS

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

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

22. PERSONAL ELECTRONIC DEVICES (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs, except for cell phones, may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Cell Phones are prohibited from use in classrooms to make telephone

calls. Students are not allowed to use cellphones in any area in the building while they are scheduled to be in class.

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

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

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

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

24. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

25. SECURITY SYSTEM TAMPERING

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

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

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

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

27. THEFT, ROBBERY OR EXTORTION

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action Restitution 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 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; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- B. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- C. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

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

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

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



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 06/07/2022

RE: Approval of the Moorhead High School Bid Package III

Attached is the Bid Group III tabulation sheet received for the Moorhead High School building bond construction project. The total of Bid Group III is \$9,924,476.31.

After consulting with Ghertz Construction Services, and Zerr Berg Architects the recommendation is to accept the Bid Group III base bid of \$9,619,014.08. At this time the administration recommends awarding alternate 5 (\$140,477.14), alternate 6A (\$15,901.61), and alternate 16 (\$149,083.48).

The total of \$9,924,476.31 is \$1,307,598.11 or 11.64% less than estimated for the Bid Group III.

Suggested Resolution: Move to approve the total bid of \$9,924,476.31 including alternates 5, 6A, and 16 for Bid Group III of the Moorhead High School building bond construction project presented.

KD:tra

ATTACHMENTS:
Bid Package III

MAPS High School
Bid Group III
Moorhead, MN

Project No. 19-057

May 25, 2022



MOORHEAD
AREA PUBLIC SCHOOLS



BID PACKAGE		ESTIMATE	CONTRACTOR	TOTAL BASE BID	Alternate No. 5	Alternate No. 6A	Alternate No. 16
					Sports Center - NW area renovations	Sports Center - exterior improvements	Flooring at Weights/Fitness 1511 & Cardio 2511
6A-3	Finish Carpentry - Labor	\$ 878,581.25	Ledgestone, Inc.	\$ 556,535.00	\$ 12,740.00		
6B	Millwork - Materials	\$ 903,616.95	Northwest Cabinets, Inc.	\$ 1,080,155.00	\$ 25,551.00		
6C-1	Science Casework - Materials	\$ 588,425.00	H2I Group, Inc.	\$ 315,097.00			
6C-2	Science Casework - Installation	Included in 6C-1	H2I Group, Inc.	\$ 96,899.00			
6C-3	Science Countertops & Equipment	Included in 6C-1	Cosney Corporation	\$ 441,431.00			
7H	Intumescent Fire Protection	\$ 91,470.65	L.B. Hall Enterprises, Inc.	\$ 80,247.00			
9C	Tilework	\$ 678,487.30	McArthur Tile Co., Inc.	\$ 585,000.00			
9E	Acoustical	\$ 1,297,836.31	Far-Moor Acoustics & Flooring Combined 9G	\$ 2,163,650.00	\$ 27,500.00		
9F	Athletic Flooring	\$ 378,391.45	Jwood Sports Flooring, LLC	\$ 287,600.00			
9G	Resilient Flooring & Carpeting	\$ 1,551,131.99	Combined 9E		\$ 51,500.00		\$ 127,130.00
9I	Painting	\$ 1,134,341.86	Admiral Coatings	\$ 564,000.00	\$ 2,500.00	\$ 13,560.00	
9J	Concrete Floor Finishes	\$ 240,612.30	Quality Coatings & Tile, LLC	\$ 121,700.00			
10A	Lockers - Materials & Labor	\$ 526,614.00	Olympus Lockers & Storage Products, Inc.	\$ 557,000.00			
11B	Athletic Equipment	\$ 157,307.50	The Centre Stage Manufacturing Co., LLC	\$ 116,900.00			
12B	Bleachers	\$ 575,679.80	SAAFE, LLC	\$ 546,447.00			
32B	Site Fencing	\$ 58,378.00	Dakota Fence Company	\$ 41,676.00			
32C	Landscaping	\$ 432,289.74	Opp Construction LLC	\$ 609,700.00			
32D	Site Irrigation	\$ 75,750.00	Opp Construction LLC	\$ 29,350.00			
Total Estimate Bid Group III		\$ 9,568,914.10	Total Bid Group III	\$ 8,193,387.00	\$ 119,791.00	\$ 13,560.00	\$ 127,130.00
TOTAL BID PACKAGES		\$ 9,568,914.10		\$ 8,193,387.00	\$ 119,791.00	\$ 13,560.00	\$ 127,130.00
3.4% Construction Management		\$ 325,343.08		\$ 278,575.16	4,072.89	461.04	4,322.42
SUBTOTAL		\$ 9,894,257.18		\$ 8,471,962.16	\$ 123,863.89	\$ 14,021.04	\$ 131,452.42
5.5% Architect/Engineer		\$ 544,184.14		\$ 465,957.92	6,812.51	771.16	7,229.88
Reimbursable Expenses Allowance		\$ 10,000.00		\$ 10,000.00			
TOTAL		\$ 10,448,441.32		\$ 8,947,920.08	\$ 130,676.41	\$ 14,792.20	\$ 138,682.30
3.0% Contingency		\$ 313,453.24		\$ 268,437.60	3,920.29	443.77	4,160.47
4.0% Furniture / Fixtures & Equipment / Technology		\$ 417,937.65		\$ 357,916.80	5,227.06	591.69	5,547.29
0.5% District Costs		\$ 52,242.21		\$ 44,739.60	653.38	73.96	693.41
TOTAL PROJECT COST		\$ 11,232,074.42		\$ 9,619,014.08	\$ 140,477.14	\$ 15,901.61	\$ 149,083.48



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.157R

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 06/07/2022

RE: Comprehensive Activities Report

Activities Director Dean Haugo will provide the board with a comprehensive review of Moorhead Area Public Schools activities for the 2021-2022 school year.

The report will include a review of the 2021-2022 activities and fees, as well as the goals and objectives of the activities office for the 2022-2023 school year.

Suggested Resolution: Presentation

KLD:tra

ATTACHMENTS:
Presentation

Activities Report 2022



Fees/Activities - 2022-23



- 22-23 Fees/Passes
 - Activity user fees - No Change
 - Season Passes/Tickets - No Change
 -
- The Link Below identifies the activities planned for 2022-23 and also the participation numbers for 21-22.
- There are no new additions for 22-23.

[Activity List - 22-23](#)

22-23 Objectives - MHS



- **22-23 - Game Nights - GROW AND IMPROVE**
 - **Attendance - GROW**
 - Students
 - Staff
 - Community
 - Fan Experience
- **Accountability - Students**
 - Academics - Improve clarity of expectations.
 - Return to pre-covid expectations.

22-23 Objectives - Middle School



- **Growth - Participation**
 - Grades 7-8
 - New MS AD - Cory Holten
 - The goal is to provide school based inclusive opportunities to increase school connections.
 - Bussing/Transport - Post Practice
 - Accessibility - Physicals, etc.

22-23 Objectives - Coaches/Advisors



- **Coaches/Advisors - Training**
 - Head Coach Certification - MSHSL
 - Increase the number of assistants with Head Coach Certification.
 - Encourage/support Clinic Attendance.
 - Continued Leadership Growth
- **Student Leadership**
 - Restart Captains Council

Activities Council - 22-23



- **Purpose**

- The Activities Council serves as an Advisory group to guide the ISD 152 Activities Programs.
- The makeup of the Activities Council meets MSHSL statutory requirements.

Activities Council - 22/23



AD - Dean Haugo

Supt. Brandon Lunak

Executive Director of HR/Op - Kristin Dehmer

MHS Principal - Dave Lawrence

HZN AP/AD - Corey Holten

School Board - Matt Valan

Parent Rep -TBD

Parent Rep - TBD

Male Student Rep - TBD

Female Student Rep - Sophie Swenson

Male Athletics Coach - Jon Ammerman

Female Athletics Coach - Kaitlin Adams

Fine Arts Rep - Brian Cole

Activities Rep - Andrew Tichy

Facilities - 22-23



- **High School**
 - Plan for Construction Adjustments
 - No Fieldhouse for 1 year
- **Middle School**
 - Add Soccer/FB spaces to current green space.
 - Maximize Green Space

Fall 2021 - Highlights



- Boys Soccer - Section Champions
- Debate
 - State Qualifiers - Scout Holding Eagle-Bushaw, Macy Larson, Emily Walker, Layla Eisenzimmer, Olivia Kelly, Malila Straw
- Girls Swim/Dive
 - All State - Alayna Janke
 - State Qualifiers - Abby Ellingsburg, Arianna Hoff, Maggie Howe, Abbie Ishaug, Alayna Janke, Maddie Schue, Kennedy Olson, Sydney Olson, Olivia Roaldson
- Cross Country
 - State Qualifiers - Carlie Sheldon, Lauren Henemen, Isaac Martel
- Tennis - Girls
 - Section Finalist - Katryna Hanson

Winter 21-22 - Highlights



- Boys Hockey - Section 8AA Champions
 - 8AA Champions
- Wrestling
 - State Qualifier - Evan Fankhanel
- Boys Basketball - Section 8AAAA Champions
- Boys Swim/Dive
 - All State - Aiden Carlson
 - State Qualifier - Dresden Adams
- Girls Hockey - Section Runner up
- Nordic Ski - Sections - Boys 3rd; Girls - 4th
 - Girls State Qualifiers - Kennedy Olson, Siri Overturf, Jamie Raske
 - Boys State Qualifiers - Zaine Braaten, Max Rogers
- Adapted Floor Hockey - 1st Win in Program History
- Olympic Weightlifting - 13 National Qualifiers - 4th Place in State as a Team

SPRING 2021 - HIGHLIGHTS



- SPUD SPEECH - STATE CHAMPIONS
 - 6th STRAIGHT SEASON AS STATE CHAMPIONS!
- Boys Track and Field - Section 8AAA Champions
- Girls Track and Field - Section 8AAA True Team Runners-up
- Boys Lacrosse - Section Finalist
- Girls Lacrosse - Earned #5 seed and home playoff - Section Semi-Finalist
- Boys Golf - Two(2) State Qualifiers - Joe Kortan/Easton Lammers
- Adapted Bowling
 - State Qualifiers - 27 Total!
 - State Champions -
- SkillsUSA - Two(2) National Qualifiers

2021-22 - SUMMARY



- Refinement vs. Growth
 - Over the past 10 years we have grown in terms of programs and participation at a fairly significant rate.
 - Moving forward my main goal is to improve operational efficiency.
 - Staffing
 - Equipment
 - Transportation

2021 - Fall



2021-22 - Winter



2022 - Spring



2022 - Spring





MOORHEAD
AREA PUBLIC SCHOOLS

Community Engagement and
Public Relations

Memo OEDRPCE.22.002R

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Brenda Richman, Executive Director of Community Engagement and Public Relations

DATE: 06/07/2022

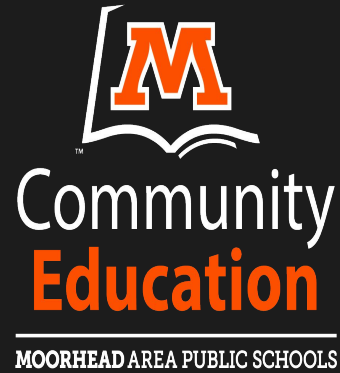
RE: 2020-21 Comprehensive Community Education Report

We are pleased to provide the board with a comprehensive review of the Moorhead Area Public Schools Community Education program over the 2021-22 school year. The report will include a brief overview of the 2021-22 activities in each area of our Community Education program.

Suggested Resolution:

BR:md

ATTACHMENTS:
Presentation



MOORHEAD COMMUNITY EDUCATION

PROGRAM UPDATE

2021-22

Minnesota supports a separate fund for Community Education.

PURPOSE OF PROGRAMS

“To make maximum use of the public schools of Minnesota by the community and to expand utilization by the school of the human resources of the community, by establishing a community education program.”

MN Statute 24D.18

COMMUNITY EDUCATION STATUTE

CO-LOCATED TEAMS

Early Childhood Family Education
and Community Education moved
to Vista Center for Education in
August 2021.

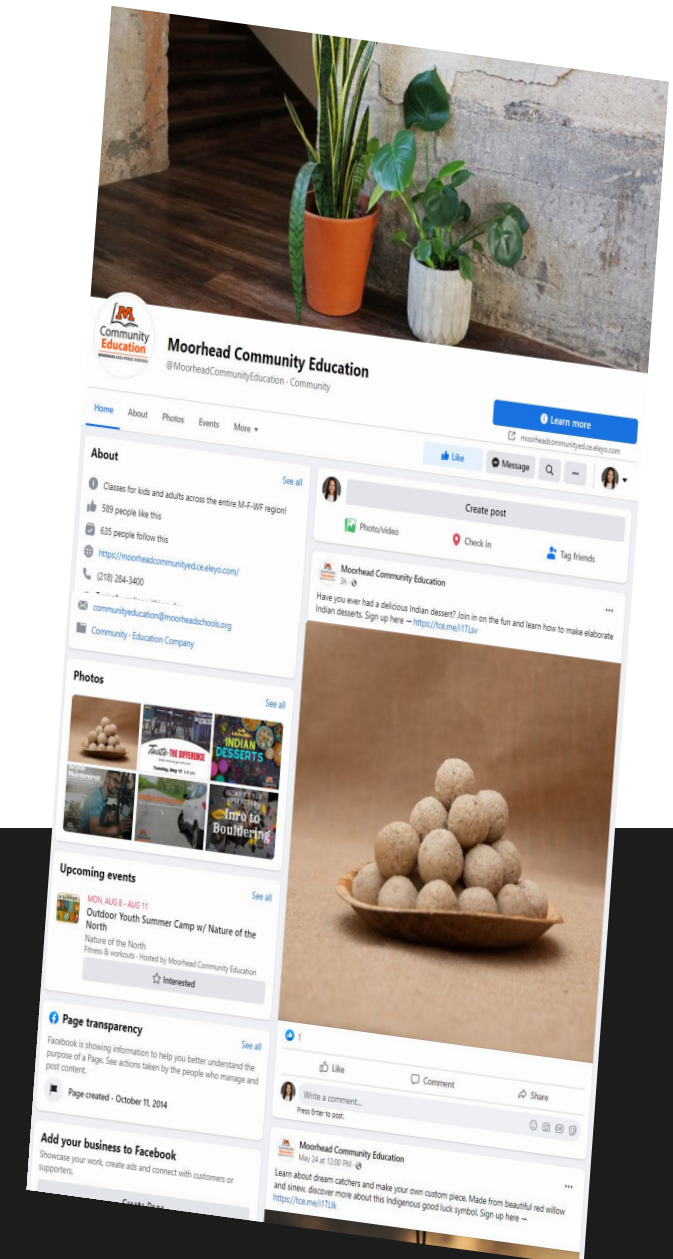
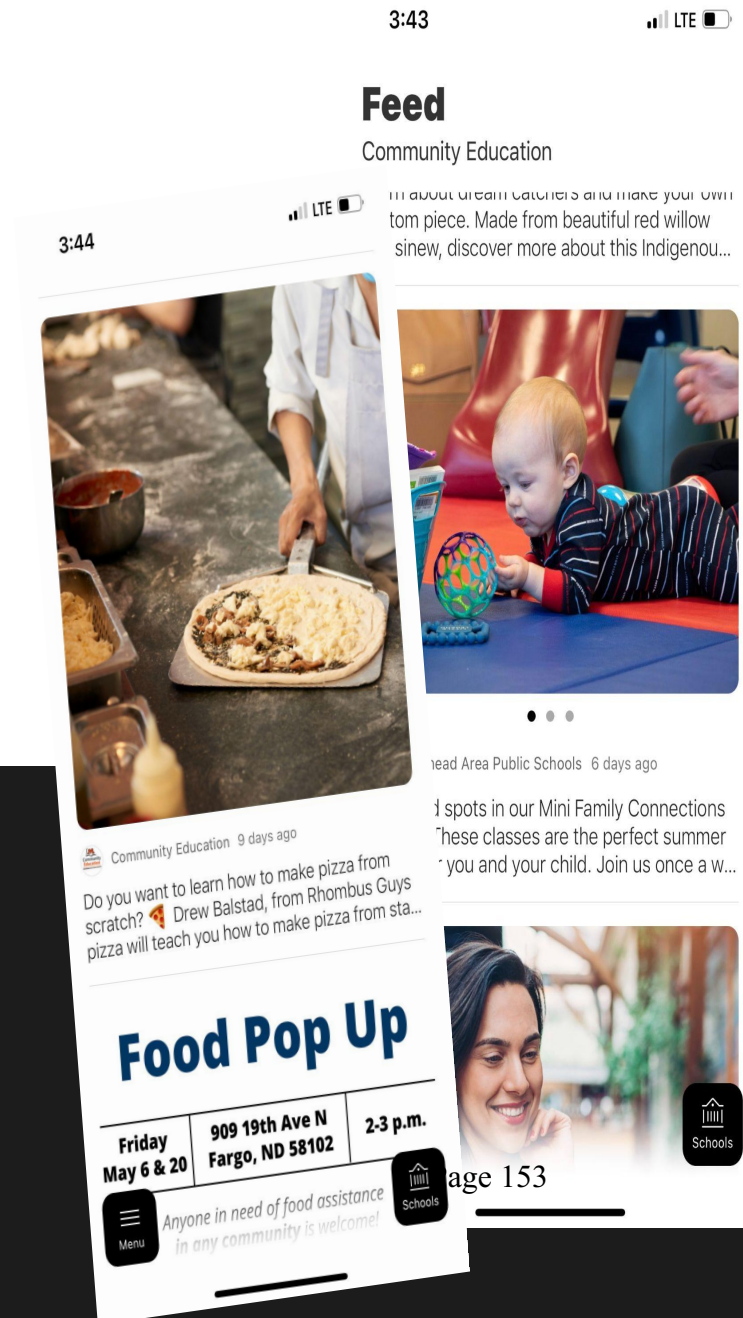


Publications



Other Promotion

- Mobile App
- Website
- Social Media
- Targeted Audiences (ABE, MAPS, etc.)



COMMUNITY EDUCATION

Programs for adults, youth and choices.

ENRICHMENT CLASSES

ANNUAL REACH

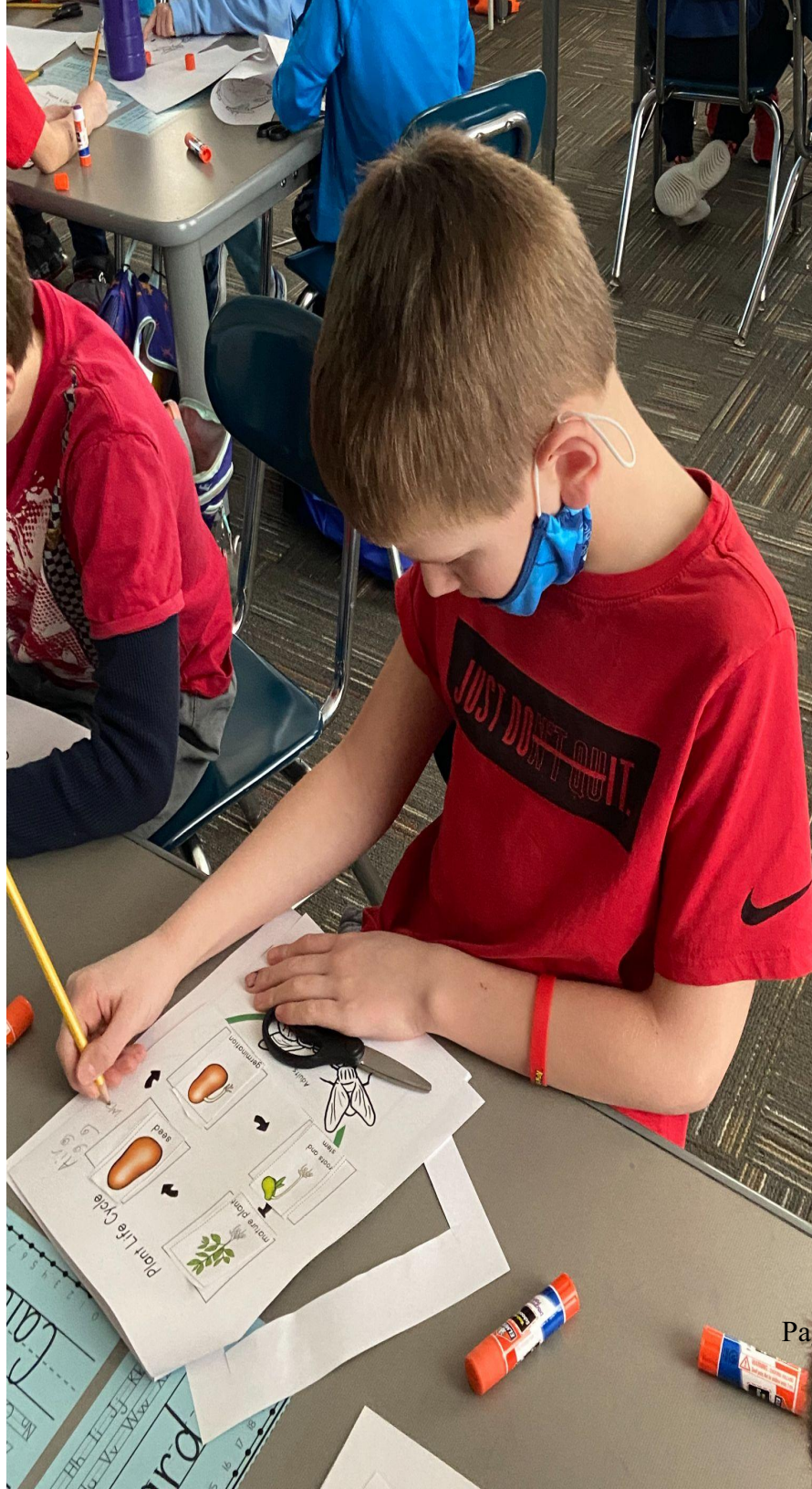
4,582 Class participants

- Adult: 1692
- Youth: 2872
- Didn't specify: 19

COMMUNITY PARTNERSHIPS

- 4-H
- Nature of the North
- River Keepers
- Clay County Historical Society
- Green Corp-MHD Resilience Task Force





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YOUTH ENRICHMENT

NEW STAFF

Jess Rheault

NEW PROGRAMING

Outdoor Exploration Camps

Indian Education Specific Camps

ASL for Kids

Budding Biologist/Jr. Biologist

GREAT FEEDBACK

PARTICIPANT FEEDBACK

Drawing with Color: John David is an outstanding teacher. I also really appreciate this class was open to older kids: that meant us moms and our kids could take it together - it was just perfect.

Track Camp: The instructors and helpers were spot on and the track meet was wonderful. My kid has a love for track and especially high jump now. Awesome camp!

Budding Biologists: This was the best community Ed class we have ever taken. My son loved it and learned so much in such a short time.



EARLY CHILDHOOD

School Readiness • JumpStart Preschool •
Early Childhood Family Education



JOELLE HOFER

Coordinator,
Early Learning



In 2021-22 we had 8 Classrooms at PCE including 1 Classroom through A&I Grant



Fall 2022 we will be moving 1 JumpStart classroom to the MHS Career Academy



278 Students Currently Enrolled in JumpStart



Inclusive Classrooms taught by Licensed Teachers



Follow Research-based Curriculum & Assessments that align with the MN EC Indicators of Progress

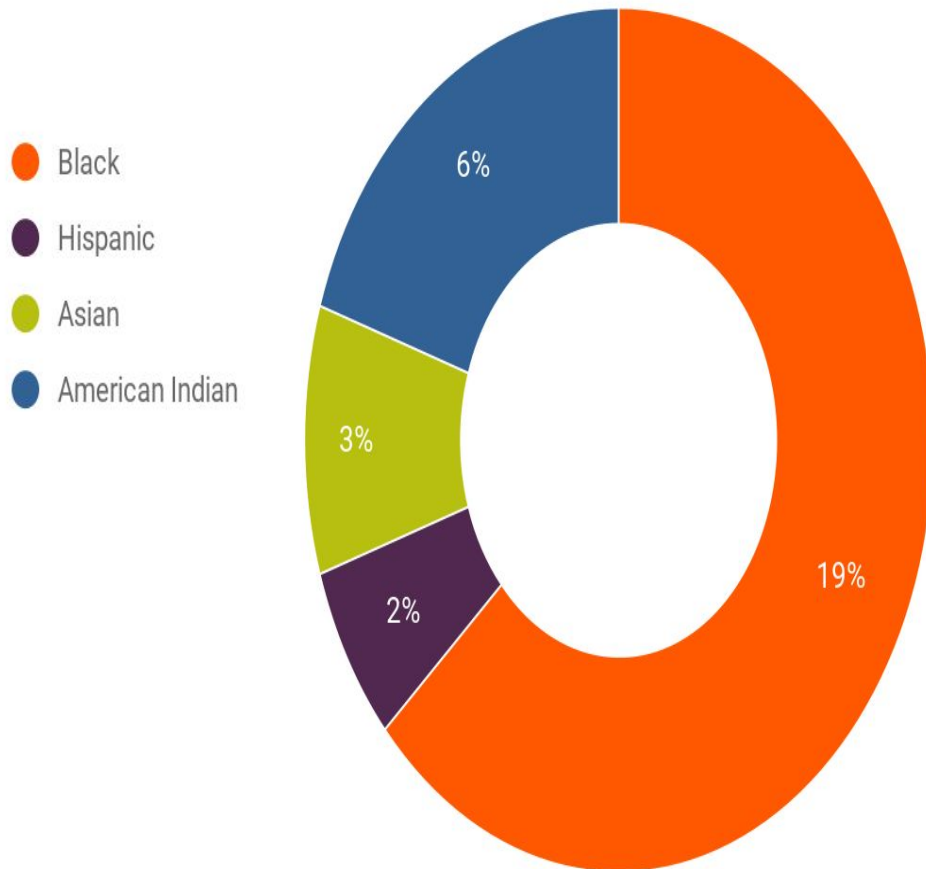


2022-23 Enrollment began March 1st

DEMOGRAPHICS

46% Qualify for Educational Benefits

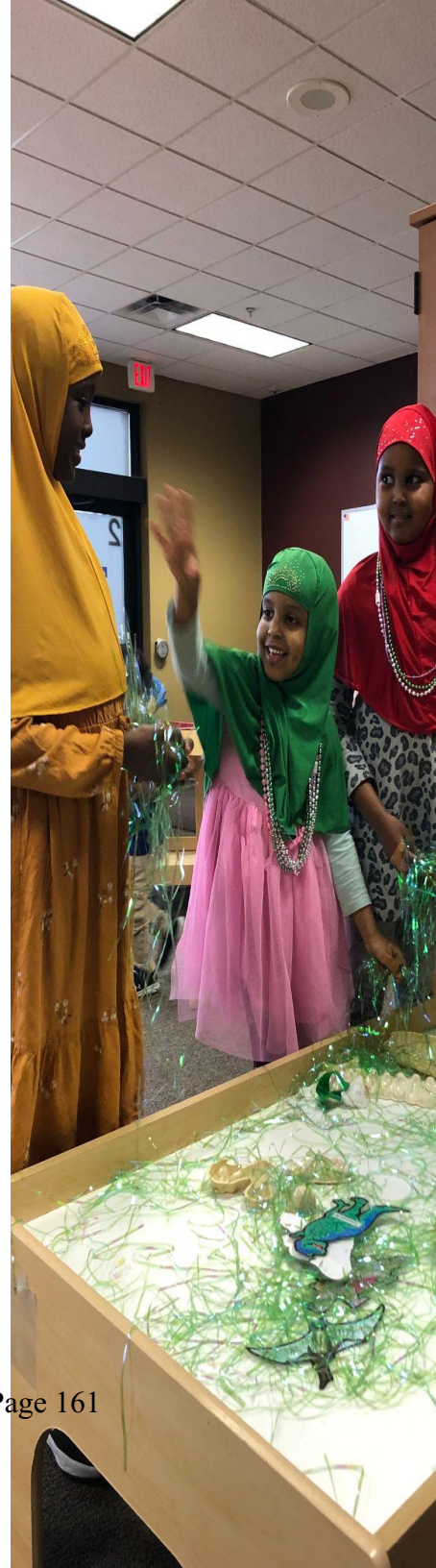
33 Report as EL

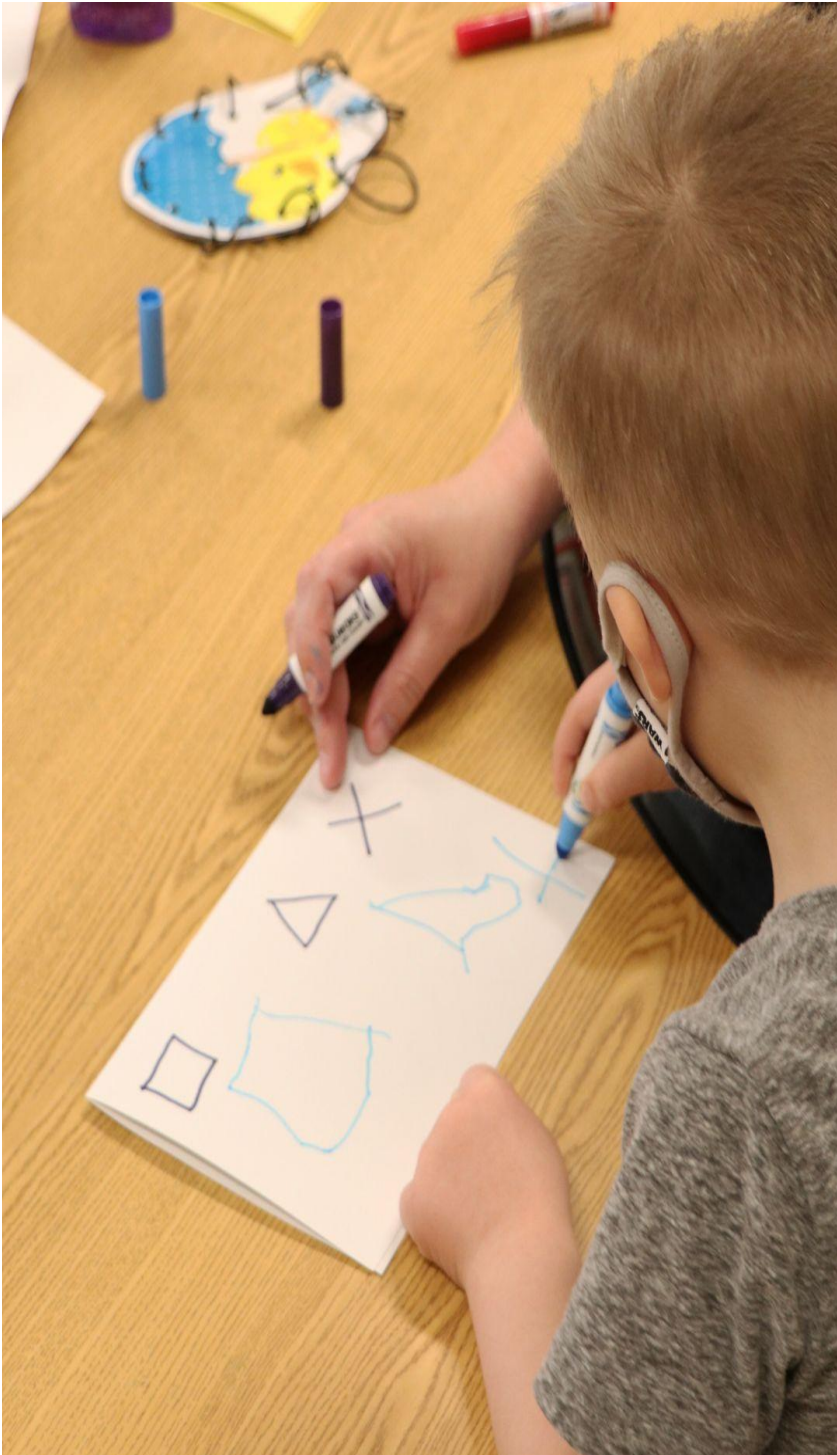


EARLY LEARNING OUTREACH

- Indian Education
 - November (4 sessions)
 - April (3 sessions)
- Somali
 - March (2 sessions)
- Kurdish
 - March (2 sessions)
- ABE Collaboration

Collaborate with the District Liaisons, District Family Literacy Specialist, and CLSD Early Learning Literacy Coach, along with EC staff.





EARLY CHILDHOOD SCREENING

- Required by State of MN between ages 3 and K entry.
- Priority is 3 year olds.
- Offered throughout the year.
- Assess vision, hearing, social emotional and development.
- Look at Immunizations and health history.



Classes for birth through age 5 - offering Parent/Child separating and non-separating classes



Offered a Year-long Family Connections class and a MAPS ECFE class



3 Home Visitors - collaborate with Bright Sky, Churches United, Public Health, School Social Workers, and EIS



109 classes held in 2021-2022



Parenting Press publication

ADULT BASIC EDUCATION



TAMMY SCHATZ

Manager,
Adult Basic Education

MISSION:

“Provide adults with educational opportunities to acquire and improve their literacy skills necessary to become self-sufficient and to participate effectively as productive workers, family members and citizens”

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We serve refugees, unemployed, underemployed, college bound, & Workers' Comp referrals age 17 and over.

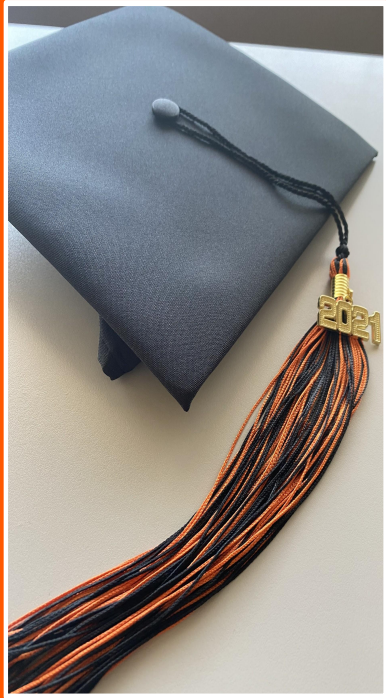
MOORHEAD CONSORTIUM

5 COUNTIES: Clay, Wilkin, Traverse, Otter Tail, Grant

13 SCHOOL DISTRICTS SERVED: Moorhead, Dilworth-Glyndon-Felton, Hawley, Barnesville, Breckenridge, Browns Valley, Campbell-Tintah, Wheaton, Fergus Falls, Ashby, Battle Lake, Henning, Underwood.

6 PROGRAMMING SITES: Vista Center for Education, Hawley, Barnesville, Breckenridge, Wheaton, Fergus Falls MState campus





2021-2022 DATA

352 students

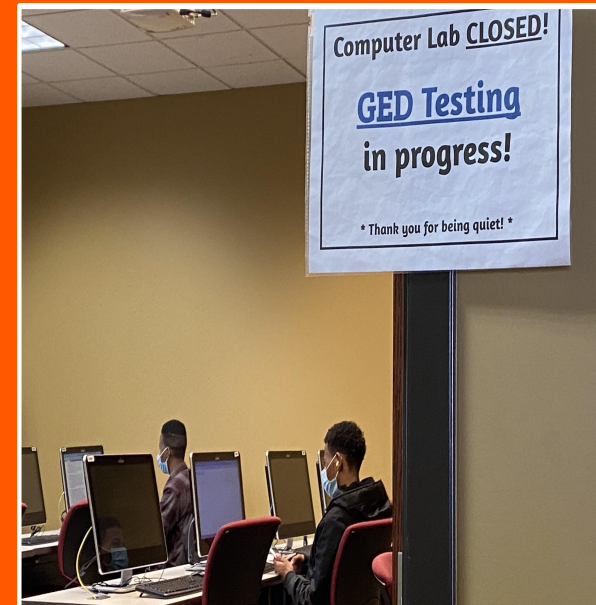
15,451 contact hours

37 countries

23 languages

158 hours of GED testing

8 GED graduates



***FIRST Minnesota Adult Diploma graduate for Moorhead!**



NEW CLASSES IN 2021-22

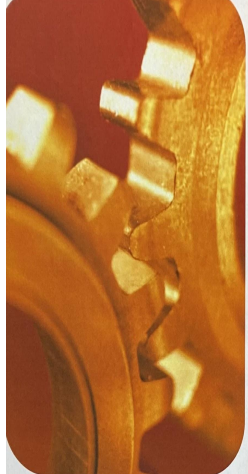
ART EXPERIENCE

Free art opportunities for ABE students taught by a former MAPS teacher turned ABE volunteer.

REGIONAL ONLINE CAREER COLLABORATIVE (ROCC) COURSES:

- Math for Manufacturing
- Skills for Work (soft skills)
- MN Driver's Ed Written Exam Prep
- Test of Essential Academic Skills (TEAS) prep for nursing





**STRENGTHEN
YOUR
MATH SKILLS HERE!**

This free course combines Google Meet classes with the instructor, an online homework program, and teacher support provided either at school or online

MONDAYS & WEDNESDAYS
5:15 – 6:45 PM
Sept. 20 – Dec. 15, 2021

MATH FOR MANUFACTURING

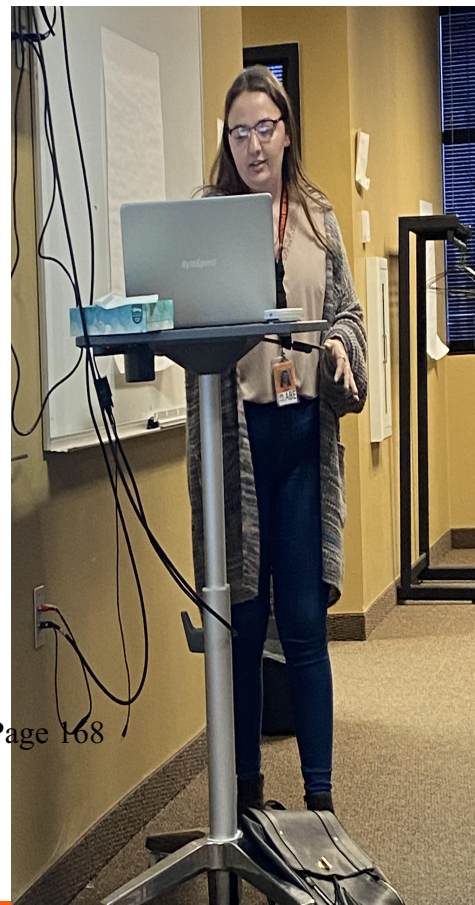
MOORHEAD ADULT EDUCATION
2777 34TH ST. S., MOORHEAD, MN

This 40-hour course provides participants with math skills in the areas of: measurement, decimals, fractions, & geometry; an introduction to specific measuring tools (i.e.: protractor, ruler, micrometer, caliper) found in manufacturing settings; and problem solving skills needed to pass a pre-employment math assessments.

Contact Moorhead Adult Education to register: 218-284-3460 or tschatz@moorheadschoools.org

AmeriCorps VISTA

- LARL Book Truck stops
- Library cards for all
- Resource Fair at Vista
- Chromebook lending protocols & training
- Helping students download MAPS app
- Connecting ABE students to the MAPS P-12 system





2021-22 HIGHLIGHTS

- Concordia College/ABE partnership
- Lutheran Immigration and Refugee Services video
- Vista MATBUS Stop





MOORHEAD
AREA PUBLIC SCHOOLS

"To develop the maximum potential of
every learner to thrive in a changing world"



MOORHEAD
AREA PUBLIC SCHOOLS

Human Resources and Operations

Memo OEDHRO.22.158R

TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 06/07/2022

RE: Transportation Department Overview

Steve Moore, Director of Operations and Emergency Management, and Sean Schneider, Supervisor of Transportation, will present a review of Transportation Services at the June 13, 2022, School Board Meeting.

A review of the transportation capabilities and budget, accomplishments, and challenges will be presented regarding the 2021-22 school year and in anticipation of the 2022-23 school year.

Suggested Resolution: Presentation

KLD:tra

ATTACHMENTS:
Presentation



MOORHEAD
AREA PUBLIC SCHOOLS

Transportation Update

Steve Moore
Director of Operations and Emergency Management

Overview



**Introduction
Transportation
Supervisor**

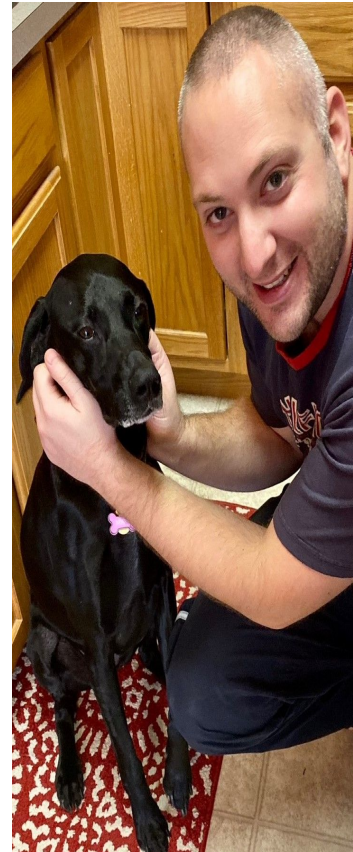
**Capabilities &
Budget**

Accomplishments

Challenges

Introduction: Transportation Supervisor

- Welcome Sean Schneider



Capabilities - What We Do



1. AM and PM Routes (Reg Ed, SPED, EIS)
2. MHSCA Shuttles
3. Transitional Student Support
4. Athletic and Special Event Support
5. Field Trips
6. Summer EXCEL and ESY support

Capabilities - What We Have

- 72 buses - Reg Ed, SPED and EIS
 - 75% operated by 3 local contractors
 - 25% operated by the school district
 - 17 bus drivers/9 bus assistants
 - (-1/-2 due to retirements)
 - Potential for -2 drivers TBD
- 6 Type III vans serving displaced population throughout F-M area
 - 3 school district
 - 1 contractor
 - 2 Lakes Country



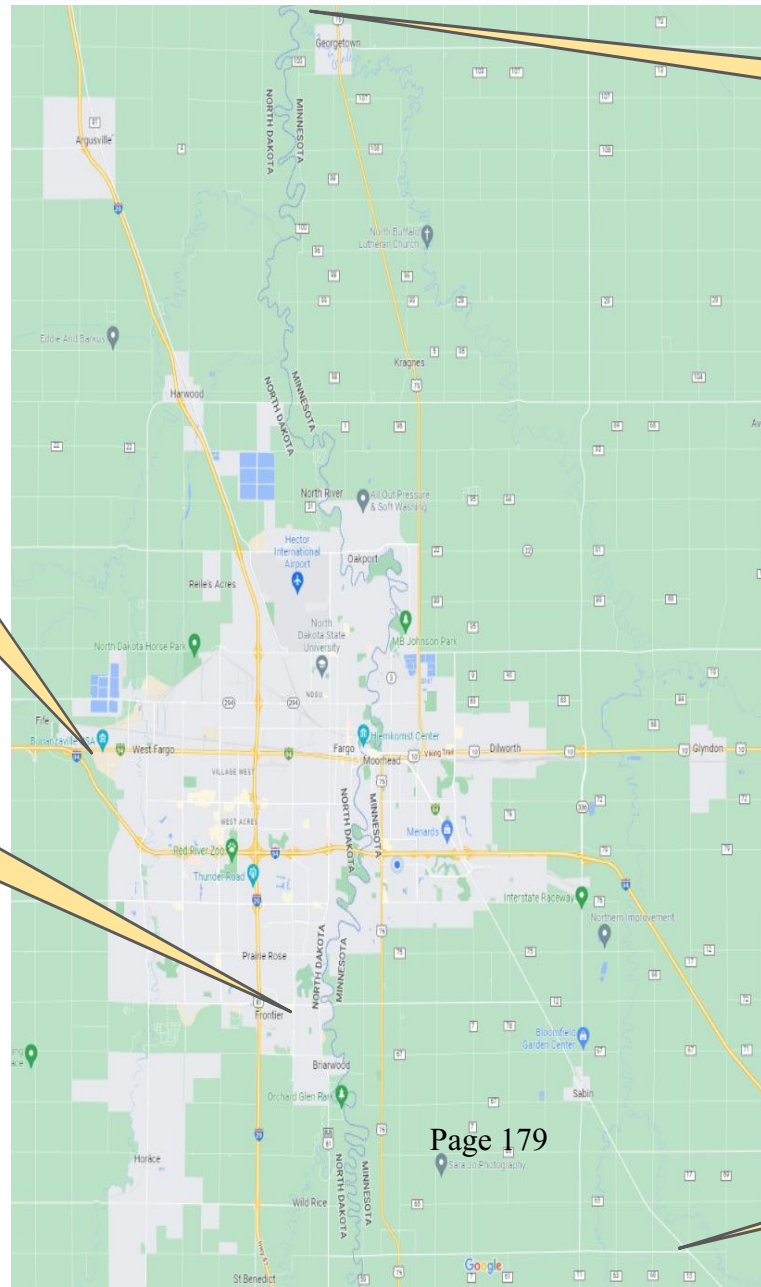
Capabilities - Total Average Miles/Day

# of AM and PM Routes	Route Type	Miles/Day
44	Reg Ed	3,298
9	SPED	619
6 (2 Lakes Country)	Type III (SPED & Displaced)	679
11	EIS	556

Capabilities - Student/Day Breakdown

School Level	Route Type	Average Students/Day
Elementary	Reg Ed SPED Type III Private School	1,605 166 26 199
Middle School	Reg Ed SPED Type III	2,536 90 6
High School	Reg Ed SPED Type III	1,169 166 26
EIS	Reg Ed/SPED	556

Capabilities - Where We Go



5 miles NW of Georgetown

½ mile from Bonanzaville -
West Fargo

1/2 -mile from Shanley High
School - South Fargo

7 miles SE of Sabin

Capabilities - MHSCA Shuttles

- 3 shuttle times per day in addition to the AM and PM routes to MHSCA
- Total of 9 buses each shuttle for Reg Ed and SPED

Shuttle	Route Type	# of buses	Average Students
1	Reg Ed (MHS to CA)	5	318
	Reg Ed (CA to MHS)	4	
	SPED (both directions)	1*	
2	Reg Ed (MHS to CA)	4	263
	Reg Ed (CA to MHS)	5	
	SPED (both directions)	1*	
3	Reg Ed (MHS to CA)	5	236
	Reg Ed (CA to MHS)	4	
	SPED (both directions)	1*	

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*Driver shortage - 1 SPED bus does both directions



Capabilities - Transitional Student Support



- Type III Van support
 - 3 District vans
 - 1 Contractor suburban
 - 2 LSS Vans - to support special trips - driven by non-transportation staff
- Average # of students per day
 - Elementary: 26
 - MHS/CA: 9
 - Horizon: 6
 - SPED: 3
 - PCE: 1 (ALC student support) - this will move to Vista

Capabilities - Athletic and Special Events



- July 1, 2021 - May 31, 2022
 - 400 trips were supported
 - 89 trips May 2022 involving 148 buses
 - Does not include changes/adds due to sports playoffs, etc.
 - Athletics, activities, and field trips
 - Many trips required multiple buses
- We had to decline several requests in May due to lack of resources
 - MHSCA shuttles contributed to shortage

Capabilities - Summer EXCEL and ESY

School	Route Type	# of routes	Provider	Total # of Students
MHS/Horizon	EXCEL*	4	Shucks and Red River Trails	MHS - 135 Horizon - 120
Elementary	EXCEL	7	Richards	166
EIS	ESY & Covid Recovery	2	District and Richards	47
MHS	ESY & Covid Recovery	5	District and Richards	91
Horizon	ESY & Covid Recovery	2	District and Richards	50
Elementary	ESY & Covid Recovery	2	District and Richards	41

* MHS and Horizon start times were aligned to combine routes. 2021-2022 only years for 9-12 EXCEL
Transportation (Covid funded)

Capabilities - Athletic and Special Events



- FY 22 Annual Budget
 - Budget = \$5,802,593
 - Expended (as of 10 May 22) = \$5,158,349 (89%)

- FY 23 Annual Budget
 - Budget = \$5,976,670 (estimated)

Challenges - Bell Time Changes

- Existing bell times

Building/Grade Level	Bell Times	Earliest Drop Off	Earliest Departure
Elementary	7:55AM- 2:40PM	7:30AM	2:48PM
MHS/CA	8:35AM- 3:25PM	7:55AM	3:38PM
Horizon	9:05AM-3:50 PM	8:45AM(First wave)	3:58PM (First wave)
		Second wave occurs immediately as buses arrive	
Park Christian	8:05AM-3:10PM	7:45AM	3:18PM
St. Joes	7:50AM- 2:45PM	7:30AM	2:53PM

Challenges - Bell Time Changes

- Proposed Bell Times for the 2022-2023 School Year

Building/Grade Level	Bell Times	Earliest Drop Off*	Earliest Departure*
Elementary	7:45AM- 2:30 PM	7:20AM	2:38 PM
MHS/CA	8:35AM- 3:25 PM	7:55AM	3:38PM
Horizon	9:15AM-4:00 PM	8:55AM(First wave)	4:08 PM (First wave)
		Second wave occurs immediately as buses arrive	
Park Christian	7:55 AM-3:00 PM	7:35 AM	3:08 PM
St. Joes	7:50AM- 2:45PM	7:30AM	2:53PM

* Drop-off and departures are estimated based on the earlier bell times, but will be dependent on bus route needs for the 2022-23 school year

Challenges - MHSCA Shuttles



- Addition of MHSCA shuttles
 - Cost of \$36,223 per month = \$326,000 for the school year
 - Reduce time available for Horizon routes by 10 minutes

Challenges - New boundaries and PCE



- New boundaries and PCE - routing
 - To maintain status quo from last school year (ride times/load capacity)
 - 47 Reg Ed routes (44 Reg Ed routes 21/22)
 - 11 SPED routes (9 SPED routes 21/22)
 - Exact impact won't be determined until routing is completed in August
 - Estimate (3) additional routes required
 - Potential to absorb one of these by adjusting Hopkins runs
 - 50% chance to absorb another one
 - 100% sure one run can't be absorbed

Challenges - Staffing Shortages

- Bus driver and bus assistant shortages
 - Best practices:
 - Elementary and middle school load capacity = 53 (max is 77)
 - Ride times - rural routes capped at 90 minutes
 - Direct impacts
 - Increased bus loads
 - Increased ride time
 - Secondary/tertiary impacts
 - Conduct and disciplinary issues
 - Driver and assistant retention issues



MOORHEAD

AREA PUBLIC SCHOOLS

Questions?



TO: Dr. Brandon M. Lunak, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources and Operations

DATE: 06/07/2022

RE: Emergency Operations Plan Update

Steve Moore, Director of Operations and Emergency Management will review the Emergency Operations Plan at the June 13, 2022, School Board Meeting.

The intent of an emergency operations plan (EOP) is to provide an overview of the school district's approach to emergency operations. It describes the district, its emergency response policies, and procedures, and assigns tasks. This plan provides school officials with the current best practices that will help serve as the foundation for emergency operations.

Mr. Moore will review updates to the plan, work completed in the 2021-2022 school year, and plans or adjustments for the 2022-23 school year.

Suggested Resolution: Presentation

KLD:tra

ATTACHMENTS:
Presentation



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Emergency Management Update

Steve Moore
Director of Operations and Emergency Management

Overview



Intent & Purpose



- EOP has been in place since 2012
- Update/review to the School Board required annually
- Uses Cass-Clay Unified School Response (CCUSR) Plan as template with MAPS-specific variations
- Intent: Provide an overview of the school district's approach to emergency operations
- Purpose: Identify, guide and support the actions of Moorhead Area Public Schools and its employees when responding to incidents

Accomplishments

- Conducted BERT 101 Training
- Reviewed and updated checklists - converted from CCUSR flip chart format to checklist format
- Updated BERT rosters
- Verification and completion of ICS 100 and 700 for BERTs
 - Continual process
- Created new hard copy checklist binders to all BERTs
 - Centrally located electronic binders for updates
- Created DERT/BERT specific checklists
- Quarterly BERT training
- Emergency buckets provided to Horizon East and MHSCA

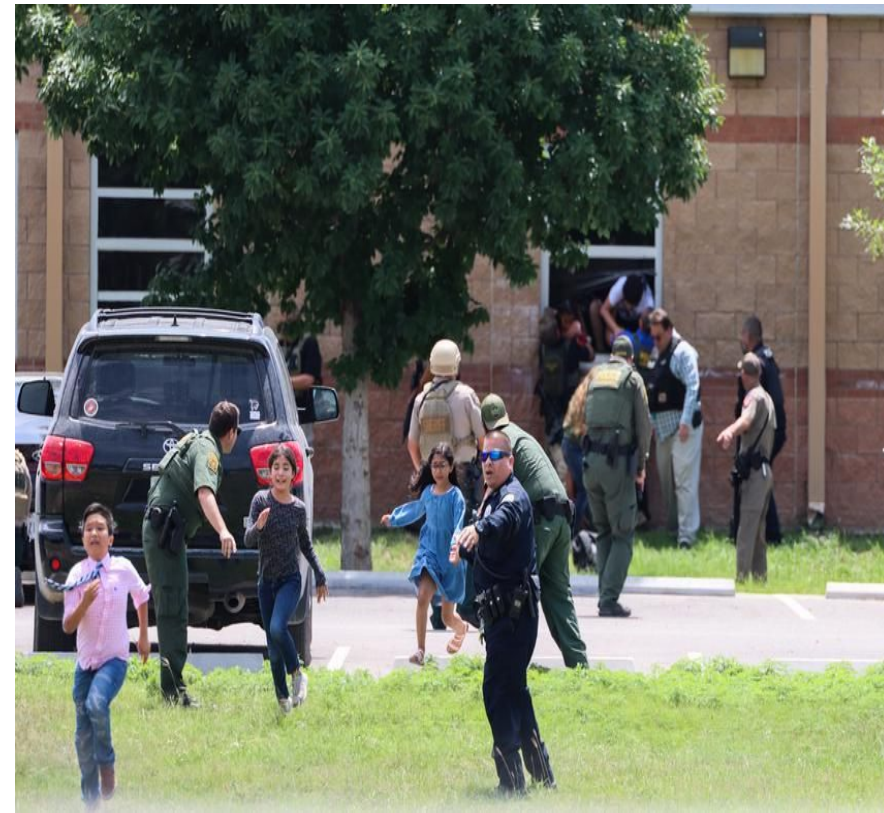
Summary of Updates



- Facility and occupant information
- Hazard and specific threat annexes
 - Removed actual checklists from the EOP for operational security
- Updated BERT and classroom checklists
- Updated organizational charts and BERT rosters

School Safety & Security - Mass Shootings

- 232 mass shootings nationwide in the first half of 2022
 - 27 (11.6%) occurred in schools
 - Compared to almost 700 in 2021 and 611 in 2020
- We have an outstanding Emergency Operations Plan (EOP). The key tenets regarding school safety are:
 1. Threat Assessment process
 2. Partnership with Moorhead PD and Clay County Sheriff
 3. Physical security of each facility
 4. Training and drills



School Safety & Security - Mass Shootings

- Threat Assessments

- Threat assessment section of EOP added last year in coordination with the Moorhead Police Department
- Provides a process and procedure to assess potential threats
- Guidance and checklists provided to BERTs
- Training provided to BERTs
- Threat assessments conducted on multiple occasions during training as well as some real-world cases
- Process proven effective in assessing potential threats and mitigating risks



School Safety & Security - Mass Shootings



- Partnership with local law enforcement
 - SROs assigned to all of our schools
 - Physical presence at the High School, Career Academy and Middle School
 - Assigned to elementary schools to respond when needed
 - SROs provide link to Moorhead PD/Clay County Sheriff's office for support and Emergency Management training
 - Increased police presence if required after a threat assessment
 - We meet quarterly with Moorhead PD and Clay County



School Safety & Security - Mass Shootings



- Physical security
 - Each of our facilities have a controlled and secure, single point of entry
 - Each building as a containment area and security checkpoint where anyone entering in the facility has to be checked in and verified
 - Free access to the facility is not provided to parents or the public
 - Additionally, we ensure all exterior doors are secure at all times during the school day and access is controlled

School Safety & Security - Mass Shootings



- Training and drills
 - Annual and quarterly training for staff and students to include building security and lockdown drills
- Emergency management and school safety is a dynamic process and is constantly reviewed/evaluated and consistently improved
- School safety is our top priority and we will continue to organize, train and equip our staff to provide the safest environment for students

Next Steps



- Update BERT rosters prior to 2022-2023 School Year
- BERT training - refresher and new team members
- Functional position BERT training
- Develop / update site specific procedures
- NIMS Training - goal to achieve 100% for ICS 100 and 700
- Table Top Exercises



MOORHEAD

AREA PUBLIC SCHOOLS

Questions?



School Board

Memo S.22.05R

TO: School Board

FROM: Melissa Burgard, Chair

DATE: 06/06/2022

RE: Close Meeting

Move to close the public meeting pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies.

Suggested Resolution: Move to close the public meeting at ____ p.m. pursuant to Minn. Stat. 13D.03, for the purpose of discussing negotiation strategies.

MB:dmb

ATTACHMENTS:

None



School Board

Memo SB.22.06R

TO: School Board

FROM: Melissa Burgard, Chair

DATE: 06/06/2022

RE: Open Meeting

Move to open the public meeting.

Suggested Resolution: Move to open the public meeting at ____ p.m.

MB:dmb

ATTACHMENTS:
None