

INDEPENDENT SCHOOL DISTRICT #152
School Board Meeting
Board Room 224 - Probstfield Center for Education
2410 14th Street South
Moorhead, Minnesota

August 11, 2014
7:00 p.m.

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

ATTENDANCE:

Lisa Erickson _____	Scott Steffes _____
Cindy Fagerlie _____	Bill Tomhave _____
Laurie Johnson _____	Matt Valan _____
Carol Ladwig _____	Dr. Lynne A. Kovash _____

AGENDA

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Lynne A. Kovash, Superintendent
- C. Approval of Meeting Agenda

Moved by _____ Seconded by _____
Comments _____

- D. Matters Presented by Citizens/Other Communications (Non-Agenda Items)

(Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.)

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

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School Board member or citizen 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 MATTERS - Kovash

- (1) Approval of July 14, 2014 Special Meeting Minutes and July 14, 2014 Regular Meeting Minutes - Pages 7-15
- (2) Approval of Change in Publishing School Board Meeting Minutes - Page 16
- (3) Approval of School Resource Officer Agreement - Pages 17-20

B. ASSISTANT SUPERINTENDENT MATTERS - Lunak

- (1) Approval of August Claims - Page 21
- (2) Approval of Increase to Adult Meal Prices - Pages 22-23
- (3) Approval of West Central Regional Juvenile Center Clerical Contract Renewal - Pages 24-26
- (4) Approval of Clay County Lease Agreement - Page 27
- (5) Approval of School District Insurance Contract Renewal - Pages 28-30

C. HUMAN RESOURCES MATTERS - Dehmer

- (1) Approval of Change in Contracts - Page 31
- (2) Approval of Family/Medical Leaves - Page 32
- (3) Approval of Resignations - Pages 33-34
- (4) Approval of New Employees - Pages 35-36

D. LEARNER SUPPORT SERVICES - Skarvold

- (1) Approval of Clay County Interagency Purchase of Services Agreement - Pages 37-43

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

Moved by _____ Seconded by _____
Comments _____

3. **WEATHER EMERGENCIES:** Kovash
Page 44

4. **APPROVAL TO RESCHEDULE SPECIAL SCHOOL BOARD MEETING:** Kovash
Page 45

Suggested Resolution: Move to approve rescheduling the August 14, 2014 Special School Board meeting to August 21, 2014 at 12:00 p.m. in the Probstfield Center for Education Board Room 224 to accommodate election requirements.

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Moved by _____ Seconded by _____
Comments _____

5. **APPROVAL OF MOORHEAD ELEMENTARY SCHOOLS PARENT AND STUDENT HANDBOOK**: Kovash

Page 46

Suggested Resolution: Move to approve the 2014-2015 Moorhead Elementary Schools Parent and Student Handbook as presented.

Moved by _____ Seconded by _____
Comments _____

6. **APPROVAL OF HORIZON MIDDLE SCHOOL STUDENT HANDBOOK**: Kovash
Page 47

Suggested Resolution: Move to approve the 2014-2015 Horizon Middle School Student Handbook as presented.

Moved by _____ Seconded by _____
Comments _____

7. **SUPERINTENDENT REPORT**

8. **COMMITTEE REPORTS**

9. **OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD**

10. **CLOSE PUBLIC MEETING**: Fagerlie

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

Moved by _____ Seconded by _____
Comments _____

11. **OPEN PUBLIC MEETING**: Fagerlie

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

Moved by _____ Seconded by _____
Comments _____

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12. **2014-2016 CUSTODIAN MASTER AGREEMENT:** Dehmer
Page 48

Suggested Resolution: Move to approve the Custodian Master Agreement for 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$51,455	3.58%
2015-2016	\$47,556	3.19%
TOTAL	\$99,011	6.77%

Moved by _____ Seconded by _____
Comments _____

13. **2014-2016 BUS DRIVER/ASSISTANTS' MASTER AGREEMENT:** Dehmer
Page 49

Suggested Resolution: Move to approve the Bus Driver/Assistants' Master Agreement for 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$13,680.16	3.07%
2015-2016	\$17,034.44	3.68%
TOTAL	\$30,714.60	6.75%

Moved by _____ Seconded by _____
Comments _____

14. **2014-2016 PARAPROFESSIONAL MASTER AGREEMENT:** Dehmer
Page 50

Suggested Resolution: Move to approve the Paraprofessional Master Agreement for 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$129,403	3.38%
2015-2016	\$135,165	3.39%
TOTAL	\$263,568	6.77%

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Moved by _____ Seconded by _____
Comments _____

15. **2014-2016 ADMINISTRATIVE ASSISTANT MASTER AGREEMENT:** Dehmer
Page 51

Suggested Resolution: Move to approve the Administrative Assistant Master Agreement for 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$57,612	3.46%
2015-2016	\$57,072	3.31%
TOTAL	\$114,684	6.77%

Moved by _____ Seconded by _____
Comments _____

16. **ADJOURNMENT**

SCHOOL BOARD AGENDA - August 11, 2014**PAGE 6****CALENDAR OF EVENTS**

<u>Event</u>	<u>Date</u>	<u>Time</u>	<u>Place</u>
Instr and Curr Advisory Committee	August 14	7 a.m.	PCE
Title I District Parent Adv Com	August 14	12 noon	PCE
Staff Development Committee	August 21	8-12 noon	PCE
Special School Board Meeting - TBD	August 21	12 p.m.	PCE
New Teacher Luncheon	August 21	12:30 p.m.	MHS
School Board	August 25	7 p.m.	PCE
All Staff Breakfast and Assembly	August 27	8 a.m.	MHS

**REGULAR MEETING
BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT #152
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MEMBERS PRESENT: Cindy Fagerlie, Lisa Erickson, Laurie Johnson, Carol Ladwig, Scott Steffes, Bill Tomhave, Matt Valan, and Dr. Lynne A. Kovash.

MEMBER ABSENT: None.

CALL TO ORDER: Chair Fagerlie called the meeting to order at 7:00 p.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda to proceed with revisions to pages 2, 34 and 90 and to the reading order of the We Are Proud recognitions.

APPROVAL OF AGENDA: Erickson moved, seconded by Tomhave, to approve the agenda with revisions. Motion carried 7-0.

WE ARE PROUDS RECOGNITIONS: (The Moorhead School District recognizes outstanding achievements of students, staff and community members in the We Are Proud section of the School Board agenda. These achievements are acknowledged to the audience and retained in the district permanent records.)

We Are Proud of the Moorhead High boys track team members who qualified for the 2014 Class AA state track tournament. They are Brady Andersen, Matt Bye, Brett Lawrence, Jade Lawrence, Tyler Stich, Devante Delbrune, Alex Widner, Josh Young, Luke Lillehaugen, Hunter Zbasnik, Eric Gibbons and Jacob Weidrich. Andersen placed eighth in the 100-meter dash, Bye placed fifth in the 110-meter hurdles, Weidrich placed fourth in pole vault, and Brett Lawrence placed second in 400-meter dash. The 4x400 relay team of Widner, Young, Lillehaugen and Brett Lawrence placed eighth. Head coach for the boys track team is Michael Thompson, and assistant coaches are Jeremy Blake, Tom Dooher, Laquan Robinson, Rachel Lexen, Brodie Clark, Kevin Feeney, Jake Purrier and Adam Stein.

We Are Proud of Mandy Boyle, a member of the Moorhead High School girls golf team, for advancing to the 2014 state AAA golf tournament. Head coach for the girls golf team is Karin Schumacher and assistant coach is Matt Western.

We Are Proud of Moorhead High speech team members for placing at the 2014 National Speech and Debate Association, National Forensic League national speech tournament June 15-20 in Kansas. Jordan Hartjen and Matthew Wisenden were named national champions in duo interpretation. Drew Swenson and Karina Twedt placed eighth in duo interpretation, Katie Beedy placed in the top 30 in the nation in oratory, and Auna Lee placed in the top 60 in humorous interpretation. Moorhead High School received a School of Excellence award in speech based on the team's performance. Rebecca Meyer-Larson is the speech coach.

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We Are Proud of the Moorhead High girls track team members who qualified for the 2014 Class AA state track tournament. They are Mallori Johnson, Avery Selberg, Mackenzie Kelly and Erica Hauf. The 4x800 relay team of Johnson, Selberg, Kelly and Hauf placed third at state, and Johnson placed ninth in the 300-meter hurdles. Head coach for the girls track team is Justin Gall, and assistant coaches are Jeremy Blake, Tom Dooher, Laquan Robinson, Rachel Lexen, Brodie Clark, Kevin Feeney, Jake Purrier and Adam Stein.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.) None.

ORGANIZATION OF THE SCHOOL BOARD:

Meeting Date, Time and Location - Tomhave moved, seconded by Steffes, to set the regular meetings of the School Board for 7:00 p.m. in the Probstfield Center for Education Board Room 224 on the second and fourth Monday of each month with the following exceptions: Monday, December 15 (one meeting in December); Tuesday, May 26 (Monday, May 25 Memorial Day holiday); and the annual organizational meeting Monday, July 13 (one meeting in July). Motion carried 7-0.

School Board Compensation - Tomhave moved, seconded by Johnson, to set the School Board member compensation rate at \$800 per month. Motion carried 7-0.

Committee Assignments - Steffes moved, seconded by Ladwig, to approve the committee appointments for the 2014-2015 school year as discussed:

DISTRICT-WIDE STANDING COMMITTEES:

Erickson and Valan - Activities Advisory Council
Erickson and Ladwig - Community Education Advisory Council
Fagerlie and Steffes - Citizen Finance Advisory Committee
Erickson and Steffes - Executive Finance Committee
Fagerlie and Johnson - Health Insurance Committee
Valan and Ladwig - Instruction and Curriculum Advisory Committee (ICAC)
Steffes and Ladwig - Safe and Healthy Learners Committee
Tomhave and Johnson - Policy Review Committee

ADMINISTRATIVE COMMITTEES:

Not Required - Calendar Committee
Fagerlie and Erickson - Continuing Education Committee

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Ladwig - Early Childhood Family Education Advisory Committee
Erickson and Steffes - Health/Safety/Wellness Committee
Fagerlie - Indian Education Parent Committee
Valan and Tomhave - Legislative Committee
Valan - Minnesota State High School League
Fagerlie and Johnson (Steffes Alternate) - Negotiations Committee
Erickson - Sabbatical Leave Committee
Erickson and Valan - Staff Development Committee
Valan - Special Education Parent Advisory Committee
Members Rotate - Superintendent's Advisory Council (SAC)
Fagerlie (Steffes Alternate) - Technology Committee
Steffes and Valan - Title I District Parent Advisory Committee

COMMUNITY COMMITTEES:

Fagerlie (Tomhave Alternate) - Clay County Joint Powers Collaborative Governance Board
and Executive Committee (Board of Directors)
Tomhave and Steffes - Joint Powers Committee

ADOPT-A-SCHOOL:

Valan - Ellen Hopkins Elementary
Steffes - Robert Asp Elementary
Erickson - S.G. Reinertsen Elementary
Fagerlie - Horizon Middle
Tomhave - Moorhead High
Ladwig and Johnson - Red River Area Learning Center

Motion carried 7-0.

CONSENT AGENDA: Valan moved, seconded by Steffes, to approve the following items on the Consent Agenda:

Legal Services - Approve obtaining legal assistance services on a time and material basis.

Minutes - Approve the June 9, 2014 Special Meeting Minutes and the June 9 and 23, 2014 Regular Meeting Minutes as presented.

Claims - Approve the July Claims, subject to audit, in the amount of \$1,633,021.85.

General Fund:	\$1,496,521.11
Food Service Fund:	\$123,230.01
Community Service Fund:	\$12,820.73

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Post Employment Benefit Debt	
Service Fund:	\$450.00
TOTAL	1,633,021.85

The June Wire Payments, subject to audit, in the amount of \$1,314,509.91.

General Fund:	\$1,314,509.91
Post Employment Irrevocable Trust Fund:	\$000.00
TOTAL	\$1,314,509.91

Resolution for Investment of Excess Funds - Approve the resolution for investment of excess funds giving authority and responsibility to the Assistant Superintendent or designee in accordance with Minnesota Statute 118A.04 for the 2014-2015 school year.

Authorize Staff to Initiate Financial Transactions - Authorize the listed district personnel to make transactions on the listed account for the 2014-2015 school year. The account is with US Bank.

Official Depositories - Designate the 2014-2015 school district official depositories: US Bank, Wells Fargo Bank, Bremer Bank, and Minnesota School District Liquid Asset Fund Plus. Bonds are handled by US Bank & Trust Corporations within Wells Fargo Bank-Minneapolis.

Resolution Authorizing Payment of Goods and Services - Approve the resolution to authorize the Assistant Superintendent to make payment for goods and services in advance of School Board approval for the 2014-2015 school year consistent with Minnesota Statutes 123B.11, 123B.02 and 471.38.

Resolution for Collection of NSF Checks and Leases - Approve the resolution for collection of NSF checks and leases giving authority and responsibility to the Assistant Superintendent for the 2014-2015 school year.

School Leaders Errors & Omissions Insurance Deductible - Approve that the Moorhead Area Public School District pay the deductible for any employee or School Board member who is protected by the school district's current Leaders Errors & Omissions Insurance.

Dairy and Bakery Bids - Accept the dairy bid received from Cass Clay and the bakery bid received from Pan-O-Gold Baking Company.

Increase to Meal Prices - Approve milk and meal prices as presented for the 2014-15 school year. Elementary and secondary lunch prices increased .10 cents each.

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2014-15 Memberships - Approve the 2014-2015 memberships: The Chamber Fargo Moorehead West Fargo, Lakes Country Service Cooperative, Minnesota Rural Education Association, Minnesota School Boards Association, and the Minnesota State High School League.

Change in Contracts

Mark Perry - JV Girls Basketball Coach to 9th Grade Girls Basketball Coach, effective with the 2014-2015 season (replaces Tyler Dreschel).

William Franklin - Counselor/Dean of Students, Horizon Middle School, to School Within A School Teacher, Horizon Middle School, effective with the 2014-2015 school year (new position).

Dale Cary - Building Computer Technician, Robert Asp to Audio Video Data Service Technician, effective July 1, 2014 (new position).

Carla Smith - Elementary Teacher, Ellen Hopkins Elementary to Assistant Principal, S.G. Reinertsen Elementary, D71 (0-4) \$80,414.00, effective July 15, 2014 (replaces Travis Okerlund).

Family/Medical Leave

Sarah Smith - Teacher, Horizon Middle School, effective August 27, 2014 for eight weeks.

Resignations

Darrin Olmscheid - Social Studies Teacher, JV Girls Volleyball, JV Boys Basketball, Horizon Middle School, effective July 1, 2014.

Ben Fraase - Paraprofessional, Moorhead High School, effective August 1, 2014.

Lindsay Buchholz - Spanish Immersion Teacher, Ellen Hopkins Elementary, effective July 6, 2014.

Charles Glidden - Custodian, Horizon Middle School, effective July 8, 2014.

Paulette Hagen - Teacher, RRALC, effective July 9, 2014.

New Employees

Kaitlin Danielson - 5th Grade Teacher, Ellen Hopkins Elementary, 1.0 FTE, BA (0) \$ 35,913.00, effective with the 2014-2015 school year (replaces Matthew Evensen).

Joni Hubrig - Social Worker, Horizon Middle School/High School, 1.0 FTE, MA+10 (10) \$58,086.00, effective with the 2014-2015 school year (replaces Jacki Karch).

Nicole Langer - 1st Grade Teacher, Robert Asp Elementary, 1.0 FTE, MA (10) \$55,430.00, effective with the 2014-2015 school year (replaces Anne Marie Rodriguez).

Sarah Jastram - Chemistry/Science Teacher, High School, 1.0 FTE, BA (0) \$35,913.00, effective with the 2014-2015 school year (replaces Adrienne Cooper).

Katherine Jenson - 4th Grade Teacher, Robert Asp Elementary, 1.0 FTE, BA (0) \$35,913.00, effective with the 2014-2015 school year (replaces Jennifer Stumphf).

Jim MacFarlane - Assistant Girls Hockey Coach, Moorhead High School, .10 (13) \$5,526.00 (replaces John Schultz).

Andrew Parochka - Sophomore Girls Basketball Coach, High School, .08 (4) \$ 3,501.00 (replaces Ron Dreschel).

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Cody Martinson - JV Girls Basketball Coach, Moorhead High School, .10 (7) \$4,760.00 (replaces Mark Perry).

Allison Paul - Lunchroom Supervisor, Robert Asp Elementary, 3.5 hours per day, \$10.00 per hour, effective September 2, 2014 (replaces Amanda Carlsrud).

Nicole Groves - Occupational Therapist, District, .80 FTE, MA (10) \$ 44,344.00, effective for the 2014-2015 school year (replaces Sara Larson).

Continuing Contracts/Tenures - Approve the Continuing Contract/Tenure of Amber Arndt, Amber From, Ashley Scherbenske, Benjamin Patrie, Camille Ross, Dain Kalkbrenner, Deb Dawson, Elizbeth Fritel, George Toops, Jean Sando, Jed Carlson, Jennifer Welle, John Dobmeier, Kari Yates, Katie Bergh, Kayla Parker, Keith Hartleben, Lydea Laudendach, Marc Wilson, Megan Dahl, Melissa Hagen, Olivia Latimer, Rebecca Sheldon, Sankream Prak, Sara Thronson, Trevor Wickenheiser and Zachary Johnsrud as presented.

Concordia College Dietetic Internship Agreement - Approve the Concordia College Dietetic Internship Agreement beginning July 1, 2014. The agreement includes 45 weeks.

Indian Education Grant Renewal (Title VII) - Accept the renewal of the Indian Education Grant from the U.S. Department of Education for \$57,628 for the 2014-15 school year.

Motion carried 7-0.

OFFICIAL NEWSPAPER DESIGNATION: Ladwig moved, seconded by Steffes, to designate *The FM Extra* as the school district's official newspaper for the 2014-15 school year.

APPROVAL OF POLICY: Tomhave moved, seconded by Steffes, to approve the policy, Health and Safety 714, as presented. Motion carried 7-0.

APPROVAL OF POLICY: Ladwig moved, seconded by Johnson, to approve the policy, Prohibiting Intimidation and Bullying 578, as presented. Motion carried 7-0.

APPROVAL OF POLICY: Valan moved, seconded by Erickson, to approve the policy, School District Student Attendance 515, as presented. Motion carried 7-0.

SCHEDULE SPECIAL SCHOOL BOARD MEETING: Tomhave moved, seconded by Johnson, to approve Thursday, August 14, 2014 at 5:30 p.m. to conduct a special School Board meeting to accommodate election requirements. Motion carried 7-0.

SUPERINTENDENT REPORT: Kovash reported Project Based Learning training for teachers held July 21-23 and 28-30 at Horizon Middle School. She also reminded board members of the TEDEX event scheduled for July 24 at the Fargo Theater. Kovash reported the New Teacher

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Luncheon was scheduled for August 21 and the All Staff Breakfast and Assembly was scheduled for August 27; both at Moorhead High School.

COMMITTEE REPORTS: Ladwig noted she attended the area learning center graduation event.

OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Tomhave noted the MSBA Fall Area meeting was being hosted at LCSC on September 23.

CLOSE PUBLIC MEETING: Tomhave moved, seconded by Fagerlie, to close the public meeting at 7:57 p.m., pursuant to M.S. 13D.03, for the purpose of discussing negotiation strategies. Motion carried 7-0.

OPEN PUBLIC MEETING: Steffes moved, seconded by Tomhave, to open the public meeting at 8:15 p.m. Motion carried 7-0.

2014-2016 NON-ALIGNED AGREEMENT: Tomhave moved, seconded by Steffes to approve the Non-Aligned Agreement for 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$36,233	3.82%
2015-2016	\$28,928	2.94%
TOTAL	\$65,161	6.76%

Motion carried 7-0.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 8:17 p.m.

Laurie Johnson, Clerk

**SPECIAL MEETING
BOARD OF EDUCATION
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MEMBERS PRESENT: Cindy Fagerlie, Lisa Erickson, Laurie Johnson, Carol Ladwig, Scott Steffes, Bill Tomhave, Matt Valan (9:13 a.m.), and Dr. Lynne A. Kovash.

MEMBER ABSENT: None.

CALL TO ORDER: Chair Fagerlie called the meeting to order at 9:02 a.m. and led everyone in attendance with the Pledge of Allegiance.

PREVIEW OF AGENDA: Superintendent Kovash recommended approval of the agenda as presented.

APPROVAL OF AGENDA: Johnson moved, seconded by Tomhave, to approve the agenda as presented. Motion carried 6-0.

MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS: (Citizens who wish to address a non-agenda item have the opportunity to speak by raising their hand and being recognized by the School Board chair. Speakers must state their name and will be limited to three minutes. Speakers must complete the sign-up form, which outlines the public input process, and submit it to the School Board secretary.) None.

SCHOOL BOARD SELF-EVALUATION: Sandy Gundlach, Minnesota School Boards Association, conducted a self-evaluation with board members and the superintendent.

The board recessed at 10:42 a.m. and reconvened at 10:50 a.m.

The board recessed for lunch at 12:00 p.m. and reconvened at 1:00 p.m.

FACILITIES MASTER PLAN: Dr. Kovash said as the district moves into the 2014-15 school year, student population growth has presented opportunities for the district. While administration has worked hard to provide adequate space for all students, future options for space are limited. The last master facilities plan was conducted in 2000 and has provided the district with facilities to meet the educational needs of the time. With the implementation of all-day everyday kindergarten, expanded early learning options and increased student growth, the district must consider facility options for the future.

Kovash reported the 2013 Community Engagement Survey information indicated a need to analyze facilities and the need for more space. The Annual Operating Plan (AOP) included the facilities master plan process in the budget. District administration met with three firms to discuss the process and plan for the projects. After interviews, the team selected the Cuningham Group to conduct a facilities master plan for the district.

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The proposal from the Cuningham Group includes an educational adequacy evaluation, a physical facility assessment of district facilities and sites, proposed new/renovated facilities, and preliminary cost estimates to guide facilities planning and improvements for the next ten years.

Kovash explained creating a facilities master plan is a process that brings together students, parents, staff, community members, business partners and district leadership to develop a plan that will lead the district into the future. The Cuningham Group will work to facilitate discussions that bring diverse perspectives together to support the district mission, vision and core values.

Judy Hoskens, Cuningham Group, joined the board meeting via video conference and provided information related to their company's relevant experience, understanding and proposed approach that will aid in development of a master facilities plan. Hoskens advised that creating a facilities master plan was the single most valuable tool for working together with the district and its community to affect the design, cost estimating and construction of a project. Hoskens added a facilities master plan, is at its most basic level, a tool that the district and project team use to understand and clarify the complexities associated with a project over a specified period of time, within a specified budget and adhering to certain creative guidelines. The timeline for this project will begin in July and the final presentation of the facilities master plan will be in January 2015. The cost of the facilities master plan is \$124,000.

STRATEGIC PRIORITIES: Kovash guided board members through a carousel activity related to the six strategic priorities, goals and strategies.

PAPERLESS BOARD MEETINGS: Dr. Kovash led a discussion regarding paperless board meetings and board members responded to questions related to technology capabilities recommended. Administration will further research options.

ADJOURNMENT: Hearing no objections, the Chair adjourned the meeting at 3:50 p.m.

Laurie Johnson, Clerk



MOORHEAD

AREA PUBLIC SCHOOLS

Superintendent
Memo S.15.019C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 31, 2014

RE: Change in Publishing School Board Meeting Minutes

Discussion was held at the July 14 board meeting related to approving and then publishing the School Board meeting minutes in the legal section of the district's official newspaper after each meeting. Currently minutes are approved at the first meeting of each month and then published.

Suggested Resolution: Move to approve publishing the School Board meeting minutes after each meeting effective August 11, 2014.

LAK:mde



MOORHEAD

AREA PUBLIC SCHOOLS

Superintendent

Memo S.15.018C

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 31, 2014

RE: School Resource Officer Agreement

Attached please find an agreement from the City of Moorhead for two (2) Moorhead Police Department School Resource Officers who will serve at Horizon Middle School and Moorhead High School.

Suggested Resolution: Move to approve the School Resource Officer Agreement for the 2014-15 school year in the amount of \$53,180.00.

LAK:mde
Attachment

SCHOOL RESOURCE OFFICER AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2014 (hereinafter referred to as the "effective date") by and between the City of Moorhead, a Minnesota Home Rule Charter City, whose address is PO Box 779, 500 Center Avenue; Moorhead, MN 56561-0779 (hereinafter referred to as the "City"), and Moorhead Area Public Schools, 2410 14th Street South; Moorhead, MN 56560 (hereinafter referred to as the "School District").

WHEREAS, the School District desires to have two (2) Moorhead Police Department School Resource Officers (hereinafter referred to as the "Resource Officers") available to serve at the Horizon Middle School and Moorhead High School; and

WHEREAS, the City desires to receive reimbursement for part of the costs associated with the Resource Officers; and

WHEREAS, the School District agrees to reimburse the City for some of the costs associated with the Resource Officers, pursuant to the terms and conditions of this Agreement.

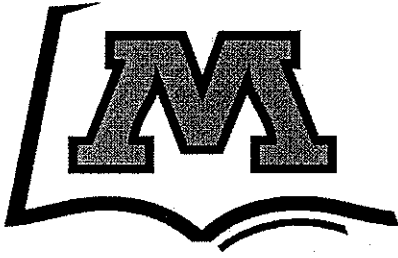
NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. Purpose. The intent of this Agreement is to establish a framework under which the School District will reimburse the City for the costs associated with Resource Officers and to establish the procedures which will govern the Resource Officers.
2. Term. This Agreement shall have a term of approximately nine (9) months commencing on September 1, 2014 and ending on June 1, 2015.
3. Services Provided. The City shall provide the School District with two (2) Resource Officers who will serve at the Horizon Middle School and Moorhead High School during regular school hours during the regular school year. The City provides one (1) DARE officer who will provide classes for all 5th and 7th grade students, based on the national DARE curriculum. The DARE Officer will also act as a School Resource Officer for all Moorhead Area Public Elementary Schools.
4. Procedures/Fees. The City and School District agree that Resource Officers shall be employees of the City of Moorhead. The Resource Officers shall report to the City of Moorhead Chief of Police, and all City employment policies, discipline procedures and other matters related to employment shall be the sole responsibility of the City of Moorhead. In consideration of these services, the School District agrees to pay the City a Thirty-Three Thousand Dollar (\$33,000.00) payment for a DARE officer and reimburse the City the sum of Fifty-Three Thousand One Hundred Eighty Dollars (\$53,180.00) for nine months of salary and benefits for one of the School Resource Officers. These payments shall be made in a single lump sum payment on or before December 31, 2014.

5. Regular Hours and Overtime. The Resource Officers shall be present at School District locations during regular weekly school hours at the school to which they are assigned. In the event that the School District desires to have a School Resource Officer attend after-school activities, it shall notify the City, and the City may invoice the costs associated with after-school activities to the School District.
6. Service as Moorhead Police Officer. During all times, each Resource Officer shall retain his/her status as a Moorhead Police Officer, and all of the powers, authority and responsibilities of said position shall be vested in the Resource Officer.
7. Workers' Compensation. Each party shall be responsible for injuries or death of its own personnel. Each party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this Agreement. Each party waives the right to sue the other party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.
8. Uniforms and Equipment. The City shall provide the Resource Officers with the uniforms and equipment necessary to perform his/her duties pursuant to this Agreement.
9. Damage to Equipment. Each party shall be responsible for damages to or loss of its own equipment. Each party waives the right to sue any other party for any damages to or loss of its equipment, even if the damages or losses were caused wholly or partially by the negligence of any other party or its officers, employees, or volunteers.
10. Liability. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of a party are deemed to be employees (as defined in Minn. Stat. §466.00, subdivision 6) of that party. Under no circumstances shall a party, irrespective of whether it may have waived the limit of liability set forth in Chapter 466 of Minnesota Statutes, be required to pay on behalf of itself or the other party, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for each party.
11. Merger Clause. This Agreement constitutes the entire agreement by and between the parties, and any other prior representations or agreements are deemed merged herein, and those not specified herein do not represent any agreements or promises or covenants or representations on the part of either party hereto.
12. Written Amendment Required. No amendment, modification, or waiver of any condition, provision or term shall be valid or of any effect unless made in writing signed by the party or parties to be bound, or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default. Except as expressly and specifically stated

otherwise, nothing herein shall limit the remedies and rights of the parties thereto under and pursuant to this Agreement.

13. Grammatical Construction. Whenever the singular number is used herein, the same shall include the plural where appropriate, and the words of any gender shall include any other genders where appropriate.
14. Severability Clause. Each provision, section, sentence, clause, phrase, and word of this Agreement is intended to be severable. If any provision, section, sentence, clause, phrase, or word hereof is held by a court with jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this Agreement.
15. Agreement Binding on Successors. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective personal representatives, successors and assigns.
16. Minnesota Law Applies. This Agreement shall be controlled by the laws of the State of Minnesota, and any action brought as a result of any claim, demand or cause of action arising under the terms of this Agreement shall be brought in an appropriate venue in the State of Minnesota.
17. Execution of Counterparts. This Agreement may be executed in counterparts with both the City and School District having a fully-executed counterpart.



MOORHEAD

AREA PUBLIC SCHOOLS

Office of Assistant
Superintendent
Memo OAS.15.094 C

TO: Dr. Lynne A. Kovash, Superintendent
FROM: Brandon M. Lunak, Assistant Superintendent *BML*
DATE: August 11, 2014
RE: August Claims

The August claims are as follows:

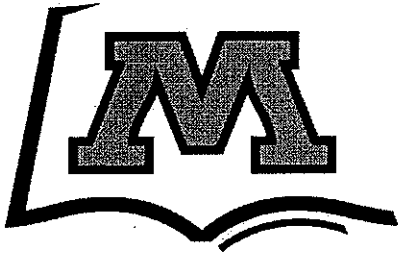
General Fund	\$1,755,746.06
Food Service Fund	\$23,485.66
Community Service Fund	\$16,986.89
TOTAL	\$1,796,218.61

The July wire payments are as follows:

General Fund	\$1,452,558.52
Post Employment Irrevocable Trust Fund	\$1,335.00
TOTAL	\$1,453,893.52

Suggested Resolution: Move to approve the August claims, subject to audit, in the amount of \$1,796,218.61 and the July wire payments, subject to audit, in the amount of \$1,453,893.52.

BML: dmb
Attachment



MOORHEAD

AREA PUBLIC SCHOOLS

Office of Assistant
Superintendent
Memo OAS.15.097 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent *Bm*

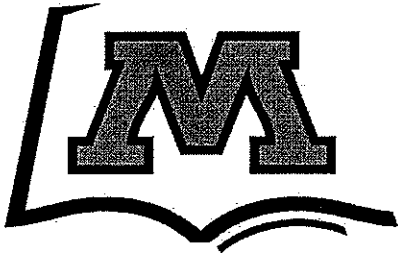
DATE: August 11, 2014

RE: Approval of Increase to Adult Meals

U.S. Department of Agriculture (USDA) has announced reimbursement rates for School Nutrition Programs effective from July 1, 2014 through June 30, 2015. The school food service may not subsidize the cost of meals served to non-enrolled student visitors and Moorhead students who eat a second meal. The minimum price to charge for meals served to adults, and other non-reimbursable meals, has increased from \$3.25 to \$3.40.

Suggested Resolution: Move to approve the Adult meal price of \$3.40 for the 2014-2015 school year, an increase of \$.15 compared to the 2013-2014 school year.

BML:dmb
Attachment



MOORHEAD

AREA PUBLIC SCHOOLS

Food and Nutritional Services

2300 4th Ave. S.
Moorhead, MN 56560
www.moorheadschoools.org

Office: 218-284-2327
Fax: 218-284-2323

Director
• Donna Tvedt 218-284-3324

TO: Brandon Lunak, Assistant Superintendent

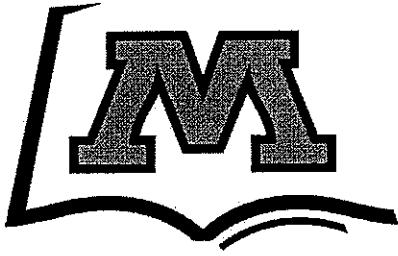
FROM: Donna Tvedt, Food Service Director

DATE: July 22, 2014

RE: 2014-2015 Minimum Adult Meal Prices

The U.S. Department of Agriculture (USDA) has announced reimbursement rates for School Nutrition Programs effective from July 1, 2014 through June 30, 2015. The school food service may not subsidize the cost of meals served to non-program adults and other non-reimbursable meals such as second meals served to students. The minimum price to charge for meals served to adults, and other non-reimbursable meals, has increased from \$3.25 to \$3.40.

DT:llm



MOORHEAD

AREA PUBLIC SCHOOLS

Office of Assistant
Superintendent
Memo OAS.15.095 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent BML

DATE: August 11, 2014

RE: West Central Regional Juvenile Center Clerical Contract Renewal

The clerical services for the School Program at the West Central Regional Juvenile Center for the 2013-2014 school year break down cost was as follows:

Salary	\$40,872.00
FICA	\$2,534.06
Medicare	\$592.64
PERA	\$2963.22
<u>Insurance Benefits</u>	<u>\$10,032.00</u>
Total:	\$56,993.92

The School District share was \$28,496.96 billed quarterly in the amount of \$7124.24.

Attached is a renewal contract for clerical services for the School Program at the West Central Regional Juvenile Center for the 2014-2015 school year. The cost breakdown is as follows:

Salary	\$42,312.40
FICA	\$2,623.37
Medicare	\$613.53
PERA	\$3,173.43
<u>Insurance Benefits</u>	<u>\$10,656.00</u>
Total	\$59,378.73

The School District's share is one-half or \$29,689.36 billed in quarterly amounts of \$7,422.34.

Suggested Resolution: Move to approve the West Central Regional Juvenile Center Clerical contract for the 2014-2015 school year.

BML:dmb
Attachment

West Central Regional Juvenile Center

STEPHEN LARSON, Director

Office Telephone: (218) 299-5150

Fax: (218) 299-7533



June 27th, 2014

Mr. Jeremy Larson

Assistant Superintendent, Teaching/Learning

Moorhead Public Schools

Probstfield Center for Education

210 14th St So.

Moorhead, MN 56560

Dear Mr. Larson,

Enclosed you will find two copies of the contract for Clerical Services for the school program at the West Central Regional Juvenile Center for the 2013-2014 school year (July 1, 2014 – June 30, 2015).

There is a signature line on the contract from the Moorhead School Board Chairperson. Feel free to add the signature lines as needed for administrative purposes. Please sign and return a copy of the agreement to the juvenile center.

As we have previously done, we will bill the school district for one-half of the cost of the school clerical staff person. The cost breakdown is as follows,

Salary -	\$42,312.40
FICA -	\$2,623.37
Medicare -	\$613.53
PERA -	\$3,173.43
Insurance Benefits	<u>\$10,656.00</u>
Total	\$59,378.73

The School District's share is one-half or \$29,689.36. Quarterly billing will be in the amount of \$7,422.34.

If anyone should have any questions or are in need of further information please let me know.

Sincerely,

Stephen Larson, Director

West Central Regional Juvenile Center

919 8th Avenue North
P.O. Box 280
Moorhead, Minnesota 56561-0280

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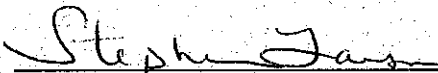
Contract for Clerical Services

The following is an agreement between the Independent School District #152, Moorhead, MN and the West Central Regional Juvenile Center.

School District #152 agrees to purchase and the West Central Regional Juvenile Center agrees to provide a clerical staff that will work at both sites. School District #152 agrees to pay 50% (20 hours) of the clerical staff's salary and fringe benefits.

The contract period of this agreement will be effective July 1, 2014 through June 30th, 2015. District #152's financial share for this service for the designated contract period will be \$29,689.36. The West Central Regional Juvenile Center will bill Independent School District #152 on a quarterly basis in the amount of \$7,422.34.

It is understood and agreed that if either party chooses to withdraw from this contract, it will give at least a sixty (60) day written notice to the other party. Otherwise, this agreement will remain in effect from the time period listed above.



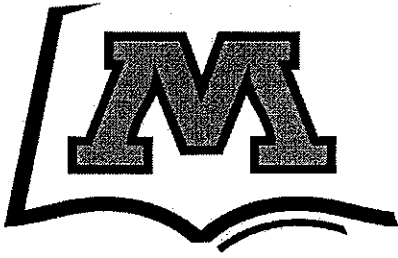
Stephen Larson, Director
West Central Regional Juvenile Center

Date: _____

School Board Chairperson
Independent School District #152

Date: _____

Cc: Jill Skarvold
Deb Pender



MOORHEAD

AREA PUBLIC SCHOOLS

Office of Assistant
Superintendent
Memo OAS.15.096 C

TO: Dr. Lynne Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent *BML*

DATE: August 11, 2014

RE: Lease Agreement with Clay County

The attached lease agreement is for classroom space at the West Central Regional Juvenile Center. This lease formalizes the district's agreement with Clay County. The Juvenile Center is used as an alternative placement site for students with significant behavioral needs.

Suggested Resolution: Move to approve the lease agreement with Clay County for classroom space at the West Central Regional Juvenile Center commencing on September 1, 2014 and ending on June 30, 2015 at the cost of \$633.95 per month as presented.

BML:dmb
Attachment

COMMERCIAL LEASE

This Lease is entered into this ____ day of _____, 2014, by and between Clay County, a political subdivision of the state of Minnesota, 715 11th Street North, Moorhead, Minnesota, 56560, ("Lessor") and Moorhead School District, ("Lessee").

In consideration of the covenants, agreements and stipulations herein contained on the part of the Lessee to be paid, kept and faithfully performed, the Lessor does hereby lease, demise and let unto the said Lessee those certain premises commonly known as Room 211 (540.26 square feet), 212 (58.06 square feet), and 213 (49.11 square feet), West Central Regional Juvenile Center, 919 8th Avenue North, Moorhead, Minnesota, 56560, containing a total of 647.43 square feet, which is acknowledged by the parties to be the total rentable area, and the amount of square footage that the rental amount is based upon. If, during the term of this lease, additional rooms are needed, Rooms 208 (547.18 square feet), 209 (1,451.47 square feet), and 217 (442.13 square feet) can also be added at the same price per square foot, as set forth in this agreement.

In consideration of the leasing of said premises and of the mutual agreements herein contained, each party hereto does hereby expressly covenant and agree to and with the other, as follows:

I. Acceptance of Lease.

The Lessee accepts said letting and agrees to pay to the order of the Lessor the rentals stated below for the full term of this lease, in advance, at the times and in the manner aforesaid.

II. Term.

The term on this lease shall be for a period of time commencing on September 1, 2014,

and ending at midnight on June 30, 2015.

Either party may terminate this Lease upon providing thirty (30) days notice to the other party. Thirty days after the provision of such notice, Lessee shall have no obligations for ongoing rent under this Lease.

III. Rent.

The rent shall be set at \$11.75 per square foot, per year. With the three rooms (211, 212, and 213) currently under this agreement, the monthly rent obligation Lessee will pay Lessor is \$ 633.95 per month. This shall be payable in advance upon the 1st day of each calendar month. The first month's rent shall be paid on or before September 1, 2014, or the execution of this Agreement, whichever occurs last. In addition, Lessee shall pay to Lessor, on or before September 1, 2014, the sum of \$ 633.95 for a security deposit which will be credited to the last payment under the terms of this lease if all payments have been made in accordance herewith and the condition of the premises is in as good order, condition and state of repair, with reasonable use expected, as the same is now kept.

The rent shall be adjusted if the square footage is adjusted.

IV. Use of Premises.

A. The Lessee shall use said demised premises during the term of this lease for the conduct of the business of the Moorhead School District's in-school suspension program and for no other purpose whatsoever without Lessor's written consent.

B. The Lessee will not make any unlawful, improper or offensive use of said premises; will not suffer any strip or waste thereof; will not permit any objectionable noise or odor to escape or to be emitted from said premises or do anything or permit anything to be done

upon or about said premises in any way tending to create a nuisance; will not sell or permit to be sold any spirituous, vinous or malt liquors on said premises, nor sell or permit to be sold any controlled substance on or about said premises.

C. The Lessee will not allow the leased premises at any time to fall into such a state of repair or disorder as to increase the fire hazard thereon; shall not install any power machinery on said premises except under the supervision and with the written consent of the Lessor; shall not store gasoline or other highly combustible materials on said premises at any time; he will not use said premises in such a way or for such a purpose that the fire insurance rate on the building in which said premises are located is thereby increased or that would prevent the Lessor from taking advantage of any rulings of any agency of the state in which said leased premises are situated or its successors, which would allow the Lessor to obtain reduced premium rates for long term fire insurance policies.

D. Lessee shall comply at Lessee's own expense with all laws and regulations of any municipal, county, state, federal or other public authority respecting the use of said leased premises.

E. The Lessee shall regularly occupy and use the demised premises for the conduct of Lessee's business, and shall not abandon or vacate the premises for more than ten (10) days without written approval of Lessor.

F. The Lessee shall not store anything outside of the premises without written consent of Lessor.

G. The moving of any bulky items by the Lessee, including but not limited to equipment, fixtures, furniture, etc, will occur outside of normal business hours.

H. Lessee shall use the leased premises consistent with the terms contained herein, in addition to any other reasonable rules or regulations that the Lessor may from time-to-time impose upon the Lessees in the building as a whole. The West Central Juvenile Center is a smoke-free facility, and smoking shall not be permitted.

V. Repairs and Improvements.

A. The Lessor shall not be required to make any repairs, alterations, additions or improvements to or upon said premises during the term of this lease, except only those hereinafter specifically provided for.

B. The Lessee hereby agrees to maintain and keep said leased premises including all interior and exterior doors, heating, ventilating and cooling systems, interior wiring, plumbing and drain pipes to sewers or septic tank, in good order and repair during the entire term of this lease at Lessee's own cost and expense, and to repair or replace all damage caused by Lessee on the premises during the term of the lease. This specifically includes, but is not limited to windows, doors, fixtures, and recreation equipment on said premises. Lessee further agrees that Lessee will make no alterations, additions or improvements to or upon said premises without the written consent of the Lessor first being obtained.

C. The Lessor agrees to maintain in good order and repair during the term of this lease the common areas, exterior walls, roof, gutters, downspouts and foundations of the building in which the demised premises are situated and the sidewalks thereabouts. It is understood and agreed that the Lessor reserves and at any and all times shall have the right to alter, repair or improve the building of which said demised premises are a part, or to add thereto and for that purpose at any time may erect scaffolding and all other necessary structures about and upon the

demised premises and Lessor and Lessor's representatives, contractors and workmen for that purpose may enter in or about the said demised premises with such materials as Lessor may deem necessary therefore, and Lessee waives any claim to damages, including loss of business resulting therefrom.

VI. Lessor's Right of Entry.

It shall be lawful for the Lessor, his agents and representatives, at any reasonable time to enter into or upon said demised premises for the purpose of examining into the condition thereof, or any other lawful purpose.

VII. Right of Assignment.

The Lessee will not assign, transfer, pledge, hypothecate, surrender or dispose of this lease, or any interest herein, sublet, or permit any other person or persons whomsoever to occupy the demised premises without the written consent of the Lessor being first obtained in writing; this lease is personal to said Lessee; Lessee's interests, in whole or in part, cannot be sold, assigned, transferred, seized or taken by operation at law, or under or by virtue of any execution or legal process, attachment or proceedings instituted against the Lessee, or under or by virtue of any bankruptcy or insolvency proceedings had in regard to the Lessee, or in any other manner, except as above mentioned.

VIII. Liens.

The Lessee will not permit any lien of any kind, type or description to be placed or imposed upon the building in which said leased premises are situated, or any part thereof, or the real estate on which it stands.

IX. Overloading of Floors.

The Lessee will not overload the floors of said premises in such a way as to cause any undue or serious stress or strain upon the building in which said demised premises are located, or any part thereof, and the Lessor shall have the right, at any time, to call upon any competent engineer or architect whom the Lessor may choose, to decide whether or not the floors of said premises, or any part thereof, are being overloaded so as to cause any undue or serious stress or strain on said building, or any part thereof, and the decision of said engineer or architect shall be final and binding upon the Lessee; and in the event that the engineer or architect so called upon shall decide that in his opinion the stress or strain is such as to endanger or injure said building, or any part thereof, then and in that event the Lessee agrees immediately to relieve said stress or strain either by reinforcing the building or by lightening the load which causes such stress or strain in a manner satisfactory to the Lessor.

X. Advertising Signs.

The Lessee will not use the outside walls of said premises, or any walls outside of the leased premises, or allow signs or devices of any kind to be attached thereto or suspended therefrom, for advertising or displaying the name or business of the Lessee or for any purpose whatsoever without the written consent of the Lessor; however, the Lessee may make use of the windows of said leased premises to display Lessee's name and business when the workmanship of such signs shall be of good quality and in harmony with the surrounding area; provided further that the Lessee may not suspend or place within said windows or paint thereon any banners, signs, sign-boards or other devices in violation of the intent and meaning of this section.

XI. Liability Insurance.

The Lessee further agrees at all times during the term hereof, at Lessee's own expense, to maintain, keep in effect, furnish and deliver to the Lessor liability insurance policies in form and with an insurer satisfactory to the Lessor, insuring both the Lessor and the Lessee against all liability for damages to person or property in or about said leased premises; the amount of said liability insurance shall not be less than the limits contained in Minnesota Statute Section 466.04, as amended.

Lessee agrees to and shall indemnify and hold Lessor harmless against any and all claims and demands arising from the negligence of the Lessee, his officers, agents, invitees and/or employees, as well as those arising from Lessee's failure to comply with any covenant of this lease on Lessee's part to be performed, and shall at Lessee's own expense defend the Lessor against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgment which may be awarded against Lessor in any such suit or action.

Lessor agrees to and shall indemnify and hold Lessee harmless against any and all claims and demands arising from the negligence of the Lessor, his officers, agents, invitees and/or employees, as well as those arising from Lessor's failure to comply with any covenant of this lease on Lessor's part to be performed, and shall at Lessor's own expense defend the Lessee against any and all suits or actions arising out of such negligence, actual or alleged, and all appeals therefrom and shall satisfy and discharge any judgment which may be awarded against Lessee in any such suit or action.

XII. Fixtures.

All partitions, plumbing, electrical wiring, additions to or improvements upon said leased premises, whether installed by the Lessor or Lessee, shall be and become a part of the building as soon as installed and the property of the Lessor unless otherwise herein provided.

XIII. Air and Light.

This lease does not grant Lessee any right of access to air and light over the property.

XIV. Casualty and Fire Damage; Duty to Repair.

In the event of the destruction of the building in which said leased premises are located by fire or other casualty, either party hereto may terminate this lease as of the date of said fire or casualty; provided, however, that in the event of damage to said building by fire or other casualty to the extent of fifty percent (50%) percent or more of the sound value of said building, the Lessor may or may not elect to repair said building; written notice of Lessor's said election shall be given Lessee within fifteen (15) days after the occurrence of said damage; if said notice is not so given, Lessor conclusively shall be deemed to have elected not to repair; in the event Lessor elects not to repair said building, then and in that event this lease shall terminate with the date of said damage; but if the building in which said leased premises are located be but partially destroyed and the damage so occasioned shall not amount to the extent indicated above, or if greater than said extent and Lessor elects to repair, as aforesaid, then the Lessor shall repair said building with all convenient speed and shall have the right to take possession of and occupy, to the exclusion of the Lessee, all or any part of said building in order to make the necessary repairs, and the Lessee hereby agrees to vacate upon request, all or any part of said building

which the Lessor may require for the purpose of making necessary repairs, and for the period of time between the day of such damage and until such repairs have been substantially completed there shall be such an abatement of rent as the nature of the injury or damage and its interference with the occupancy of said leased premises by said Lessee shall warrant; however, if the premises be but slightly injured and the damage so occasioned shall not cause any material interference with the occupation of the premises by said Lessee, then there shall be no abatement of rent and the Lessor shall repair said damage with all convenient speed.

XV. Waiver of Subrogation Rights.

Neither the Lessor nor the Lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvement of which the leased premises are a part or with which they are connected, or the contents of any thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either Lessor or Lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the Lessor and the Lessee that the rentals reserved by this lease have been fixed in contemplation that each party shall fully provide its own insurance protection at its own expense, and that each party shall look to its respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers involved shall not be entitled to subrogation under any circumstances against any party to this lease. Neither the Lessor nor the Lessee shall have any interest or claim in the other's insurance policy or policies, or the proceeds thereof, unless specifically covered therein as

a joint assured. Both parties shall give notice to their respective insurance carriers of this provision.

XVI. Eminent Domain.

In case of the condemnation or appropriation of all or any substantial part of the said demised premises by any public or private corporation under the laws of eminent domain, this lease may be terminated at the option of either party hereto on twenty (20) days' written notice to the other and in that case the Lessee shall not be liable for any rent after the date of Lessee's removal from the premises.

XVII. Premises on Termination.

At the expiration of said term or upon any sooner termination thereof, the Lessee will quit and deliver up said leased premises and all future erections or additions to or upon the same, broom-clean, to the Lessor or those having Lessor's estate in the premises, peaceably, quietly, and in as good order and condition, reasonable use and wear thereof, damage by fire, unavoidable casualty and the elements alone excepted, as the same are now in or hereafter may be put in by the Lessor.

XVIII. Environmental Warranties.

Notwithstanding any other provision of this lease, Lessee's use of the subject real property is expressly subject to the condition precedent that Lessee comply with the warranties, representations and covenants set forth in this Section. Lessee warrants, represents and covenants as follows:

A. Lessee shall conduct no activity or allow to be conducted any activity or use of the property which would result in the presence of any "Hazardous Materials" or any "Hazardous Materials Contamination" on the property;

a. "Hazardous Materials" means (a) any "hazardous waste" as defined by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. § 6901, et seq.), as amended from time to time, and regulations promulgated thereunder; (b) any "hazardous substance" as defined by the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. § 9601, et seq.), as amended from time to time, and regulations promulgated thereunder; (c) radon and material quantities of petroleum products; (d) any substance the presence of which on the property is regulated by any federal, state or local law relating to the protection of the environment or public health; and (e) any other substance which by law requires special handling in its collection, storage, treatment or disposal.

b. "Hazardous Materials Contamination" means the contamination (whether presently existing or occurring after the date hereof) of the improvements, facilities, soil, ground water, surface water, air or other elements on or under the property by hazardous materials, or the contamination (whether presently existing or occurring after the date hereof) of the buildings, facilities, soil, ground water, surface water, air or other elements on or under any other property as a result of hazardous materials emanating from the property.

B. Lessee will obtain all necessary federal, state and local environmental permits necessary for its business and use of the property;

C. Lessee will at all times be in full compliance with the terms and conditions of its environmental permits;

D. Lessee will be in compliance with all applicable federal, state and local environmental statutory and regulatory requirements, other than those contained in its permits;

E. There are no pending environmental civil, criminal or administrative proceedings against Lessee;

F. Lessee knows of no threatened civil, criminal or administrative proceedings against it relating to environmental matters;

G. Lessee knows of no fact or circumstances that may give rise to any future civil, criminal or administrative proceedings against it relating to environmental matters.

XIX. Indemnification.

Lessee shall indemnify Lessor and shall hold Lessor harmless from any and all loss, damages, suits, penalties, costs, liability and expenses (including, but not limited to reasonable investigation and legal expense) arising out of any claim for loss or damage to any property, including the subject property, injuries to or death of persons, contamination of or adverse affects on the environment, or any violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, caused by or resulting from any hazardous material, substance or waste that becomes present on or under the subject property by reason of Lessee's activity and use of the property.

XX. Quiet Enjoyment.

Lessor warrants and represents that Lessor is the owner of the leased premises, has full authority and right to lease the premises and enter into this Lease. Lessor will defend Lessee's right to quiet enjoyment of the leased premises from the claims of all persons during the lease term.

XXI. Good Faith.

The parties hereto covenant, warrant and represent to each other good faith, complete cooperation, due diligence and honesty in fact in the performance of all obligations of the parties pursuant to this Lease. All promises and covenants are mutual and dependent.

XXII. Attachment, Bankrupt and Default.

A. The Lessor or those having Lessor's estate in the premises, may terminate this lease and, lawfully, at Lessor's or their option immediately or at any time thereafter, without demand or notice, may enter into and upon said demised premises and every part thereof and repossess the same as of Lessor's former estate, and expel said Lessee and those claiming by, through and under Lessee and remove Lessee's effects at Lessee's expense, forcibly if necessary and store the same, all without being deemed guilty of trespass and without prejudice to any remedy which otherwise might be used for arrears of rent or preceding breach of covenant if (a) the Lessee shall be in arrears in the payment of said rent for a period of ten (10) days after the same becomes due, (b) the Lessee shall fail or neglect to do, keep, perform or observe any of the covenants and agreements contained herein on Lessee's part to be done, kept, performed and observed and such default shall continue for ten (10) days or more after written notice of such failure or neglect shall be given to Lessee, (c) the Lessee shall be declared bankrupt or insolvent according to law, (d) any assignment of Lessee's property shall be made for the benefit of creditors, or (e) on the expiration of this lease Lessee fails to surrender possession of said leased premises.

B. Neither the termination of this lease by forfeiture nor the taking or recovery of possession of the premises shall deprive Lessor of any other action, right or remedy against

Lessee for possession, rent or damages, nor shall any omission by Lessor to enforce any forfeiture, right or remedy to which Lessor may be entitled be deemed a waiver by Lessor of the right to enforce the performance of all terms and conditions of this lease by Lessee.

C. In the event of any re-entry by Lessor, Lessor may lease or re-let the premises in whole or in part to any Lessee or Lessees who may be satisfactory to Lessor, for any duration, and for the best rent, terms and conditions as Lessor may reasonably obtain. Lessor shall apply the rent received from any new Lessee first to the cost of retaking and re-letting the premises, including remodeling required to obtain any new Lessee, and then to any arrears of rent and future rent payable under this lease and any other damages to which Lessor may be entitled hereunder.

D. Any property which Lessee leaves on the premises after abandonment or expiration of the lease, or for more than ten (10) days after any termination of the lease by Lessor, shall be deemed to have been abandoned, and Lessor may remove and sell said property at public or private sale as Lessor sees fit, without being liable for any prosecution therefore or for damages by reason thereof, and the net proceeds of said sale shall be applied toward the expenses of Lessor and rent as aforesaid, and the balance of such amounts, if any, shall be held for and paid to the Lessee.

XXIII. Holding Over.

In the event the Lessee for any reason shall hold over after the expiration of this lease, such holding over shall not be deemed to operate as a renewal or extension of this lease, but shall only create a tenancy from month to month, still subject to all obligations contained herein, which may be terminated at will at any time by either party after they have given the other party

sixty days notice of such termination.

XXIV. Waiver.

Any waiver by the Lessor of any breach of any covenant herein contained to be kept and performed by the Lessee shall not be deemed or considered as a continuing waiver, and shall not operate to bar or prevent the Lessor from declaring a forfeiture for any succeeding breach, either of the same condition or covenant or otherwise.

XXV. Subordination.

Lessee expressly agrees to subordinate itself and its rights hereunder to the rights of any Mortgagee or other secured party of Lessor relative to any current or future indebtedness of Lessor, and agrees to execute any paperwork, either now or in the future to accomplish the same.

XXVI. Miscellaneous

A. This is a Minnesota contract and shall be construed according to the laws of Minnesota.

B. The captions in this Lease are for convenience only and are not a part of this Lease.

C. If more than one person or entity shall sign this Lease as Lessee, the obligations set forth herein shall be deemed joint and several obligations of each such party.

D. Time is of the essence

E. This Lease shall be binding upon and inure to the benefit of the parties hereto and, subject to the restrictions and limitations herein contained, their respective heirs, successors and assigns.

(signature pages to follow)

LESSOR:

CLAY COUNTY

By: _____
Kevin Campbell
Its: Chair

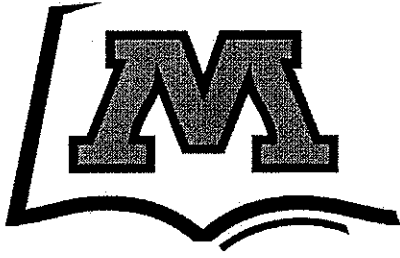
ATTEST
By: _____
Brian Berg
Its: Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF CLAY)

On this _____ day of _____, 2014, before me, personally appeared Kevin Campbell and Brian Berg, to me known to be the Chairperson of the Clay County Board of Commissioners and County Administrator of Clay County, Minnesota, the political subdivision that is described in, and that they executed the foregoing instrument, and acknowledged to me that such political subdivision executed the same.

(SEAL)

Notary Public - State of Minnesota
My Commission Expires: _____



MOORHEAD

AREA PUBLIC SCHOOLS

Office of Assistant
Superintendent
Memo OAS.15.098 C

TO: Dr. Lynne A. Kovash, Superintendent

FROM: Brandon M. Lunak, Assistant Superintendent *BML*

DATE: August 11, 2014

RE: Information on School District Insurance Contract

The issued premium came back \$607 less than quoted at a combined premium cost of \$378,852.56. The package and Excess liability provided by Riverport is \$153,954.66, the accident policy written through Berkley is \$1,684.90 and the Workers' Compensation policy written through RAM Mutual is \$223,213. The reason for the premium reduction is the deletion of the 1980 GMC pick up from the auto policy effective 6-2-14.

Suggested Resolution: Move to approve the renewal insurance contract package at \$378,852.56; a \$607 reduction from the original quoted price of \$379,459.56.

BML:dmb
Attachment

August 4, 2014

Mr. Brandon Lunak, Assistant Superintendent
Moorhead ISD #152
2410 14th Street South
Moorhead, MN 56560

Dear Brandon:

Your renewal insurance contracts are attached for your consideration. Please review your policies and let us know if you need any coverage corrections.

Your issued premium came back \$607 less then quoted at a combined premium cost of \$378,852.56. The package and Excess liability provided by Riverport is \$153,954.66, your accident policy written through Berkley is \$1,684.90 and your Workers' Compensation policy written through RAM Mutual is \$223,213. The reason for this premium reduction is you instructed us to delete a 1980 GMC PU from your auto policy effective 6-2-14. This unit was included in our insurance proposal.

We did find one coverage discrepancy on the Riverport liability insurance contract. Last year we included \$1,000 Student Med Pay coverage, this coverage was not included on your renewal policy. We have sent a change request notice to Riverport to re-add this endorsement at no additional premium cost to the district.

Your Workers' Compensation carrier, RAM Mutual would like you to contact IEA Health and Safety Services to give you assistance in your safety policy which could help you reduce the frequency and severity of filed workers' compensation claims.

IEA has a long history of providing educational institutions with the environmental services needed to achieve compliance with local, state and federal regulations. Clients include:

Private and public schools (K-12)
Colleges and universities

Their consultants work with individual schools or entire districts. Clients can select from a menu of services or can request comprehensive plans. Because each educational institution is different, IEA is flexible and responsive, tailoring their services to the client's needs.

See the IEA brochure which is attached for your consideration. Please let me know if you plan on contacting IEA as RAM is concerned with the number of claims filed against your workers' compensation policy. See attached claim summary for frequency and severity information.

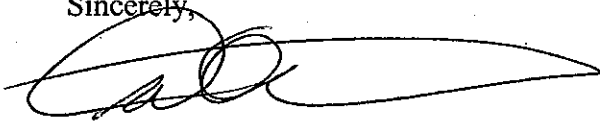
August 4, 2014

ISD #152 Moorhead Public Schools

Page Two

Thank you for placing your insurance business and trust with our agency, your patronage is appreciated. If you have any questions or need additional information on your insurance coverage needs, please contact Rhonda Jones, Kathy Banta or myself.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Quam', with a long horizontal flourish extending to the right.

Tom Quam
Bremer

Enc.



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.011

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources *K Dehmer*

DATE: July 30, 2014

RE: Change in Contract

Erinn Bowen Early Childhood Teacher, .5 FTE to 1.0 FTE, BA (1) \$37,070.00 effective with the 2014-2015 school year. (Replaces Emily Yule)

Rachel Horan Choir Teacher, High School, .3 FTE, BA (9) \$13,887.30, effective with the 2014-2015 school year. (New position)

Alison Morgan Literacy Teacher, Hopkins/Probstfield Elementary, .4 FTE to .9 FTE BA (1) \$33,363.00 effective with the 2014-2015 school year. (Replaces Kristi Rowekamp)

Anthony Eddleston Orchestra, High School, .883 FTE to 1.0 FTE, BA (2) \$38,212.00, effective with the 2014-2015 school year. (New position within approved FTE)

Anna Olson ELL Teacher, Ellen Hopkins Elementary, .7 FTE, to 1.0 FTE, BA (1) \$37,070.00, effective with the 2014-2015 school year (New position within approved FTE)

SUGGESTED RESOLUTION: Move to approve the change in contract for Erinn Bowen, Rachel Horan, Alison Morgan, Anthony Eddleston and Anna Olson as presented.

KLD:smw



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.012

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources *KDehmer*

DATE: July 30, 2014

RE: Family/Medical Leave

The administration requests Family/Medical Leave for the following people:

Lyndsay Coulombe	Teacher, Ellen Hopkins Elementary, effective approximately October 13, 2014 until approximately January 5, 2015.
Pam Redlinger	Teacher, High School, effective approximately November 11, 2014 until approximately January 25, 2015.
Ashley Nelson	Teacher, EIS, effective approximately, November 14, 2014 until approximately January 23, 2015.

SUGGESTED RESOLUTION: Move to approve Family/Medical Leave for Lyndsay Coulombe, Pam Redlinger and Ashley Nelson pursuant to Article 28, Section 2 of the Teachers' Master Agreement.

KLD:smw



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.010

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources *KDehmer*

DATE: July 30, 2014

RE: Resignations

The administration requests approval of the resignations of the following people:

Daniel Berg	Lunchroom Supervisor, Horizon Middle School, effective June 2, 2014.
Jeff Schneider	Head Boys Swimming and Diving Coach, effective June 12, 2014.
Emily Yule	Early Childhood Special Education Teacher, Probstfield Elementary, effective July 11, 2014.
Bonnie Beedy	Paraprofessional, Ellen Hopkins Elementary, effective July 18, 2014.
Davis Kosen	Physical Education Teacher, Ellen Hopkins Elementary, effective July 28 2014.
Kristin Mohs	Paraprofessional, S. G. Reinertsen Elementary, effective July 28, 2014.
Ashley Magelky	Paraprofessional, S. G. Reinertsen Elementary, effective July 29, 2014.
Jackie Gilbertson	Paraprofessional, Robert Asp Elementary, effective July 30, 2014.
Rachel Burcham	Interpreter, Horizon Middle School, effective July 31, 2014.
Lori Lockhart	Principal, Horizon Middle School, effective August 4, 2014.
Enas Areef	Lunchroom Supervisor, Probstfield Elementary, effective August 4, 2014.
Samantha Guttu	Interpreter, Robert Asp Elementary/Horizon Middle School, effective August 6, 2014.
Rose Husel	Food and Nutrition Cook, Ellen Hopkins Elementary, effective August 6, 2014.



MOORHEAD

AREA PUBLIC SCHOOLS

SUGGESTED RESOLUTION: Move to approve the resignations of Daniel Berg, Jeff Schneider, Emily Yule, Bonnie Beedy, Davis Kosen, Kristin Mohs, Ashley Magelky, Jackie Gilbertson, Rachel Burcham, Lori Lockhart, Enas Areefas, Samantha Guttu Rose Husel presented.

KLD:smw



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.009

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources *KDehmer*

DATE: July 30, 2014

RE: New Employees

The administration requests the approval of the following new employees subject to satisfactory completion of federal, state and school statute and requirements.

Tina Gjestvang	Registrar, High School, 1.0 FTE, B22 (5) \$17.00 per hour, 8 hours per day, effective July 1, 2014. (Replaces Peggy Haugstad)
Tammy Schatz	Adult Basic Education Program Manager, ABE, D71 (2) \$61,746.00, effective August 11, 2014. (Replaces Bonnie Herman)
Shelly Taylor	Health Technician, High School, B21 (4) \$16.25 per hour 6.75 hours per day, 186 days per year, effective August 25, 2014. (Replaces June Wentzel)
Mary Jo Good	Math Teacher, Red River Area Learning Center, 1.0 FTE, BA (10) \$47,435.00, effective with the 2014-2015 school year. (Replaces Paulette Hagen and .25 Brad Hawkins)
Michaela Reuss	Early Childhood Special Education Teacher, Probstfield Elementary, 1.0 FTE, BA (0) \$35,913.00, effective with the 2014-2015 school year. (Replaces Julia Kramer)
Leah Spotts	Business Teacher, High School, 1.0 FTE, BA +10 (1) \$38,499.00, effective with the 2014-2015 school year. (New position)
LeAnn Thorvilson	Counselor, Probstfield Elementary, .75 FTE, MA (0) \$31,045.50, effective with the 2014-2015 school year. (New position)
Adrienne Lecuyer	First Grade Teacher, Robert Asp Elementary, 1.0 FTE, MA+10 (10) \$58,086.00, effective with the 2014-2015 school year. (Replaces Andrea Manston)
Christine Sorby	Math Teacher, Horizon Middle School, 1.0 FTE, MA +30 (10) \$63,412.00, effective with the 2014-2015 school year. (Replaces Sue Knorr)



MOORHEAD

AREA PUBLIC SCHOOLS

Stephanie Gruenberg Lunchroom Supervisor, S. G. Reinertsen Elementary, 2.25 hours per day, \$10.00 per hour, effective September 2, 2014. (Replaces Bob Stroh)

Olivia Latimer Assistant Marching Band, High School, .03 (2) \$1,236.00, effective with the 2014-2015 school year. (New Extra Curricular position)

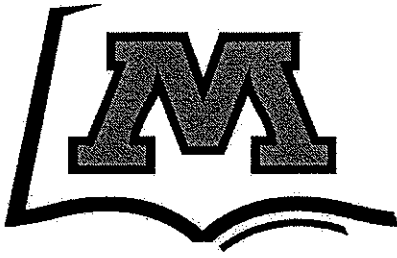
Linda Life Food and Nutrition Server, S. G. Reinertsen Elementary, 2.75 hours per day, \$10.00 per hour, effective September 2, 2014. (Replaces Bob Stroh)

Heather Kostohryz Lunchroom Supervisor, Robert Asp, 3.5 hours per day, \$10.00 per hour, effective September 2, 2014. (Replaces Leisha Allen)

Daniel Sederquist Social Studies Teacher, Horizon Middle School, 1.0 FTE, BA (0) \$35,913.00, effective for the 2014-2015 school year. (Replaces Darrin Olmscheid)

SUGGESTED RESOLUTION: Move to approve the employment of Tina Gjestvang, Tammy Schatz, Shelly Taylor, Mary Jo Good, Michaela Reuss, Leah Spotts, LeAnn Thorvilson, Adrienne Lecuyer, Christine Sorby, Stephanie Gruenberg, Olivia Latimer, Linda Life, Heather Kostohryz and Daniel Sederquist as presented.

KLD:smw



MOORHEAD

AREA PUBLIC SCHOOLS

Learner Support
Services
Memo LSS.15.003

TO: Dr. Lynne Kovash, Superintendent

FROM: Jill Skarvold, Director of Learner Support Services

DATE: August 1, 2014

RE: Clay County Interagency Purchase of Services Agreement

Attached is the renewal agreement with Clay County Department of Social Services in cooperation with Lakeland Mental Health Center to continue mental health services to identified students with disabilities as part of the Interagency Mental Health Programming, which includes "Outreach".

The agreement is being submitted for a time period of 6 months (Jul-Dec). We recently received guidance from the Minnesota Department of Education regarding interagency agreements and will be reviewing that guidance as it relates to the local agreements. Any changes, if needed, would then be reflected in future agreements. A provision in the agreement will enable us to operate for up to 2 months beyond the end of the agreement if needed.

The renewal agreement, which covers the period from July 1, 2014, to December 31, 2014, and is not to exceed the amount of \$120,276.00. The entire cost of this program is paid with a combination of state aid, medical assistance funds and payment from Clay County Social Services.

SUGGESTED RESOLUTION: Move to approve the July 1, 2014, to December 31, 2014, renewal agreement with Clay County Social Services in cooperation with Lakeland Mental Health Center to continue mental health services to identified students and their families as part of the Clay County Mental Health & Outreach Treatment Program not to exceed the amount of \$120,276.00

JS:ca
Attachment

**CLAY COUNTY
INTERAGENCY PURCHASE OF SERVICE AGREEMENT**

Clay County Social Service Center, Moorhead Independent School District #152 and Lakeland Mental Health Center Inc., enter into this interagency agreement for the period July 1, 2014 to December 31, 2014 for the provision of:

SCHOOL BASED MENTAL HEALTH SERVICES FOR CHILDREN

WITNESSETH

WHEREAS, the Lakeland Mental Health Center, Inc. and Moorhead Independent School District #152 in cooperation with Clay County Department of Social Services agree to participate in providing Interagency School Based Mental Health Services for Children; and

WHEREAS, it is to the Moorhead Independent School District #152's best interest, the community's benefit, and the enhancement of Children's Mental Health to provide a clinical and family based component in order for children with disabilities to satisfactorily progress emotionally, socially, and educationally; and

WHEREAS, Clay County Department of Social Services is required to provide mental health services in accordance with the Comprehensive Mental Health Act; and

WHEREAS, the Moorhead Independent School District #152, along with the Clay County Department of Social Services, will fund the School Based Mental Health Services for Children; and

WHEREAS, LAKELAND MENTAL HEALTH CENTER, INC. IS PREPARED TO ASSUME THE RESPONSIBILITY OF PROVIDING THE SPECIALIZED SERVICES AS FOLLOWS:

1. Provide direct individual, group and family services to qualified students with disabilities in the Clay County Interagency CTSS and Day Treatment Program of the Moorhead Independent School District #152. The IEP's of qualified students with disabilities contain documentation of the need for the services.
2. Provide direct services to the parents (guardians) and families of the Clay County Interagency School Based Mental Health Services for Children through family mental health services, and mental health consultation.
3. Serve as support liaison between home, school, and community agencies. School Based Mental Health Services clinicians will participate in county meetings related to children in this program and school child study team meetings on children served by this program. In addition to providing general clinical input, the clinicians will complete evaluations and make recommendations for appropriate mental health services.

4. Insure that the mental health professional should participate on a school based mental health services interagency committee to consider the special needs and develop appropriate services for each child referred to the program.
5. Provide mental health consultation to education personnel to support IEP educational goals and objectives.

NOW THEREAFTER, THE PARTIES TO THIS AGREEMENT HEREBY AGREE AS FOLLOWS:

1. **Purpose of Agreement.** The purpose of this Agreement shall be to provide, through cooperative effort, a comprehensive program of instructional and therapeutic services to the children and families who are residents of the Moorhead School District #152.
2. **Compliance with Laws/Standards.** The contractor agrees to comply with all Federal, state and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability or age.
3. **Records Disclosure/Retention.** Contractor's bonds, records, documents, papers, accounting procedures and practices, and other evidences relevant to the Contract are subject to the examination, duplication, transcription and audit by the County and either the Legislative or State Auditor, pursuant to Minn. Stat. §16B.06, Subd. 4. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. The Contractor agrees to maintain such evidences for a period of five(5) years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period.
4. **Worker Health, Safety and Training.** Contractor shall be solely responsible for the health and safety of its employees in connection with the work performed under this Contract. Contractor shall make arrangements to ensure the health and safety of all subcontractors and other persons who may perform work in connection with this Contract. Contractor shall ensure that all personnel of contractor and subcontractors are properly trained and supervised and, when applicable, duly licensed or certified appropriate to the tasks the personnel are engaged in under this Contract. Contractor shall comply with the "Occupational Safety and Health Act" and the "Employee Right to Know Act," Minn. Stat. §182.65, et seq., where applicable.
5. **Data Privacy.** For purpose of the Contract all data collected, created, received, maintained or disseminated shall be governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minnesota Rules implementing the Act now in force or hereafter adopted, as well as federal laws on data privacy. The Contractor will strictly comply with these statutes and rules. All subcontractors shall contain the same or similar data practices compliance requirements. The person employed by the Contractor to assure compliance with Minn. Stat. § 13.46, subd. 10(d), shall be the authorized representative unless otherwise states in the Contract.
6. **HIPAA.** The Contractor agrees to maintain and protect all individual identifiable Health Information (IIHI) in accordance with all regulations promulgated pursuant to the Health Insurance Portability and Accountability Act (HIPAA) an applicable state law relating to

medical records. Specifically, the Contractor will use the IIHI only to effectuate the purposes of the agreement and will:

- A. Appropriately safeguard IIHI
 - B. Report any misuse of IIHI
 - C. Secure satisfactory assurances from any subcontractor, if applicable
 - D. Grant individuals access and ability to amend their IIHI
 - E. Make available an accounting of disclosures of an individual's IIHI
 - F. Release applicable records to the County
 - G. Upon termination, return or destroy all IIHI in accordance with retention schedules
7. **Appeals.** The Contractor shall assist the County in complying with the provisions of Minn. Stat. §256.045, Administrative and Judicial Review of Human Services Matters.
8. **Reporting.** Contractor shall comply with the provisions of the "Child Abuse Reporting Act," Minn. Stat. §626.556, as amended, and the "Vulnerable Adult Reporting Act," Minn. Stat. §626.557, as amended, and any rules promulgated by the Minnesota Department of Human Service, implementing such Acts.
9. **MDHS Third-Party Beneficiary.** Contractor acknowledges and agrees that the Minnesota Department of Human Services is a third-party beneficiary and as a third-party beneficiary, is an affected party of this Contract. Contractor specifically acknowledges and agrees that the Minnesota Department of Human Services has standing to and may take any appropriate administrative action or sue Contractor for any appropriate relief in law or equity, including but not limited to, rescission, damages or specific performance of all or any part of the Contract between the County Board and Contractor. Contractor specifically acknowledges that the County Board and the Minnesota Department of Human Services are entitled to, and may recover from Contractor, reasonable attorneys' fees and costs and disbursements associated with any action taken under this paragraph that is successfully maintained. This provision shall not be construed to limit the rights of any party to the Contract or any other third party beneficiary, nor shall it be construed as a waiver of immunity under the Eleventh Amendment to the United States Constitution or any waiver of immunity. (Minn. Stat. §245.466, Subd. 3; Minn. R. 9525.1870, subp.2)
10. **Psychotherapists.** Contractor has and shall continue to comply with the provisions of Minn. Stat. Ch.604.20 to 604.205, as amended, with regard to any currently or formerly employed psychotherapists and/or applicants for psychotherapist positions.
11. **Insurance Requirements.** Contractor further agrees that in order to protect itself as well as the County under the indemnity provisions set forth above, it will at all times during the term of this Contract keep in force insurance protection in the minimum amount established for maximum liability pursuant to Minnesota Statute §466.04

Any policy obtained and maintained under this clause shall provide that it shall not be cancelled, materially changed, or not renewed without thirty days prior notice thereof to County.

NOW THEREFORE, IT IS AGREED, by and among the Moorhead Independent School District #152, Clay County Department of Social Services, and Lakeland Mental Health Center, Inc. the conditions of the contract as follows:

1. Licensed mental health professionals (approximately 3.0 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of the contract. Personnel will hold appropriate licensure issued by the Board of Teaching or the MN Department of Education for the necessary service for which they provide. If neither issues a license for the necessary service, the professionals will be members of good standing in their professional organization. (See Appendix)
2. Mental Health Practitioner social workers (4.5 FTE) will be employed by Lakeland Mental Health Center, Inc. for the length of this contract. (See Appendix)
3. Direct service will be provided each day school is in session, including the regular school year, Extended School Year. The student's IEP will document need for services, including need for extended school year.
4. Schedule flexibility will be allowed so that evening family mental health services may be provided and the mental health component can be integrated, and coordinated with the educational component.
5. Services will consist of program development and implementation, including diagnostic assessments, treatment planning, individual and group counseling, family therapy and counseling, consultation, team meetings, report writing, and meeting other applicable policies and procedures of the Moorhead Independent School District #152, Clay County Department of Social Services and Lakeland Mental Health Center, Inc. The process of providing a service offered through this contractual agreement will be done as an IEP team decision function and not solely by a decision of a district or agency.
6. Direct clinical time and direct clinical supervision as required by CTSS and Day Treatment will be provided by the Lakeland Mental Health Center staff. (See Appendix)
7. The Moorhead Independent School District #152 agrees to provide the facility, including appropriate space for the provision of mental health services for children/families enrolled in the program. The classrooms and other facilities in which students receive instruction, related services and supplemental aids and services shall be essentially equivalent to regular education program, shall provide an atmosphere conducive to learning, and shall meet students' special physical, sensory and emotional needs. Rent for this space will be billed to Lakeland at an annual (12 month) rate of \$13,000. Moorhead Independent School District #152 rates will be billed to Lakeland for technology costs (phone, technology security) for Lakeland staff working in the Moorhead Independent School District #152 facility.
8. The cost of the Interagency Program for Children will include direct services, clinical consultation for program staff at Lakeland Mental Health Center, therapy supplies and equipment, travel, postage and printing, secretarial expenses, maintenance/utilities, benefits and administrative expenses.
9. Lakeland Mental Health Center will bill the Minnesota Medical Assistance program, pre-paid medical assistance plans, Minnesota Care, and other qualified third party sources for each of the clients eligible for such with informed consent.

10. The provision of services to non-MA and/or other third party ineligible clients will be funded through Clay County Social Services and the Moorhead Independent School District #152.
11. Lakeland Mental Health Center will bill Moorhead Independent School District #152 \$52.00 per hour for the provision of school based mental health services. Moorhead Independent School District #152 agrees to pay Lakeland Mental Health Center \$52.00 per hour for students who are non-MA and/or other third party ineligible but not to exceed a total of \$120,276. The cost to Clay County Social Services will not exceed \$57,734.
12. It is understood and agreed that in the event the reimbursement to Moorhead Independent School District #152, Lakeland Mental Health Center, Inc., and/or the County from State and Federal Sources is not obtained and continued at a level sufficient to allow for the purchase of the indicated quantity of Purchased Services, the obligations of each party hereunder shall thereupon be modified or terminated. If contract is modified or terminated, notification by the party seeking modification/termination must be served on all parties at least 60 days prior to proposed action.
13. The Director of Special Education for Moorhead Independent School District # 152 shall be responsible for oversight of the contracted services when such services are being submitted for reimbursement for special education aids.
14. Upon agreement by all parties, this Purchase of Service Agreement may be extended for a period of up to two (2) months, allowing finalization of a new Purchase of Service Agreement. All terms of the new agreement will be retroactive. All terms of this Purchase of Service Agreement will remain in effect pending execution of an agreement amendment, execution of a new agreement, or notice of termination as provided under item #12 above.

Chair, Board of Education
Moorhead Independent School District #152

Date

Donna Baker, Moorhead Site Director
Lakeland Mental Health Center, Inc.

Date

Rhonda Porter, Director
Clay County Social Services

Date

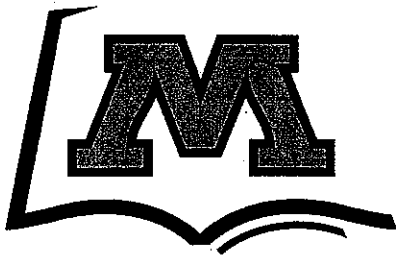
Chair, Clay County Commission
Clay County

Date

Approved as to Form and Execution:

Clay County Attorney

Date



MOORHEAD

AREA PUBLIC SCHOOLS

Superintendent
Memo S.15.023R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 31, 2014

RE: Weather Emergencies

The attached document will be reviewed at the August 11 board meeting. The document will be an annex to the Emergency Procedures Manual.

LAK:mde
Attachment

Weather Emergencies

Winter Weather Emergencies

Purpose

The purpose of this document is to provide guidance and protocols for winter weather emergencies.

General Information

Winter weather emergencies that may affect the Moorhead Area Public Schools include:

- Winter weather advisories
- Winter storm watches and warnings
- Blizzard watches and warnings
- Visibility problems
- Dangerous road conditions
- Extreme cold and severe wind chill conditions

A large percentage of school district students ride a school bus to and from school and to and from school-related events. The school district has a responsibility to provide a safe environment for all students. In addition to the students who ride school bus, several students walk, drive themselves or are driven by others to and from school.

Parents are responsible for determining whether or not their children will attend school on any given day. Parents have the right and responsibility to not send their children if they believe it is unsafe to do so because of weather conditions.

This document provides a framework for decision-making about school delays and closings. Each winter storm is unique and requires that decisions be made based upon the most current information available during any particular incident.

Situation and Assumptions

Situation

Moorhead Area Public School District is 34 miles long and averages 9 miles wide with an irregular outline. The school district population lives in rural, suburban and urban settings. On occasion,

weather conditions in one part of the school district are different than in other parts of the school district. The student population is approximately 5,600 students preschool through 12th grade, public and non-public students. Part of the school population includes students who have a handicapping condition that makes winter weather extremely hazardous. Approximately two-thirds of students ride the school bus to and from school and one-third walk or receive a ride from themselves or parents. The issues affecting administration's decision-making during a winter weather emergency are:

- Hazardous road conditions, including road blockage due to drifting and ice on the roadway,
- Visibility problems caused by blowing and drifting snow,
- Health hazards for walkers and stranded motorists due to extreme cold temperatures,
- School buildings inaccessible due to drifting snow,
- Parking areas inaccessible to staff and students due to drifting snow,
- Slippery walking areas around the school buildings,
- Difficult or dangerous conditions for staff to report to work,
- Students who may be home alone at the time they must be ready to go to school,
- Athletic events held away from the school district pose a special difficulty during winter storm emergencies (communications and decision making from a distance),
- Students may be inside school buildings when a winter storm emergency is declared,
- Younger students are at risk at a lower level of hazardous conditions than older students, and
- Some students will show up to school even if school is canceled.

Assumptions

- The first priority is the life safety of students and staff.
- Each winter storm is different. Roads blocked during one storm may remain open during another; winter weather emergencies may be called due to temperature alone not associated with storm conditions. Storm conditions may exist in relatively warm weather.
- The safest place during winter weather conditions for students is in a building.
- Parents are responsible for making the decision whether or not to send their children to school if in session during a winter weather emergency.
- Parents have the right to take their students out of school if they feel it is in their children's best interest during a winter weather emergency.
- Public safety agencies, most often the Clay County Sheriff, may make a decision to order no

travel in the area. This will control decision-making.

- Changes in routine can create additional hazards. Communicating exactly the same message to the population of a community the size of Moorhead Area Public Schools is difficult.

Concept of Operations

General

- The Superintendent of Schools and the School Board have overall responsibility for the safety of students and staff of Moorhead Area Public Schools while involved in school and school-related activities.
- The Superintendent or designee has the authority to cancel or delay school for all or part of a school day.
- The Director of Property Services and Transportation has specific responsibility for the safety of building and pupil transportation operations.
- The Director of Property Services and Transportation is the designated Incident Commander for winter weather emergencies. This position has the authority to declare a winter weather emergency. If the Superintendent or Assistant Superintendent takes over Incident Command, the Director of Property Services and Transportation will transition to Operations Director.
- The Operations Supervisor has responsibility for maintenance of parking areas and buildings.
- The Director of Property Services and Transportation and the Operations Supervisor will cover for each other if one is unavailable during winter weather emergencies
- Each building or department head must establish a calling tree to notify essential staff regarding any change in schedule due to the weather conditions.

Phases of Emergency Management

Prevention/Mitigation

- Since winter storms cannot be prevented, actions taken in regards to winter weather are to mitigate the associated hazard. Building administration should prepare for the feeding and housing of students during winter weather emergencies if the need arises. If possible this will be in storm homes designated by parents. There may be conditions that require students be housed in the building.

- Identify personnel and plan for the supervision of students during emergencies.
- Monitor weather conditions during the winter storm season. Whenever possible avoid bringing students into school buildings if getting them home is not going to be possible.

Preparedness

- Identify storm homes through the district communication system (parents should provide this information and have agreement from the people at the storm homes).
- Identify mass care facilities (lodging and feeding students and staff) if leaving the building is too dangerous.
- Have a reunification plan to reunite students with parents during and after a winter storm emergency.
- Obtain cooperation from staff in advance for the supervision of students.
- Maintain a stock of emergency food.
- Identify students and staff who may have special needs during the course of a winter emergency and make the necessary preparations with them (i.e., medication, special diets, etc.).
- Assign staff who will be responsible for staying in the building while students are brought home. In case of an inability to complete a school bus route students may have to be brought back to the school.

Response

- The Director of Property Services and Transportation will make a recommendation to the Superintendent about how to respond to threatening weather conditions.
- The Superintendent will make decisions regarding the release of students or staff.
- Once a decision is made, the district will initiate the emergency procedures for staff and community notification.
- Building administrators will follow their building plans for winter storm emergencies and care of students.

Recovery

- Under normal circumstances, recovery from a winter storm emergency consists of deactivating emergency operations.
- Relieve emergency personnel.

- Debrief all personnel after the event. Review the procedures used, and revise the plan if necessary.

Operations: Emergency Management During a Winter Storm

The Incident Commander will initiate the emergency operations plan if he/she believes weather conditions warrant a condition of alert for the school district. The first responsibility during threatening winter weather is to evaluate current weather and road conditions. Then monitor information available from the National Weather Service and other available sources for information regarding the speed with which the storm will progress through the area, storm intensity, and other data. Other resources available are school bus contractors, law enforcement agencies, county highway maintenance, and officials of surrounding school districts.

The Incident Commander will use the following factors to evaluate the conditions and determine the level of threat.

- Visibility
- Road conditions (current, expected, and status of city and county road crews)
- Snowfall amount (current and expected)
 - Wind speed (current and expected)
 - Alert level (NWS alerts Alert, Watch, Warning, Winter Storm, Blizzard, etc.) A blizzard warning will require more examination as to time, duration, estimated path, etc.
- Extreme cold and/or with expected windchills or actual temperature 50 below zero
- Expected duration of storm
- Sunrise time (time to daylight)
- Time of day

Decision before the start of the school day

If it is before the start of the school day the Incident Commander will notify the Superintendent and inform him/her about the current and expected conditions and our ability to safely provide school bus service. The Incident Commander will recommend whether or not to attempt to begin the school day on schedule, delay, or not attempt to begin the school day. The superintendent or designee has the authority to close or delay school for all or part of the school day.

Timetable for decision-making:

When possible the superintendent or designee will make a decision to cancel school by 9:30 p.m. on the preceding day to allow sufficient time to notify the local media before the 10 p.m. news. If a decision is not possible by 10 p.m. the decision-making may be delayed until 6 a.m. Any delay or cancellation after 6 a.m. is possible but must be made with caution; school buses are en-route by this time.

Decision during the school day

If it is during the school day, the Incident Commander will inform the Superintendent (or designee) about:

- The current and expected conditions
- Current ability to safely provide home-bound transportation
- Expected timetable for the storm
- Possible recommendations are:
 - o Close early with a recommended timeframe,
 - o Continue on a regular schedule, or
 - o Hold students for a late release.

Timetable for decision making

The announcement will be made that students are being released early. An email will be sent to all staff, and parents will be notified by the notification system.

An early release decision must be made with these factors in mind:

- The early release announcement must be given in 1-hour increments to make communication clear.
- It takes from 1.5 to 2 hours to gather driving staff for an early release, unless they are held from the morning route.
 - To continue on a regular schedule requires no other notification.
 - A decision to have a late release can be made anytime before the release time for the school.
- The first schools release at 2:40 p.m. The time from first school release to last scheduled student drop off is approximately 2.5 hours.

Decision-Making Tree

This section identifies by position title and names the person who is responsible for essential aspects of the decision-making during winter weather emergencies.

The Transportation Director or designee is responsible for evaluating weather and road conditions. He or she then makes a recommendation regarding how to proceed through the school day.

The Transportation Director and backup:

- Transportation Safety Director - Dan Bacon
- Operations Coordinator - Jim Smith
- Other Designee

The Superintendent or designee is responsible of making a decision and initiating the emergency procedures.

Superintendent or backup:

- Superintendent—Dr. Lynne Kovash
- Assistant Superintendent—Brandon Lunak
- Executive Director of School Improvement and Accountability—Melissa Eidsness
- Executive Director of Learner Support Services—Jill Skarvold
- Executive Director of Human Resources—Kristin Dehmer
- Executive Director of Information Systems—Dan Markert

Summer School and Activities Plan

Purpose

The purpose of this document is to provide guidance and protocols for summer weather emergencies.

General Information

This document provides a framework for decision-making about school delays and closings. Each summer weather event is unique and requires that decisions be made based upon the most current information available during any particular incident.

Summer weather brings with it a variety of weather that can threaten the safety of students and employees. It is important to make decisions that will mitigate any threats to students and staff.

Situation and Assumptions

Threats:

- Thunderstorms - Lightning is the most significant threat during a thunderstorm. Each building should have plans in place to know where all students and staff are located and how to bring them into a building or place of safety.
- Tornado - Tornadoes are one of the most destructive forces of nature. If we are under a tornado warning, buses will not operate until the warning has expired. Warning are usually fairly short in duration. Each school program should have practiced at least one tornado drill for all staff and students to be aware of the safe places from tornadoes.
- Flooding events - Flooding is not just a river event. Flash flooding and street flooding events can be very sudden during periods of heavy rain. Road flooding can prevent school buses from operating safely.
- Extreme Heat - This can be a danger during the summer. Make sure students (particularly athletes) and staff have access to water, and during periods of extreme heat, shade and other facilities for cooling down are provided. Coaches should monitor athletes for signs of heat stress and act quickly if symptoms appear.

Child care programs are located at each of our elementary sites and are largely out of the school district command structure.

School is in session at varying times for various programs, including Migrant School, EXCEL, ESY,

various music lessons, camps and other activities. Each program has a lead person associated with the program. A calendar will be developed at the beginning of the summer to identify times and dates of all programs.

If conditions warrant, the full district response team may be activated by calling the designated number during the school day or by calling any of the team members after hours. These conditions include (but are not limited to) severe building damage, severe student or staff injury, other conditions that the incident commander feels additional resources will or may become necessary.

Community notification through the communication systems will be the same system as used in winter emergencies.

Each building manager must review the building tornado sheltering plan and practice this plan with staff and students. Each building manager must also review the fire drill plan and practice with staff and students.

Assumptions

- The first priority is the life safety of students and staff.
- Parents are responsible for making the decision whether or not to send their children to school if in session during a summer weather emergency.
- Parents have the right to take their students out of school if they feel it is in their children's best interest during a summer weather emergency.
- Changes in routine can create additional hazards. Communicating exactly the same message to the population of a community the size of Moorhead Area Public Schools is difficult.

Concept of Operations

Response

- The Director of Property Services and Transportation will make a recommendation to the Superintendent about how to respond to threatening summer conditions.
- The Superintendent will make decisions regarding the release of students or staff.
- Once a decision is made, the district will initiate the emergency procedures for staff and community notification.
- Each building or program head will follow their building plans for weather emergencies and care of students.

Operations: Emergency Management During a Summer Weather Threat

Prior to the start of the school day

- Monitor weather conditions as they relate to the safe operation of school and school buses. All supervisors and program managers have the responsibility to monitor the weather and to take charge if a threat is identified. Contact the designated Incident Commander as soon as it is practical to do so.
- If conditions become too hazardous to operate school safely, contact district and building administrators.
- The designated or acting Incident Commander will contact the Superintendent or designee with recommendation to cancel school or activities. From that point the rest of the calling tree will be notified.
- Parents, students, staff and the general public will be notified regarding decisions which may affect school schedules.

After the start of the school day

- All program managers and building administrators are responsible for monitoring threatening weather.
- If a threat is determined, provide for the safety of students, staff and the general public who may be on school grounds or in buildings.
- Notify the district response team if a weather threat is identified and what actions are being taken to ensure the safety of students in the building.
- If it is unsafe to operate school transportation at the regular close of the school day, be prepared to shelter students and staff in place until it is safe to transport them on their bus routes.
- If parents/guardians wish to pick students up before transportation is provided, follow the district procedure for reunification. Only authorized adults can pick up students.

Decision-Making Tree

This section identifies by position title and names the person who is responsible for essential aspects of the decision-making during winter weather emergencies.

The Transportation Director or designee is responsible for evaluating weather and road conditions. He

or she then makes a recommendation regarding how to proceed through the school day.

The Transportation Director and backup:

- Transportation Safety Director - Dan Bacon
- Operations Coordinator - Jim Smith
- Other Designee

The Superintendent or designee is responsible of making a decision and initiating the emergency procedures.

Superintendent or backup:

- Superintendent - Dr. Lynne Kovash
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- Executive Director of Human Resources - Kristin Dehmer
- Executive Director of Information Systems - Dan Markert



MOORHEAD

AREA PUBLIC SCHOOLS

Superintendent
Memo S.15.020R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 31, 2014

RE: Reschedule Special School Board Meeting

It is necessary to reschedule the August 14, 2014 Special School Board meeting due to several conflicts. The recommended reschedule date is August 21, 2014 at 12:00 p.m. The purpose of this meeting is to accommodate election requirements.

Suggested Resolution: Move to approve rescheduling the August 14, 2014 Special School Board meeting to August 21, 2014 at 12:00 p.m. in the Probstfield Center for Education Board Room 224 to accommodate election requirements.

LAK:mde



MOORHEAD

AREA PUBLIC SCHOOLS

Superintendent
Memo S.15.021R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 31, 2014

RE: Moorhead Elementary Schools Parent and Student Handbook

Attached is the 2014-2015 Moorhead Elementary Schools Parent and Student Handbook. According to School Board Policy 221, the handbook is to be presented to the board for an annual review.

Changes made to the handbook have been highlighted in a lined-out version. A completed copy of the handbook will be available on the district's website at www.moorheadschoools.org.

Suggested Resolution: Move to approve the 2014-2015 Moorhead Elementary Schools Parent and Student Handbook as presented.

LAK:mde
Attachment

Moorhead Elementary Schools Parent & Student Handbook 2014-15



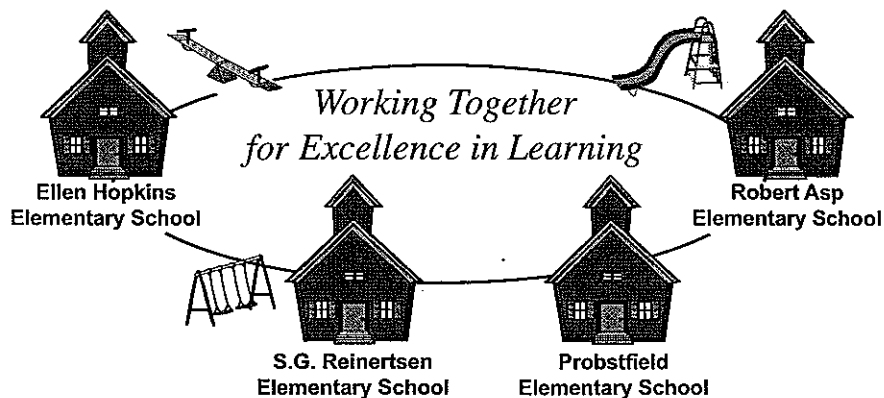
Working together for excellence in learning

Ellen Hopkins Elementary School
Robert Asp Elementary School
S.G. Reinertsen Elementary School
Probstfield Elementary School

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

Elementary School Phone Numbers

Important phone numbers are listed below for each of the Moorhead elementary schools. Teacher and school contact information is available in PowerSchool, and a directory is also available on the district's website at www.moorheadschoools.org.



Ellen Hopkins Elementary School

2020 11th St. S. 218-284-4300

Attendance 4301

Ryan LaDage, Principal 4330

Diana Johnson, Assistant Principal 4331

Monnie Soderberg, Administrative Assistant 4303

Heather Keeler-Johnson, Administrative Assistant .. 4302

Health Office 4310

Library Media Center..... 4334

Fax 4333

Robert Asp Elementary School

910 11th St. N..... 218-284-6300

Attendance 6301

Chris Triggs, Principal 6330

Lynnelle Dirksen, Assistant Principal 6331

Winifred Evensen, Administrative Assistant 6303

Kathy Enkers, Administrative Assistant 6302

Health Office 6310

Library Media Center..... 6334

Fax 6333

S.G. Reinertsen Elementary School

1201 40th Ave. S. 218-284-5300

Attendance 5301

Anne Moyano, Principal 5330

Carla Smith, Assistant Principal 5331

Heather Hedlund, Administrative Assistant 5302

Kathy Martinez, Administrative Assistant 5303

Health Office 5310

Library Media Center..... 5334

Fax 5333

Probstfield Elementary School

2410 14th St. S. 218-284-3800

Attendance 3801

Robin Grooters, Building Administrator..... 3723

Bridget Smith, Administrative Assistant..... 3803

Health Office..... 3812

Fax 3833

Daily Schedule

Grades K-5

Classes Begin	7:55 a.m.
Lunch Periods	Staggered, between 10:30 a.m. and 12:50 p.m., varies by school
Dismissal	2:40 p.m.

School Year Office Hours

Robert Asp: 6:45 a.m.-3:30 p.m. Monday-Friday

Ellen Hopkins and S.G. Reinertsen:

7 a.m.-4 p.m. Monday-Friday

Probstfield: 7 a.m.-3:30 p.m. Monday-Friday

This document can be made available in an alternate format such as large print or audio recording. Call 284-3330 to make a request.

If you do not read English and would like help in your own language, please call 284-3330.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 284-3330.

Kính ban không biết đọc tiếng Anh và muốn giúp đỡ trong ngôn ngữ của bạn, xin gọi số 284-3330.

જો તમારું જાણવા નથી તો અમે તમારું મદદ કરી શકીએ છીએ. તમારું માનવે 284-3330.

مساعدكم في لغتكم، يرجى الاتصال بـ 284-3330.

如果你不懂英語，并需要帮助，请拨打 284-3330。

**Visit www.moorheadschoools.org
for more information.**

This handbook may be changed or amended during the school year. Contact the principal or visit our website at www.moorheadschoools.org for more information.

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Welcome Moorhead Elementary Students and Families

Welcome to the new school year! We are eager to work with the students and families at our Moorhead elementary schools to provide an exciting, challenging and rewarding school year.

We invite you to become an active member of our educational community. We believe that supportive parents/guardians who work in partnership with us at school are important to our students' success. We invite, and we value, your involvement. We are committed to making your child's first years in school full of positive and enriching experiences. You are always welcome at school, and we are excited about having a great year working with you.

The success of a community depends upon the collaborative efforts of all its members. Here's to a great year of working together toward our common goal — the best possible school year for our students!

Arrival Time and Morning Routine

We ask that children who do not ride a bus arrive no earlier than 7:45 a.m. unless they will be eating breakfast at school. Since there is no playground supervisor prior to 7:45 a.m., the school does not assume the responsibility of accidents that occur during unsupervised periods. Breakfast is served from 7:15 a.m. to 7:45 a.m. The school patrol is on duty 15 minutes before school starts and 15 minutes after school is dismissed.

Procedure for Dropping Off Children

Parents dropping off children at the beginning of the day should use the parking lot. Please exercise caution when letting your child out of the car. Never allow children to run across the street or between buses or cars.

Procedure for Picking Up Children

When picking up children during the day, please park in the designated visitor lot and enter the building through the main entrance. All other doors are locked from the outside during the school day. To take a child out of class during the day, parents/guardians must come to the office and sign out their child. We do not permit students to wait outside their classroom.

Children will not be permitted to leave school with anyone other than their parents and/or legal guardians unless we have written authorization from you. Please send your child's teacher a written note in advance, notifying him/her when your child will be picked up and by whom.

After school, teacher supervision is provided until 2:50 p.m. In the case of an emergency, if the office is notified, a student may be supervised in the office until 3:30 p.m.

School Safety Procedures and Locked Doors

Visitors are asked to enter the main entrance doors, register at the office and receive a visitor badge before going to any other part of the building or classrooms. The main entrance doors by the office are unlocked during building hours 7 a.m. to 3:45 p.m. and for after-school programming.

To secure the building during the school day, all other doors will be locked. Locked doors are inconvenient at times, but student and staff safety is important and worth some inconvenience. The school staff know the procedures for safety in the event of a lockdown or evacuation situation. Locked doors are a proactive step we take to decrease the likelihood of a dangerous incident at school.

Absences and Tardies

We believe:

- * students with regular attendance achieve better academically in school;
- * students with regular attendance are better adjusted to school;
- * learning that is lost due to absence can never be adequately replaced;
- * students with regular attendance have an understanding of the purpose and direction of their education.

Types of Absences

Excused Absences: The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. A student has the right and obligation to make up any work missed with full credit. 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. In the case of a prolonged (three or more days) excused absence, the teacher and student should mutually agree upon a deadline for completion of makeup work.

The state of Minnesota recognizes the following reasons for absence: illness, serious illness in the student's immediate family, a death in the student's immediate family or of a close friend or relative, medical, dental or orthodontic treatment or counseling appointment, court appearances, religious instruction not to exceed three hours in any week, or inclement weather. To be considered an excused absence, the student's parents/guardians may be asked to verify, in writing, the reason for the student's absence from school. Other reasons that could be acknowledged are personal requests for absence made 24 hours in advance (e.g., legal appointments, religious activities, travel, family vacations, state tournaments and school activities). We encourage parents/guardians to hold these requests for absence to a minimum. If your child is absent due to illness for more than three consecutive days or 12 days per school year, a doctor's statement may be required.

Parents/guardians must notify the school each day before 9 a.m. when a student will not be attending. Please call the school office, submit the student's absence through PowerSchool, or send a note to school accounting for each day missed when the student returns to school. If you leave a message, please specify your child's name, teacher and the reason for the absence. If the parent/guardian does not notify the school within two days of the student's return to school, the absences will remain unexcused.

Unexcused Absences: Students who miss or are required to miss for reasons not acceptable to school officials may be required to report for detention and make-up work after school. Parents/guardians should not request permission for absence for personal convenience reasons (e.g. baby-sitting, running errands). An unexcused absence indicates the student is absent without the consent of the parent/guardian. Students who miss school for reasons not acceptable to school officials will be subject to consequences determined by the building principal or administrator.

Truancy: A student who misses the whole day or part of the day without the consent of either the school or parent/guardian is considered truant. A Family Advocate is available to assist parents/guardians who are having difficulty getting a student to school. Through the Family Advocate, the Moorhead Area Public Schools offers early intervention for attendance problems. If the interventions are not successful, a report of suspected parental neglect may be filed.

Every effort should be made to have your child at school on time. Tardiness is unfair to the child who misses

instruction. It also interrupts the classroom for other children. Children should be in their classrooms by 7:50 a.m. Students who arrive at school after 7:55 a.m. for any reason, must come to the office for a tardy slip before going to class.

Refer to School Board Policy 515 on the school district's website or in the school office.

Reporting Absences

Please report all absences either through PowerSchool, by calling the school attendance line by 9 a.m. each day or by sending a signed note. You also may choose to call or email your child's teacher to report an absence, but reporting the absence to the office is required. When calling, speak to the secretary or leave a message stating your child's name, the teacher's name and the reason for the absence. This report allows us to inform the teacher so that plans can be modified in the classroom. It also keeps us current on the childhood illnesses that may be affecting our students.

If You Move

Please notify the school office if you have a new address or phone number. Stop by the school office and sign a Release of Records form if your child will be leaving and attending a school outside of the Moorhead School District. Refer to School Board Policy 517 on the school district's website or in the school office.

New Students

New students are a welcome addition to our school. Please register in the school office. The student will start attending class the next school day following their registration provided their registration occurs before noon.

Breakfast, Lunch, Milk

A nutritious lunch and breakfast will be served every day. School breakfast is available beginning at 7:15 a.m. and costs \$1. Breakfast is free for kindergarten students. Students have a 30-minute lunch period. Lunch periods are staggered beginning at 10:45 a.m. Lunch costs \$2.15 and includes milk. Students eligible for free or reduced-price lunch are also eligible for free breakfast. More information about free and reduced meals is available in the school office.

We use a computerized lunch program. As the student passes through the lunch line, the student enters his or her student number. The computer keeps a record of when each child paid, how much, and when each child ate breakfast or lunch or purchased milk.

Students must prepay for meals and milk. Money is deposited into each child's account at the school office. We ask parents/guardians to deposit enough money for a week (or more) of meals. Students may put money in their account before school or during their noon hour. Parents may also use PayForIt, an online payment processing system, to pay for school meals online. See the PayForIt section for more information. Access PayForIt through the district website at www.moorheadschoools.org.

The cashier will let students know when their cash account is low and will give them a stamp on their hand to serve as a reminder that they need to deposit money in their account at the office. If a student owes \$10 or more to food services, the student will not be allowed to purchase a lunch until the debt is paid. (A sandwich / milk lunch will be provided, however.) It is a parent/student responsibility to make sure that students have money in their account.

Students may have milk as a morning snack. There are no free or reduced arrangements for morning milk. Parents/guardians will receive a permission form for morning milk and only those children who return the form may receive morning milk. Milk charges are taken from the breakfast/lunch account. Milk is also available to children who choose to bring their lunch. Milk for lunch and for snack break is sold for \$.40. Milk break snacks may be purchased for \$.60 through a student's meal account if interested.

Lunch Invitation

Parents/guardians are welcome to eat lunch with their children. Come to the office and pay for your lunch when you arrive. Please join us!

Recess

Students in grades K-5 will have at least a fifteen-minute recess during the school day that will be scheduled by the teacher. Please do not request that your child be kept indoors for recess unless his/her physician feels it would be detrimental for the child to be out. In most cases, if a child is well enough to attend school, he or she should be allowed to go outdoors. Fresh air and activity increase alertness for class work. A written excuse should be provided to the teacher each day a child is to stay in from recess.

Students will not go outside for recess once the temperature drops to 0 or windchill to -10 degrees. Please remember that students go outside for recess and should be dressed appropriately for the weather.

ACADEMIC AND ACTIVITY PROGRAMS

All-day Kindergarten

Moorhead Area Public Schools offers families free all-day everyday kindergarten. Research indicates additional time in the classroom can boost young children's achievement levels and have positive effects on social skills and behaviors. Making all-day kindergarten free for all families assures it is equally available, regardless of ability to pay.

~~A partial day kindergarten option is available. All day and partial day kindergarten options both have high quality teachers and instruction. Students in the all day program have greater access to specialists currently available for grades 1-5. All students are enrolled in an all day classroom to begin at 7:55 a.m., but those in the partial day option will leave at a designated time partway through the day. This time may vary at each elementary school as it depends on the school schedule. Students who are eligible for district transportation may ride the bus to school in the morning. Parents/guardians are responsible for transportation at the end of the partial day. See www.moorheadschoools.org/kindergarten for more information.~~

Art

Students in grades 1-5 receive instruction from a certified art teacher. ~~The art teacher also arranges a field trip to a local art museum.~~ Students in certain grade levels will take a field trip to a local art museum. In addition to the sessions with art teachers, students will have art experiences with their classroom teachers.

Curriculum Review

Parents/guardians have the right to review the curriculum and to determine which instruction will be provided by parents/guardians rather than teachers. For more information, please contact a principal, building administrator or a counselor regarding School Board Policy 620.

Cycle Schedule

Our elementary schools operate on a system of cycle days. A cycle schedule differs from a weekly schedule in that each day school is in session is lettered from A to F. The system is used to schedule classes such as art, physical education, health, music, technology, etc. so students receive consistent programming.

As a result of this schedule, our classroom teachers and specialists are able to:

- Provide equitable and enriched learning experiences for all students;
- Have protected teaching time during core instruction with the goal of a minimum of 90 minutes of reading instruction and a minimum of 30 minutes of writing instruction daily;

- Provide intervention or enrichment according to individual needs;
- Address students' varying learning styles with small groups; and
- Have regular opportunities for classroom teachers to meet during the day and without the use of substitute teachers to review students' reading and math data and plan corresponding instruction.

At Ellen Hopkins Elementary and S.G. Reinertsen Elementary, students in grades 1-5 will have music and physical education four days out of six, health and fitness one day out of six, and art one day out of six. Robert Asp Elementary grades 1-5 students will have music and physical education/fitness and nutrition five days out of six and art one day out of six. Kindergarten students at Robert Asp, Ellen Hopkins and Probstfield have music and physical education every day.

Elementary Guidance (Counseling)

Our elementary guidance and counseling program offers classroom guidance instruction, small group experiences and short-term individual counseling. An elementary counselor is at school full time at Robert Asp, Ellen Hopkins and S.G. Reinertsen Elementary Schools and part time at Probstfield Elementary. Students can make an appointment to see a counselor and parents/guardians or teachers can recommend or request an appointment for a child.

The Elementary Guidance/Counseling Program has two major components: preventive guidance and individual counseling. Preventive guidance involves classroom instruction which helps children in the areas of self-esteem, alcohol and drug awareness, decision making, problem solving, bullying and social interaction. Individual counseling is designed to help parents, students and teachers with issues that may surface at some point during normal development. These include achievement, alcohol, behavior, death, divorce, fears/phobias, illness, siblings, etc.

Please feel free to contact the counselor's office with any concerns, questions or comments. All inquiries are strictly confidential.

Field Trips

Visits to various places in our community and in other communities enhance our educational program. Field trips are held in correlation with the curriculum for a particular grade level. Trips are always well supervised, but we do ask that you sign the "field trip permission" line on the InfoSnap registration form. Your child's teacher will notify you when parent volunteers are needed to assist on field trips. If you have a question about a field trip, feel free to call the classroom teacher.

Homebound Instruction

Students who are absent for 10 consecutive days are eligible for homebound or hospital bound instruction with written authorization from a physician. All requests for homebound instruction are to be directed to the Office of Learner Support Services at 284-3710 and can be initiated before the timelines are in effect.

Homework

Students are assigned homework, although the amount assigned depends on the availability of study time in school, individual work rate, grade level, and teacher. Parent support is important, especially for projects that may require collecting materials. Parents/guardians can also help find a quiet, less distracting place to do school work and can help their child review for tests, practice math facts, and cooperatively participate in parent-child activities the teacher may send home. For some assignments, your child's teacher will want the students to work independently to encourage responsibility and independent work habits. Contact your child's teacher if you have questions about homework.

Library Media Center

Students make extensive use of the library at school. Library books support and extend school learning. Our students make regular trips to the library with their classmates but are free to check out and return books as needed. The library is open before and after school for student use.

We encourage students to check out and use library books at home as well. Parents/guardians, teachers and the media center staff are in a partnership to encourage children to read, research and access information. We encourage you to share and discuss the books brought home and find time to read daily.

You and your child should decide where their library and school materials will be stored while they are in your home. It is the responsibility of the student to take care of materials checked out and see they are returned promptly. If materials are lost or destroyed, a fee will be charged for replacement.

Minnesota Academic Standards

Academic standards in language arts, math, science and social studies have been adopted for K-12 students in Minnesota. The Moorhead School District developed standards in the areas of health and physical education, world languages and the arts.

Students will be tested yearly in grades 3-8 and in high school on the state standards. Each standard will be specific as to what students should know or be able to do within a particular subject area. The curriculum in the Moorhead schools reflects the emphasis of the state standards. For further testing information, see the testing section on page 9.

Music

Music instruction is provided for grades 1K-5. Our music program is designed to encourage music skills and music appreciation through many musical experiences. Music class activities include singing, listening, appreciation, movement, learning and performing music fundamentals on a variety of instruments and performance opportunities. The Moorhead Area Public Schools' sequential music curriculum gives students a step-by-step opportunity to learn music skills that provides the foundation for band, orchestra, and choir in their later school years.

Orchestra

Students in fifth grade are eligible to participate in the school orchestra program. Individual and/or small group lessons will be provided once every six days. Students may purchase their own instrument or rent a school-owned instrument. Fee requirements may be waived under certain circumstances. For more information, please contact the orchestra instructor regarding School Board Policy 831.

Physical Education

Physical education instruction is provided for grades K-5. Emphasis is placed upon physical fitness, skill development and the creation of a learning environment in which all students experience success and growth based upon their own levels of ability. Students are required to wear gym shoes for both indoor and outdoor physical education class. They may not wear hard soled shoes or only socks because of the risk of injury. Shoes must fasten with velcro or shoelaces. Slip on, zip-up shoes, shoes with wheels, and shoes with raised heels are dangerous in school. During the spring and fall, students may need a jacket or sweatshirt to wear outdoors. When selecting clothing for school, please remember that children are physically active every day.

Articles like pens, pencils, necklaces, etc., are to be left in the classroom. It is also recommended that the children with long hair bind it with a rubber band or tie it up during physical education class.

Please send a written note to the physical education teacher if your child is unable to participate in class. In most cases, if a child is well enough to attend school he or she should be allowed to participate in physical education. If a child is unable to participate for more than three days a doctor's statement may be required.

School Safety Patrol

School patrol assists children in crossing streets on their way to and from school. Fourth and fifth grade boys and girls are selected to serve on the patrol. These students must obey school regulations to stay on the patrol. The school safety patrol program needs the full cooperation of our students and their parents/guardians. Please encourage your children to respect the patrol. Parents/guardians set a good example by not allowing their children to cross the street anywhere except at the street corners.

Students who disobey the safety patrol will have their names turned in to their classroom teacher. The school patrol is on duty 15 minutes before school starts and 15 minutes after school is dismissed.

Spanish Immersion Program

The Spanish Immersion Program at Ellen Hopkins Elementary School provides students the opportunity to become fluent in Spanish as well as English. All children in the district who are entering kindergarten in the fall are eligible to register for the program. Parents/guardians choose to enroll their children in the program. Transportation is not provided to students living outside the Ellen Hopkins attendance area. Limited space is available in grades K, 1 and 2.

The Spanish Immersion students may work in multiage classes. ~~Multiage educational practices are grounded in a philosophy that every child can learn at his or her own pace and that learning is a continuum rather than a series of steps.~~ The curriculum goals of the immersion program are the same as the goals for all elementary schools in the Moorhead Area Public Schools. The students will learn the same subject content that other students learn in the elementary school setting. The difference is that the classes are taught in Spanish. Students take the same standardized tests as other students.

For more information, contact Ryan LaDage, Ellen Hopkins Elementary principal, at rladage@moorheadschoools.org or 218-284-4330.

Testing

Third, fourth and fifth grade students take the Minnesota Comprehensive Assessments in the spring. The tests evaluate learning in reading and math and are based on the Minnesota Academic Standards. The scores are used to see how children are progressing and to evaluate our school's instructional program. Student attendance on testing days is very important. No Child Left Behind, the federal education law, requires that districts have a 95 percent participation rate for these tests. Absent students will be tested on a test make-up day. Students' results are mailed directly to the parent or guardians.

POLICIES

Activity Travel

Students and their coaches participating in athletic and/or academic activities at the state and national levels should refer to School Board Policy 543 on the website or in the school office.

Bullying/Intimidation

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. ~~This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that~~

interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. “Bullying” means intimidating, threatening, abusive or harming conduct that is objectively offensive and an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

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

If a student has been bullied or knows of other students being bullied or intimidated, the student should contact an adult staff member for help. Refer to the discipline procedures section in this handbook and to School Board Policy 578 on the school district website or in the school office.

Child Abuse and Neglect

It is the policy of the Moorhead Area Public Schools to fully comply with Minnesota Statute 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. It is the policy 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 or the proper city or county law enforcement agency.

It shall be a violation of school district policy for any school personnel to fail to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Refer to School Board Policy 534 on the website or in the school office.

Crisis Management

Each elementary school has a crisis management plan to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school. In addition, each elementary school has a student assistance team made up of staff from the school. The team provides support to students and staff who are experiencing significant life stresses. The team attempts to meet social and emotional needs of students so that they can obtain maximum benefits from their educational program. Refer to School Board Policies 710 and 553 on the website or in the school office.

Drug-Free and Weapon-Free Zones

The area around each elementary school is a drug-free and weapon-free zone. Anyone caught possessing or selling, alcohol or chemicals or using or recklessly handling a dangerous weapon may be subject to increased penalties as defined in state and federal law. Refer to School Board Policies 572 and 576 on the website or in the school office.

Emergency Drills

At school, we prepare for emergencies by practicing fire drills, lockdown drills and a tornado drill during the school year. Fire drills are held during the school year to instruct children as to the signals used, exits, and proper evacuation procedures in case of fire. We hold a tornado drill in conjunction with the state tornado drill. When the tornado signal is given, each teacher takes his or her class to an assigned area in the school.

The safety and security of all the students of Moorhead Area Public Schools is a main focus for our schools. Our schools have plans in place for crisis situations. Training and practice are essential so staff and students know what to do in different crisis situations.

Emergency drills are conducted so we can:

- practice the skills involved with evacuation or securing of the school,
- test, evaluate and refine the emergency response plan, and
- provide training for our staff to learn how to respond decisively and constructively to unexpected situations.

Refer to School Board Policy 711 on the website or in the school office.

Harassment and Violence

Moorhead Area Public School District 152 Policy Against Harassment and Violence Related to Race, Color, Creed, Religion, National Origin, Sex, Age, Marital Status, Familial Status, Status with Regard to Public Assistance, Sexual Orientation or Disability

1. Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability of any kind.

2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability:

- a. name calling, joking or rumors;
- b. pulling on clothing;
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing;
- f. offensive or graphic posters or book covers; or
- g. any words (verbal, written or electronic) or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

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 (Director of Human Resources).

5. Your right to privacy will be respected as much as possible.

6. The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and the school district will take all appropriate actions based on the report.

7. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

8. This is a summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

Hazing Prohibition - Policy 571

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. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. 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.

F. 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. "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.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the 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 571.1) available from the building administrator or the school district office, but oral reports shall be considered complaints as well.

B. The building administrator, the administrator's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. 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.

C. Teachers, administrators, coaches/advisors, volunteers, contractors 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 received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building administrator immediately. School district personnel who fail to inform the building report taker of conduct that may constitute 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.

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 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 undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The Moorhead Area Public School District may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, 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 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, school district policies and regulations.

D. 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 involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. 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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

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

School District Electronic Network and Systems Responsible Use and Safety

The district policy addressing issues related to use of the electronic network can be read in full on the district website or obtained at a school office. The Electronic Network and Systems Responsible Use and Safety policy and procedures address: network conduct, disciplinary actions for improper use, user notification, parents' responsibility, filter, publication of materials on the network, information contact/third party supplied information, limited expectation of privacy, and limitation of school district liability. Refer to School Board Policy 731 on the website or in the school office.

Search of Student Lockers, Desks, Personal Possessions, and Student's Person - Policy 574

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the Moorhead Area Public Schools' policies against contraband.

II. GENERAL STATEMENT

A. 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.

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

C. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted

by school officials for any reason at anytime, without notice, without student consent, and without a search warrant.

D. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

E. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item, possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-a-likes," alcoholic beverages, controlled substances and "look-a-likes," overdue books, and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect lockers and desks for any reason at any time, without notices, without student consent and without a search warrant.

B. School officials may, in their discretion, employ the use of trained dogs for the purpose of conducting a general sniff search of student lockers and desks. If a dog alerts to a locker or desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion that contraband will be found. If it is determined that reasonable suspicion exists, an

internal search of the locker or desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

C. School officials may, upon a finding of individualized reasonable suspicion supported by articulable facts, employ the use of trained dogs for the purpose of conducting a sniff search of an employee's desk. If a dog alerts to the desk, school officials will determine, based on the information available to them from the dog's trainer, whether the dog's alert gives rise to reasonable suspicion, then an internal search of the desk and its contents will be conducted. The search will be reasonable in its scope and intrusiveness.

D. School officials may, without a search warrant, search the person and/or personal possessions based on a reasonable suspicion. The search will be reasonable in its scope and intrusiveness.

E. As soon as practicable after a search pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by policy or school officials.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A search of a person shall be conducted in privacy by a school official of the same sex. An adult witness of the same sex shall be present as an observer during the search.

H. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VIII. VIOLATIONS

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

Tobacco-Free Environment

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles. Possession by an elementary, middle or high school student of any type of tobacco product while on district property shall be considered a violation of the tobacco-free environment policy. This prohibition includes all school district property and all off campus school district-sponsored events.

The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or other person who is found to have violated this policy. Signs will be placed at the entrance to each school district building stating that it is a tobacco-free environment.

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

Refer to School Board Policy 573 on the website or in the school office.

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 posted on the district's website at www.moorheadschoools.org, and it will be announced on local radio and television stations. The district also uses an automated notification system for

weather-related announcements and other notifications. Parents are encouraged to log in to PowerSchool to choose how they are notified with this system or to review prior messages sent by the system.

If you hear no announcement concerning Moorhead Area Public Schools, you should assume that school is open and that a regular schedule is being followed. We do not close early as often as many of our neighboring rural school districts. In the event schools are closed due to severe weather conditions, all after-school activities will be canceled.

Please do not call the school to find out whether school is being canceled. Our phone lines are limited and we need to be able to make outgoing calls in an emergency situation. Please check the website, listen to radio or television, and plan ahead so that your child knows what to do in case school closes early. If your family has any unusual circumstances that might cause difficulty in case of a school closing, let us know when your child registers for school.

Although it is important to have an emergency plan, we rarely close school early. It is difficult for the school district to contact enough bus drivers and most importantly, too many children would arrive to a locked home or would have no supervision at home.

Wellness

The school environment will promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity. Foods and beverages made available 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.

Moorhead Area Public Schools recognizes that parents/guardians have a primary and fundamental role in promoting and protecting their children's health and well-being. The district will support parents' efforts to provide a healthy diet and daily physical activity for their children. Parents/guardians are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. The Moorhead Area Public Schools will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

~~Beginning with the 2012-13 school year,~~ Elementary students will be recognized for their birthdays at school, but families are asked to reserve the cake, ice cream, cupcakes, sweets and other novelty items for home birthday celebrations.

Refer to School Board Policy 536 and Administrative Procedures on the website or in the school office.

DISCIPLINE PLAN

All children are expected to be courteous and respectful to each other and to members of the staff. They are expected to conduct themselves in such a manner that they will not disrupt learning or interfere with others. Any type of fighting, harassing or threatening others is unacceptable behavior. If a serious problem occurs, parents/guardians will be asked to assist us in correcting the situation. If we feel it is not serious enough to warrant a formal conference, parents/guardians will be sent a note or will be called. Successful learning is contingent upon the self-discipline of each student as well as group discipline, which supports a positive learning climate.

Discipline at School

Moorhead Area Public Schools believe that discipline is a subject that can be “taught,” just as we teach reading and writing and math, and that children learn best when they are actively engaged and invested in constructing their own understandings. The goals of our classroom and school-wide approaches to discipline are to:

- establish a calm, orderly and safe environment for learning;
- foster an appreciation for the role of rules in school;
- help children develop self-control and self-discipline;
- teach children to be responsible, contributing members of a democratic community; and
- promote respectful, kind and healthy teacher-student and student-student interactions.

Teachers are guided by School Board Policy 551 Student Discipline which states: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm to themselves or to another.

The board policy also states: All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm to themselves or to another.

Teachers will create classroom rules with their students during the opening days of school. If a teacher decides to involve the principal or building administrator in a disciplinary situation, or if the principal becomes involved as the result of a situation in one of the common areas of the school, they will consult if possible before deciding upon a course of action.

After-school detention is a consequence that may be assigned by a teacher or by the principal in consultation with the teacher. In cases of after-school detention, the classroom teacher or principal will contact the parent/guardian. In-school suspension is an option but it is a major and complex consequence assigned by the principal only. In cases of in-school suspension the principal will contact the parent/guardian. In-school suspension will most often be the consequence for gross disrespect, fighting or serious injury to another person. Please refer to the discipline procedures section for more information.

At the elementary level our goal is to have a positive atmosphere for learning. Our school discipline plan is intended to help children learn and practice appropriate behavior in common areas of the school. The common areas of the school are the hallways, bus lines, playground, lunchroom, bathrooms, library media center and assembly. Each teacher also has a classroom discipline plan.

Our general expectations for children in all common areas of the school are to:

- | | |
|-------------------|---------------------------------------|
| follow directions | respect people |
| respect property | keep hands, feet, and objects to self |

In addition, each area has some specific expectations. For each area our expectations are:

Lunchroom

use quiet voices and proper table manners
stay in seats until excused

Hallways

use quiet voices
walk

Bus lines

stay behind the white lines on the sidewalk

Assemblies

use quiet voices

stay in line while waiting and while loading
the bus

show courtesy to presenters
sit in assigned place
remain in the gym for the entire program

Playground

play in designated play areas
refrain from throwing snowballs and rocks
refrain from fighting

If you have any questions about the school-wide discipline plan or individual classroom plans, feel free to contact a classroom teacher or the principal or building administrator.

Discipline Procedures

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.

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 Discipline is a type of discipline that seeks to restore damages made by the offending student. A reasonable follow up to a destructive action may be to try to restore, replace, repair, clean up or apologize, as the situation may dictate.

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

part of the victim or offender. This process is used in conjunction with the Clay County Restorative Justice Program.

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

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

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

These procedures are based on school board policies, available on the district's website at www.moorheadschoools.org 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 K-3	*	Parent(s)/Guardian(s) conference Removal from class	Parent(s)/Guardian(s) conference Removal from class or suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference Removal from class	Parent(s)/Guardian(s) conference Removal from class or suspension

(*) Indicates disciplinary action assigned by building administration.

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. Further 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, 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 K-3	Parent(s)/Guardian(s) conference Notification of legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference 1-3 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Notification of legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to student assistance

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

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property.

Definitions:

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Parent(s)/Guardian(s) conference Referral to legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference Referral to legal authorities Referral to student assistance	Parent(s)/Guardian(s) conference Referral to legal authorities 3 day suspension Referral to student assistance
Grades 4-5	Parent(s)/Guardian(s) conference Notification of legal authorities 5-10 day suspension Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance

4. ARSON

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

Grade Level	First Offense
Grades K-3	Parent(s)/Guardian(s) conference 1-5 day suspension Immediate notification of legal authorities (police and fire marshal)
Grades 4-5	Parent(s)/Guardian(s) conference 3-10 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 K-3	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference 1-5 day suspension Notification of legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities

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 K-5	Parent(s)/Guardian(s) conference Referral to Truancy Intervention Program

7. BREAKING AND ENTERING

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

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

	Referral to legal authorities	Referral to legal authorities	Referral to legal authorities
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8. BULLYING

"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 K-3	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity 1-2 day suspension	Parent(s)/Guardian(s) conference Removal from class or activity or suspension 2-5 day suspension Notification of legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Removal from class or activity	Parent(s)/Guardian(s) conference Removal from class or activity 1-2 day suspension	Parent(s)/Guardian(s) conference Removal from class or activity or suspension 2-5 day suspension Notification of legal authorities

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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Same/next day dismissal
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Same/next day dismissal

(*) Indicates disciplinary action assigned by building administration.

10. DISORDERLY CONDUCT

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

- A. Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other 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 K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference Removal from class	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

12. DRESS AND APPEARANCE

Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:

- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.

- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or approves, advances or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in district policy.
- Wearing clothing or footwear that would damage school property.
- Wearing masks, face paint or grooming that limits or prevents identification of a student.
- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- Wearing clothing in a manner that displays undergarments.

The appropriateness of wearing of hats and caps will be determined at each school by the principal and may be worn in some cases (i.e., student undergoing chemotherapy, medical situations, religious purposes, class outside the building). Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of this guideline, the student will be directed to make modifications or be sent home for the day.

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

(*) Indicates disciplinary action assigned by building administration.

13. FALSE ALARM

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	* Notification of legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension Referral to legal authorities
Grades 4-5	* Notification of legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension Referral to legal authorities

(*) Indicates disciplinary action assigned by building administration.

14. FALSE REPORTING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

15. GAMBLING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

16. HARASSMENT

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	* Notification of Title IX Officer	Parent(s)/Guardian(s) conference Notification of Title IX Officer	Parent(s)/Guardian Conference Removal from class or activity or 1-2 day suspension Notification of Title IX Officer
Grades 4-5	* Notification of Title IX Officer	Parent(s)/Guardian(s) conference Notification of Title	Parent(s)/Guardian(s) conference Removal from class or

		IX Officer	activity or 1-2 day suspension Notification of Title IX Officer
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(*) Indicates disciplinary action assigned by building administration.

17. HAZING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

18. INSUBORDINATION

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

19. MISBEHAVIOR ON THE SCHOOL BUS

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Student conference and warning	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference

		3 school day suspension from riding the bus	5 school day suspension from riding the bus
Grades 4-5	Student conference and warning	Parent(s)/Guardian(s) conference 3 school day suspension from riding the bus	Parent(s)/Guardian(s) Conference 5 school day suspension from riding the bus

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

20. NUISANCE OBJECTS

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	* Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 4-5	* Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

21. PERSONAL ELECTRONIC DEVICES (PEDs)

PEDs are all electronic communication and entertainment devices that can be used by an individual, including phones, camera, music players, calculators, electronic games, video players, computers and personal digital assistants.

- A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- B. PEDs may be not be used during school day unless used with teacher approval. Cell phones may be used before and after school.
- C. PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 4-5	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference Confiscate	Parent(s)/Guardian(s) conference 1-2 day suspension

22. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a

picture(s) that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

23. PUSHING, SHOVING, SCUFFLING

Physical contact, which may include fighting, that could harm others is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

24. RECORDS OR IDENTIFICATION FALSIFICATION

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference Removal from class or activity or 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

25. SECURITY SYSTEM TAMPERING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension
Grades 4-5	*	Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-2 day suspension

(*) Indicates disciplinary action assigned by building administration.

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 2-3 day suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges
Grades 4-5	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 2-3 day suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges

27. THEFT, ROBBERY OR EXTORTION

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

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference 1-2 day suspension Notify legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference 1-2 day suspension Notify 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 K-3	* Parent(s)/Guardian(s) conference	Parent(s)/Guardian(s) conference 1-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

	Referral to legal authorities Referral to threat assessment team	Referral to legal authorities Referral to threat assessment team	Referral to legal authorities Referral to threat assessment team
Grades 4-5	* Parent(s)/Guardian(s) conference Referral to legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 1-5 day suspension Referral to legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities Referral to threat assessment team

(*) Indicates disciplinary action assigned by building administration.

29. TOBACCO, POSSESSION AND USE

Tobacco use or possession, including smokeless tobacco, is not permitted by any student while on school grounds or at school-sponsored events.

Grade Level	First Offense	Second Offense	Third Offense
Grades K-3	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 1-2 day suspension Referral to legal authorities
Grades 4-5	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference Referral to legal authorities	Parent(s)/Guardian(s) conference 1-2 day suspension Referral to legal authorities

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 K-3	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension
Grades 4-5	Parent(s)/Guardian(s) conference Restitution	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Removal from class or activity or suspension

31. WEAPON

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

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

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

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

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

School Bus Service, Safety and Responsibility

School bus transportation is provided to any student who lives within their attendance area and who lives one mile or more from the school. ~~Kindergarten students who live .5 mile or more from the school they are assigned will receive noon transportation.~~ Transportation is not provided to Spanish Immersion students outside the Ellen Hopkins attendance area. Information concerning bus routes is mailed to families prior to the start of school or may be obtained by checking the district website or calling the school district transportation office at 284-1410. Please contact the transportation office if you have questions about bus schedules or if your address changes. Students may not ride another child’s bus to go to a party or to play together after school.

Riding a school bus is a privilege, not a right. A student’s bus riding privileges may be taken away if a student violates rules for appropriate conduct while on the bus or while at the bus stop. All school rules are in effect on the bus and at the bus stop.

If the school bus and bus stop rules are broken, the school district’s discipline procedures will be followed. Consequences are progressive and may include suspension of riding privileges. Depending on the nature of the

offense, suspension or expulsion from school may also result. Records of school bus and school bus stop misconduct will be retained in the same manner as other student discipline records.

At the beginning of each school year, time is spent in the classroom and on the bus helping children learn bus safety, appropriate behavior and bus rules for riding the bus and waiting at bus stops. Staff are on duty after school until all buses are loaded. Student behavior in the bus lines is monitored. Please help your child understand and use appropriate bus behavior. If you have concerns about bus conduct policies, please contact Dan Bacon, director of property services and transportation, at 284-1411.

Refer to School Board Policy 720 and 721 on the website or in the school office.

Student Dress and Appearance

It is the policy of the Moorhead Area Public Schools to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

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

1. Clothing appropriate for the weather (i.e., winter coats and boots in the winter).
2. Clothing that does not create a health or safety hazard (i.e., shoes with wheels).
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Refer to School Board Policy 577 on the school district website or in the school office.

MEETING UNIQUE NEEDS

English as a Second Language (ESL)

~~We provide small group and individual instruction in speaking, reading, and writing English for our students whose first or primary language is not English. The ESL program assists limited English proficient students in the acquisition of English proficiency and content area skills necessary for successful participation in the mainstream curriculum. The ESL program provides specialized instruction in the oral communication and literacy skills of English. Listening comprehension, pronunciation, functional usage, vocabulary, grammar, reading, writing, spelling, and nonverbal language are all included in the program.~~

English Learner (EL) Program

Students who are identified as having a first language other than English are eligible for services through the EL program. The goal of the EL program is to support students in acquiring English to more fully access the school's curriculum and meet grade-level academic standards. At the elementary level, students' classroom teachers provide the core academic instruction. The licensed ESL teacher provides small group instruction to support students' English language development in the areas of speaking, listening, reading and writing. The amount of EL program support is determined by the student's current level of English proficiency. For more information about the EL program, please refer to the District's English Learner Plan of Service, posted on our website at www.moorheadschoools.org.

Health Services

Our health office is staffed during school hours by a full-time health technician assistant trained in first aid and CPR. A licensed school nurse is scheduled to be in the health office several hours per week and is on call at all times in cases of serious injury or illness at school. Children's health strongly affects school attendance and performance. The school nurse is available to help parents/guardians with any health concerns. The health office also manages immunization and health records, the administration of medication at school, hearing and vision screening, and specialized health procedures which must be done at school. Communication and cooperation between school personnel and parents/guardians is essential in understanding and meeting our children's health.

Immunizations: Minnesota State Law, M.S. 123.70 mandates that every student must show proof of full immunization, or supply the school with a notarized exemption form in order to attend school in Minnesota. To be fully immunized, your child should have:

5 - D.P.T. (Diphtheria, Pertussis, and Tetanus) immunizations

4 - Polio immunizations

1 - MMR (Mumps, Measles and Rubella) received after 1 year of age

3 - HBV (Hepatitis B)

~~12-~~ Varicella (Chicken Pox) or history of disease ~~(a second shot is required for kindergarten students beginning Fall 2009)~~

The immunization dates (month, day, and year) are entered on the History and Physical Examination form, signed by the doctor or clinic where they were given, and are due the first day of school. Transferring students have 30 days to provide the school with immunization and health records. The Clay County Public Health Clinic, located at 715 11th St. N., offers immunizations throughout the week. Please call 299-7777 for an appointment.

Illness and Injury at School: If your child becomes ill while in school, school personnel will need to be able to contact you. Please complete emergency information on the school registration form, including doctor, hospital preference and alternate persons to call in case of an emergency. In an emergency the school nurse or other school personnel will see that your child gets treatment as specified by you on the registration form. We will not release ill students to go home without a parent/guardian contact and arrangements made for release of the student into the care of the parent/guardian or approved others.

Illness at home: Watch your child for symptoms of illness and keep him or her home if necessary. Please contact the school or health office if your child is staying home because of illness. Let us know if he or she has a contagious illness such as chicken pox, strep throat, H1N1 flu virus (swine flu) or infestations such as head lice or scabies. Children must stay home until symptom free or until they have written permission from their physician to return to school. Students should also have a normal temperature for 24 hours prior to returning to school after an illness.

Prompt reporting enables us to contain contagion and prevent reinfestation. You will be informed in writing if head lice has been found in your student's classroom. Please follow up by checking your child for evidence of lice or nits at least once a week for the next three weeks. Students may return to school after completion of special treatment for infestation.

Medication: No medication will be administered by school personnel without written authorization from the parents/guardians and signed doctor's orders. All medicine must be in the original bottle, labeled with the child's name, name of medication, and dosage to be given. If at all 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.

Hearing and vision: We conduct hearing and vision screening for our students and keep a record of the results. You will be contacted if your child doesn't pass the screening.

Refer to School Board Policies 530 and 532 on the website or in the school office.

Special Education Services

The Moorhead Area Public Schools offer a variety of programs and services for children with disabilities. Disability areas include speech and language, learning disabilities, emotional/behavior disorders, hearing, vision, mental, physical, and health impairments and others. We have staff licensed to work with children in these areas as well as a school psychologist, social worker, occupational and physical therapists, and an

adaptive physical education teacher. A team made up of staff and a student's parents/guardians determine the need for the program of special services. Children receive a comprehensive assessment, or evaluation, of their strengths and weaknesses before services begin. Information from parents/guardians is an important part of the process. We follow the due process procedures set by state and federal laws.

If you suspect that your child may have a disability that is interfering with school performance, a call or conference with the classroom teacher is the best place to start.

Supplemental Teaching and Enrichment Program (STEP) Gifted/Talented Program

~~STEP refers to an array of programs and activities for children needing enrichment outside of that provided in the classroom.~~

~~Programs for third grade (*Explore*) and for fourth and fifth grade (*Discovery*) are intended for students with multi-intelligences and abilities. Several types of information are considered in selection of children. We recognize that no program will meet the needs or be a good match for all talented children and attempt to provide a variety of academic challenges and enrichments.~~

Moorhead Area Public Schools is committed to providing optimal learning conditions that support academic achievement for all students. A coordinating teacher provides a seamless continuum of services for high-potential students in all Moorhead Area Public Schools.

A multi-tiered system of support provides appropriate interventions or enrichments and practice, parent involvement, and other research-based practices to assist students in all schools. Moorhead Area Public Schools provides gifted education by implementing and sustaining efforts that ensure our students have access to differentiated curriculum, flexible pacing, cluster grouping, Advanced Placement, enrichment options, acceleration and other universal interventions available to all students in the regular classroom.

Advanced mathematics is available for students in grade 5. Students will be considered through a review of assessment and classroom performance information.

You will find that many writing, research, and project assignments in the classroom, as well as special events such as class projects and performances, offer all children open-ended opportunities for advanced instruction and performance. We encourage our students to take advantage of many enrichment opportunities in the community.

Other Supplemental Programs

At the elementary level we also offer programs that provide extra help and instruction in reading, writing, and math. These include Reading Recovery, Early Literacy Groups and Read 180/System 44 as well as Title I support at Hopkins and Asp. The America Reads program provides Minnesota State University Moorhead education majors to assist students with reading. We have tutors to assist students in the area of reading through the Minnesota Reading Corps. We use an after school Targeted Services program called EXCEL to give students extra help in reading, writing and math. We also use parent, community, and college student volunteers to assist our students.

Students who are performing below their grade level and are recommended by their teacher will be considered for these programs. If you think your child needs reading or math help or have questions about any of these programs, contact his or her classroom teacher. If you wish to volunteer, contact a teacher or principal.

Children's Dental Services and Smiles Across Minnesota provide preventive dental services, such as teeth cleaning, sealants, oral hygiene and dental fluoride, to uninsured or underinsured children in the district. CDS makes the dental appointment for your child to be seen at his or her school. Children's Dental Services will

provide care for children, birth to 18. Uninsured students who are income eligible will receive free care, paid for by a foundation through CDS. Others also will be able to access Children's Dental Services on a sliding fee scale. If a family has insurance, those families are encouraged to visit their previously established dental home.

All children receiving care will need parental consent. Forms are available at the school office and should be returned to the Health Office in your child's school. Contact Children's Dental Services at 612-746-1530 with questions.

PARENTS AND TEACHERS IN PARTNERSHIP

Addressing Concerns

When parents/guardians have concerns, they are asked to first contact the school employee who is nearest to the situation causing the concern. If you do not receive satisfaction from that person, then contact the building principal or administrator for assistance. If the matter is still unresolved, then contact the superintendent of schools. You may be asked by the superintendent to state the concern in writing and summarize the action taken to date. Should that fail, an appeal may be filed with the School Board through the Superintendent's Office.

Conferences and Progress Reports

Parent-teacher conferences are held each fall and midyear. Parents/guardians sign up for conference times when they attend Back-to-School Night and the fall Parent-Teacher Conferences. At the fall conference you can expect to review and discuss the expectations for academic learning and personal development at your child's grade level, student progress, and any concerns or questions you or the teacher have. During the midyear conference, student progress on the grade-level expectations will be discussed. The conferences are brief and do not replace regular contact with your child's teacher. If you need to conference with a teacher at other times or have a question or concern, feel free to contact him or her.

Our students receive two written progress reports each year. They are sent home in January and on the last day of school. Previous progress reports may be found in PowerSchool.

Family Involvement

Many benefits result from a strong partnership between home and school. Family involvement in a student's education is a factor in student achievement. Informed and involved families become supporters of the school. Family involvement is a critical link to student achievement, to achieving a high quality education and to a safe, disciplined learning environment.

Our elementary schools encourage family involvement. There are opportunities for parents/guardians to become involved both at home and at school. We make a special effort to reach out to parents whose language, culture, or family conditions make it difficult for them to participate in their child's education.

Our teachers use various channels of communication to keep families informed of their child's progress in school. Teachers encourage open communication between the family and the school.

We offer many opportunities for parents/guardians to volunteer at school. Some opportunities are offered by the school staff and some by PTAC. Please watch the newsletters and other fliers that are sent home for specific information about how to volunteer. Many of the opportunities are short term and some can be done at home, so we hope to accommodate the schedules of parent volunteers. All volunteers must sign in at the office and wear a volunteer name tag. Parents/guardians are also needed to serve on school district committees. These opportunities are described in the school district calendar sent to Moorhead Area Public Schools families in August.

Refer to School Board Policy 901 on the website or in the school office.

InfoSnap

Moorhead Area Public Schools uses InfoSnap, the district's online student registration system which provides a secure and efficient registration process. InfoSnap allows parents/guardians to enter registration information about their students — including emergency contacts, nutrition services, transportation, health, athletics and activities — in one online form. Computer access is available at the school if needed. Once a student's registration information is complete, parents/guardians only need to review and update the information annually.

If you have a question on how to complete an InfoSnap form, contact your school's main office. If you are having technical difficulties, contact the InfoSnap support line at 866-986-1601 Ext. 7095 or support@infosnap.com. Moorhead Area Public Schools does not provide technical support for InfoSnap.

Messages and Phone Calls

If you wish to deliver something to your child during the school day, please come to the office, and we will either handle the delivery for you or help you find your child quickly.

Taking phone calls at school is usually not convenient for a student. Although we understand that students sometimes must receive telephone messages during the school day, we appreciate our parents keeping message-delivering to a minimum. Cell phones may be used before and after school.

Parent Teacher Advisory Council (PTAC)

We have active elementary Parent Teacher Advisory Councils made up of staff representatives, parents, and the principal. PTAC serves to increase communication between parents/guardians and the school, support parent involvement, increase awareness of the school by parents and the community, aid in securing funds for equipment and activities that support education and the school environment, and assist at school functions. Any parent or staff member is welcome to contact PTAC officers or attend PTAC meetings. Meetings are announced in the newsletter and on the outdoor school sign.

Parents Right to Know (Title I)

School districts are required to notify parents/guardians of all children in all Title I schools (Robert Asp and Ellen Hopkins Elementary) at the beginning of each year, that parents/guardians have the right to request and receive timely information on the professional qualifications of the student's classroom teachers. This requirement applies to all parents/guardians of the children in the school — whether or not the students receive Title I services.

When the parent/guardian requests information on their child's classroom teacher's professional qualifications, Moorhead Area Public Schools must respond in a timely manner to the requested information and, at a minimum, report the following:

- a. Whether or not the teacher has met Minnesota's licensing requirements for the grade level(s) and core academic subject(s) he or she teaches;
- b. Whether or not the teacher is teaching under a variance status;
- c. The education level and subject area of the teacher's college degree major and any graduate degree or certificate held;
- d. Whether the child is provided services by paraprofessionals, and if so, their qualifications.

Robert Asp and Hopkins Elementary shall provide to each parent/guardian:

- a. Information on the level of achievement of the parent's child on the state academic assessments.

b. Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

This information provided to parents/guardians shall be in an understandable and uniform format and, to the extent practicable, provided in a language the parents/guardians can understand.

Refer to School Board Policy 607 on the website or in the school office.

PowerSchool

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

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

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

Visitors to the Building / Visiting Classrooms

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

Please do not invite children who are visiting your home to attend school with your child.

Refer to School Board Policy 905 on the website or in the school office.

OTHER INFORMATION

Bicycles

Children who are competent bicycle riders and know the rules of the road may ride bicycles to school. We recommend limiting this privilege to fourth and fifth grade students. The school area is very challenging for bike riders due to the large number of cars, buses, and pedestrians. Students are required to park their bikes in a bike rack and are strongly encouraged to lock their bikes. Students are also strongly encouraged to wear helmets when biking.

Birthday Celebrations

~~Beginning with the 2012-13 school year,~~ Elementary students will be recognized for their birthdays at school, but families are asked to reserve the cake, ice cream, cupcakes, sweets and other novelty items for home birthday celebrations.

District Calendar

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

District Website

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

Gift Giving

Gifts from students to staff are discouraged. A note from a student to express gratitude and appreciation to a staff member is welcome and appropriate. Individuals interested in making a gift to the school are encouraged to talk to the principal.

Insurance

Student insurance is designed primarily to offer low cost accident and dental policies to the students who don't have coverage under any individual family plan. The School Board approves the sale of the student accidental and/or dental insurance for the convenience of students and parents. Enrollment forms are distributed to students on the first day of school in the fall.

Lost and Found

Each year many articles of clothing and other items are lost. Please encourage your child to inquire about and to look for these articles around their classroom, locker and gym. They should also check the lost and found box. If your child is unsuccessful in finding their missing items, then perhaps a family member should check the box as well. If your child's articles of clothing are marked in some way, it will be much easier to identify and claim them. Unclaimed clothing is donated to charity throughout the year. Lost glasses, phones, keys and jewelry are kept in the school office.

Parent/Guardian Information

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

Parking

Each school has a designated area for visitor parking and for student drop-off and pick-up. These areas are designed for student safety. The bus loading areas may not be used for parking or student drop-off and pick-up.

Party Invitations

We prefer that students do not hand out invitations to parties at school. Please consider mailing invitations or delivering them to homes.

Patriotic Exercises

In all classroom buildings K-12, the Pledge of Allegiance to the flag of the United States of America will be recited at least one or more times each week. Any student who, for reasons of conscience, does not wish to salute the flag or say the Pledge of Allegiance, will be excused from the exercises. Refer to School Board Policy 633 on the website or in the school office.

PayForIt

Moorhead Area Public Schools offers an online payment processing system, PayForIt, to let parents make school-related payments online at their convenience, 24 hours a day, seven days a week. Parents access PayForIt through the district's website and pay for school-related fees and products online, either by e-check, Mastercard, Visa or Discover cards, or online PayPal account. Parents will immediately receive e-mail receipts confirming their purchases.

Items that may be purchased online include lunch, breakfast and milk payments, high school and middle school activity participation fees, high school season athletic tickets, and elementary community supply fees, activity fees, calculators and student planners.

PayForIt uses "Secure Sockets Layer" (SSL) to encrypt and protect transaction information. Neither PayForIt nor Moorhead Area Public Schools store personal bank or credit card information to ensure privacy and security for users. Access PayForIt at www.moorheadschoools.org.

Personal Electronic Devices (PEDs)

The school district shall not be liable for the loss, damage, or misuse of any electronic or other valuable item (such as personal listening devices, electronic games, video players or music players) brought to school. PEDs may not be used during the school day unless used with teacher approval. Cell phones may be used before and after school.

Personal electronic devices also are governed by other district policies (e.g., harassment, copyright, acceptable use). Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Student conference and confiscation of items may be used if students do not follow this policy. Refer to School Board Policy 551 on the website or in the school office.

Pesticide Applications

Weeds on school grounds are sprayed during the first two weeks in June and the last two weeks in August. The building is checked on a quarterly basis by a licensed exterminator. Pests are monitored and controlled by use of glue traps and mechanical devices. Parents/guardians are given the opportunity to request notification prior to pesticide applications made on days other than those specified above. The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Pets in School

Family pets are not allowed on school grounds or classrooms in Moorhead's K-5 schools. The factors that led to this position include unpredictable animal behavior, allergies, asthma, and diseases such as rabies. Photos or videotapes of pets are an acceptable method of sharing a pet. Animals used in therapy or service situations may be allowed in schools.

PUBLIC NOTICE: Protection and Privacy of Student Records – Policy 504

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

1. Parents/guardians and eligible students are hereby informed that they have the following rights:

a. That parent/guardian or eligible student has a right to inspect and review the student's education records. A parent/guardian or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected.

b. That the parent/guardian or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/guardian or eligible student wishes the school district to make. The request shall be signed and dated by the parent/guardian or eligible student. If the school district decides not to amend the record as requested by the parent/guardian or eligible student, the school district will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the School Board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on a request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g (FERPA), and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605.

g. That the parent/guardian or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.

h. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's office or the district's website (www.moorheadschools.org).

2. Independent School District No.152 has adopted a School Board policy in order to comply with state and federal laws regarding education records. The policy does the following:

a. It classifies records as public, private or confidential.

b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent/guardian or student when required prior to disclosure.

3. Copies of the School Board policy and accompanying procedures and regulations are available to parents/guardians and students upon request to the Superintendent.

4. Pursuant to applicable law, Independent School District No.152 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; grade level; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

a. The information listed above shall be public information which the school district may disclose from the education records of a student.

b. Should the parent/guardian of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's/guardian's or eligible student's prior written consent except to school officials as provided under federal law.

c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent/guardian or eligible student must make a written request to the building administrator within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

(1) Name of student and parent/guardian, as appropriate;

(2) Home address;

(3) School presently attended by student;

(4) Parent's/guardian's legal relationship to student, if applicable;

(5) Specific category or categories of directory information which is not to be made public without the parent's/guardian's or eligible student's prior written consent.

5. Pursuant to applicable law, Independent School District No. 152 hereby gives notice to parents/guardians of secondary students and eligible students of their rights regarding release of information to military recruiting officers. The school district must release, without parent/guardian or student consent, the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION, THE PARENT/GUARDIAN OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY (BUILDING ADMINISTRATOR) BY SEPTEMBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

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

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

INDEPENDENT SCHOOL DISTRICT 152
MOORHEAD, MINNESOTA
JULY 2014

2014-2015 Elementary Calendar

August 2014

- 20 EIS-12 Para Professional Development Day;
New Teacher Workshop
- 25 Professional Development (a.m.); Teacher Work
Time (p.m.)
- 26 Professional Development
- 27 Professional Development
- 28 K-5 Parent Communication/Student Assessment;
Back-to-School Night Grades K-5 (5:30-7 p.m.)

September 2014

- 1 Labor Day
- 2 E-12 Classes Begin
- 10, 24 E-12 Prof. Development Before/After School
- 17 E-8 Prof. Development Before/After School

October 2014

- 1, 22 E-12 Prof. Development Before/After School
- 13, 14 K-12 Parent-Teacher Conferences (5-8:30 p.m.)
- 15 *No Classes E-12*; E-12 Parent-Teacher Conferences
(8-11:30 a.m.); E-8 P/T Conferences (12:30-
4:15 p.m.); EIS-12 Para Professional Development
- 16-17 *No School E-12*; Education Minnesota (EM)
- 29 E-5 Prof. Development After School
- 31 End of 1st Quarter

November 2014

- 5, 19 E-8 Prof. Development Before/After School
- 10 No School; K-12 Professional Development
(8-11:30 a.m.); K-8 Optional Paid Training (p.m.)
- 12 E-12 Prof. Development Before/After School
- 26-28 *No School E-12*

December 2014

- 3 E-12 Prof. Development Before/After School
- 24 Winter Break Begins

January 2015

- 5 E-12 Classes Resume
- 7, 21 E-8 Prof. Development Before/After School
- 14 E-12 Prof. Development Before/After School
- 16 End of 2nd Quarter/1st Semester
- 19 *No School E-12*; K-12 Prof. Development
(8-11:45 a.m.); K-5 Optional Paid Training (p.m.);
Martin Luther King Jr. Day

February 2015

- 2 ACCESS for ELLs begins
- 4, 18 E-12 Prof. Development Before/After School
- 11 E-8 Prof. Development Before/After School
- 16 *No School E-12*; Presidents' Day

March 2015

- 2, 3 K-8 Parent-Teacher Conferences (5-8:30 p.m.)
- 4 *No School*; 9-12 Prof. Development (8-noon);
First Emergency Makeup Day
- 5-6 *No School E-12*
- 9-May 8 Grades 3-8, 10 Reading MCA, Grades 3-8, 11
Mathematics MCA and MTAS Testing Window
- 9-May 15 Grades 5, 8, MHS Science MCA Online Testing
Window
- 11, 25 E-8 Prof. Development Before/After School
- 18 E-12 Prof. Development Before/After School
- 20 ACCESS for ELLs ends
- 27 End of 3rd Quarter

April 2015

- 1 E-12 Prof. Development Before/After School
- 3-6 *No School E-12*
- 6 Second Emergency Makeup Day
- 8, 29 E-5 Prof. Development After School
- 15 E-8 Prof. Development Before/After School

May 2015

- 6 E-8 Prof. Development Before/After School
- 20 E-5 Prof. Development After School
- 25 *No School E-12*; Memorial Day
- 29 Last day for E-12 Students

June 2015

- 1 Last Day for E-12 Staff; K-5 Teacher Work Time
(3 hrs)

Emergency Makeup Days: March 4, April 6

Possible Emergency Makeup Days: June 1, 2, 3, 4, 5

This calendar includes a built-in makeup day. If it is unused, the end date of the school year will be adjusted accordingly.

For more events at specific schools or in the district, please see the district calendar or view the calendar information online at www.moorheadschoools.org.



MOORHEAD

AREA PUBLIC SCHOOLS

Superintendent
Memo S.15.022R

TO: School Board

FROM: Dr. Lynne A. Kovash, Superintendent *LAK*

DATE: July 31, 2014

RE: Horizon Middle School Student Handbook

Attached is the 2014-2015 Horizon Middle School Student Handbook. According to School Board Policy 221, the handbook is to be presented to the board for an annual review.

Changes made to the handbook have been highlighted in a lined-out version. A completed copy of the handbook will be available on the district's website at www.moorheadschoools.org.

Suggested Resolution: Move to approve the 2014-2015 Horizon Middle School Student Handbook as presented.

LAK:mde
Attachment

HORIZON MIDDLE SCHOOL

Moorhead Area Public Schools



~~*2013-2014*~~

2014-2015

Student Handbook



HORIZON MIDDLE SCHOOL



3601 12 Avenue South, Moorhead, MN 56560
Office Phone (218) 284-7300

Welcome to Horizon Middle School!

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

- Horizon Middle School follows an initiative called Positive Behavioral Interventions and Supports (PBIS). The goal of PBIS is to create and sustain school environments that are respectful, responsible, and safe for students and adults. PBIS establishes a common language and vision for all individuals in the school.
- Parent-Teacher Advisory Council (PTAC) is a wonderful way to get involved in the school. Meetings are held the second or third Thursday third Tuesday of every month at 6:30 p.m. unless otherwise noted.
- Infosnap is an information gathering process that allows parents/guardians to complete and/or update their students' information and register for athletics and activities online. Click on the Infosnap link from the HMS website to log on. Log in to your PowerSchool parent account and choose the InfoSnap Registration link.
- PowerSchool is a resource for parents/guardians that allows them to access their child's grades, attendance, announcements and lunch account balance through their telephones or home computers. Please contact our Counseling Office at Extension 7312 to obtain an authorization code.

Noteworthy points of interest:

- 1) Cell phones, iPods and MP3 players are not allowed to be used during instructional time unless given permission by the teacher. Text messaging is not allowed during instructional time. The school day runs from 9:05 a.m.-3:50 p.m. iPods *may* be allowed in the weight room with teacher permission.
- 2) Phone messages must be left with the building secretaries and they will be passed along to your child, so learning is not disrupted during instructional time.
- 3) Parents/guardians will be called on discipline issues and may be asked to come to school for a conference. If the issue is major a suspension will result and the parent/guardian must come and pick up the child from school.
- 4) Inquire about lost and found items at the main office.
- 5) Grading and homework guidelines were developed building wide. See page 8 for the principles and expectations.
- 6) Call the Attendance Line at 218-284-7301 as soon as possible in the morning or night before if your child will not be in school or submit absences in PowerSchool.
- 7) Horizon will be a No Gum Zone.
- 8) If your child is absent for more than 3 consecutive days or 12 days per school year due to illness a doctor's note will be required.
- 9) No school on the following days: September 3, 1 October 16-18, 15-17 November 11, 10 and 27-29 26-28, December 23- 24-January 1 2, January 20- 19, February 17 16, March 5-7 4-6 (March 4 possible makeup day) March 31, April 18 3 and 21 6 (possible makeup day) and May 26 25.
- 10) Parent-Teacher conferences: October 14 13 and 15 14 (5-8:30 p.m.), October 16 15(8-11:30 a.m., 12:30-4:15 p.m.), March 3 2 and 4 3 (5-8:30 p.m.).

If we can be of assistance feel free to call us at:

School Office, 284-7300

Lori Lockhart, Jeremy Larson, Principal,
284-7330

Jeremy Larson, Jacob Scandrett, Assistant
Principal, 284-7330

Counseling Office, 284-7312

Shari Gustafson, Gr. 6 Counselor Dean,
284-7314; William Franklin

Ashley Meagher, Gr. 7 Counselor Dean,
284-7315

Keith Hartleben, Gr. 8 Counselor Dean,
284-7313

This document can be made available in an alternate format such as large print or audio recording. Call 218-284-3330 to make a request.

If you do not read English and would like help in your own language, please call 218-284-3330.

Si usted no lee en inglés y le gustaría que le ayudaran en su propio idioma, por favor llame al 218-284-3330.

Kiểm tra không biết đọc tiếng Anh và muốn giúp đỡ
trong ngôn ngữ của bạn, xin gọi số 218-284-3330.

如果你不懂英语, 并希望帮助
帮助, 请打电话 218-284-3330.

အကယ်၍ မြန်မာစာလုံးပုံကို မသိရသေးဘဲ
အကူအညီလိုအပ်ပါက
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သို့ ခေါ်ဆိုပါ။

اذا لم تقرأ بالإنجليزية وتريد المساعدة بلغة
أمك، يرجى الاتصال بـ 218-284-3330.

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ACCELERATED CLASSES

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

ACCIDENTS

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

APPEARANCE

Horizon Middle School's (HMS) guidelines regarding dress are simple; clothing must be clean and appropriate. Clothing must not cause a disruption to the educational program. Students may not wear clothing that advertises alcohol, cigarettes, or other controlled substances or that has inappropriate wording or graphics. If students should wear an article of clothing that is inappropriate, they will be asked to wear something else or to turn the article of clothing inside-out and will be advised not to wear the clothing to school again. Students may not wear chains, caps or jackets in school. Bare midriffs, tops with spaghetti straps or strapless, all see-through fabrics, and bandanas are examples of attire that are not suitable for school. Shorts and skirts length must be modest and not distracting. Modest is at the discretion of school administration. ~~Current practice has been shorts and skirts must be of length that when the student's arms are fully extended at their sides, the length is at least as long as the student's fingertips.~~ Students wearing extremely low riding, bagging pants will be asked to pull them up and secure them at the waist. Underwear cannot be visible; this includes boxer shorts. Teachers and administrators also may refer students to parent(s)/guardian(s) when clothing or grooming is questioned.

Students may not wear head coverings during the school day unless approved by the principal. Exemptions will be made for medical and religious reasons.

For additional information, please refer to School Board Policy 577 on the district website or in the school office.

ASSEMBLIES

At all times, student behavior should be courteous. Unacceptable conduct includes whistling, uncalled-for

clapping, and any type of disruptive or distracting behavior during an assembly program.

Students who have caused a disruption at an assembly may be excused from attending further assembly programs within the school year.

ATTENDANCE

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

Tardy = 0-5 minutes

Late = 5-15 minutes

Absent = 15 or more minutes

EXCUSED ABSENCES

HMS complies with Minnesota State Statute in requiring that all students of middle school age attend school regularly when school is in session. The state of Minnesota recognizes the following reasons for excused absences: personal illness and/or medical, dental, or orthodontic treatment, death in the student's immediate family or of a close friend or relative, serious illness in the student's immediate family, court appearances occasioned by family or personal action, religious instructions not to exceed three hours in any week, physical emergency conditions (such as fire, flood, storm, etc.), official school field trip or other school-sponsored outing, or removal of a student pursuant to a suspension. Parents/guardians must notify the school by phone at 218-284-7301 by 10 a.m. on the day of the absence to report the reason for the absence or through PowerSchool. When you call the attendance line, 218-284-7301, you will hear a voice message. Please leave your child's name, grade, and reason for absence. Please call in *each day* that your child is absent due to illness. Physician verification may be requested for excused absences if personal illness goes beyond three consecutive days or twelve or more cumulative days absences due to an illness.

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

All work must be turned in before students participate in such an activity unless the teacher has made other

arrangements. If a test is given on the day that students return to class, they are expected to take the exam. As in all cases of absence, students are responsible to obtain and complete make-up work.

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

EXTENDED EXCUSED ABSENCE

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

LEAVING AND RETURNING TO SCHOOL DURING THE SCHOOL DAY

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

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

TARDIES

Students who arrive at school after 9:05 a.m. must report to the office before proceeding to their class. If a parent(s)/guardian(s) has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.) The students will be given an unexcused tardy pass and sent to class.

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

UNEXCUSED ABSENCES

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

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

BACKPACKS

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

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. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not

limited to, teasing, intimidating, defaming, threatening or terrorizing another student, teacher, administrator, volunteer, contractor or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources. "Bullying" means intimidating, threatening, abusive or harming conduct that is objectively offensive and an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services or privileges.

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

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

For additional information, please refer to School Board Policy 578 on the school district website or in the school office.

BUILDING CLEANLINESS

Our community has provided us with a beautiful school building. We ask that students be respectful and responsible by doing their part to keep the building clean. Students are not allowed to bring food/beverages into classrooms without teacher permission. Breakfast and lunch food items must be eaten in the cafeteria. Students must discard

waste and clean any spills or messes. Students who do not properly dispose of waste will face disciplinary measures.

BUS PROCEDURES/CONDUCT

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

Students must ride the bus to which they are assigned. In cases of emergency when a parent(s)/guardian(s) needs a student to ride a different bus than the assigned bus, written notification to the office must be presented. The final authority on ridership in these cases are individual bus drivers to make the determination if space is available. For additional information, please refer to School Board Policies 720-721 on the district website or in the school office.

CELL PHONES/SMART PHONES/PERSONAL ELECTRONIC DEVICE (PED)

Students may not text or make calls during instructional time during the school day. If a student is caught texting or talking on their cell phone, it will be confiscated.

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

2nd offense – parent/guardian must pick up the phone

3rd offense – student suspended for 1 day.

Cell phones and PEDs may be used before 9:05 a.m. after 3:50 p.m. If your teacher approves the use of your smart phone or PED for instructional purposes during class, the smart phone or PED must be connected to the school's public guest wifi access.

COMMUNICATION ASSISTANCE

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

COMPUTER INFORMATION

The past few years have seen a dramatic change in the way technology helps students relate to the world. Access to the Internet is an opportunity that HMS offers to its students. Bringing the Internet into the classroom provides new resources and opportunities to the educational experience.

Because we realize that there are no present technical solutions which can completely guarantee that students will be restricted from unwanted Internet material, the staff at

HMS will make every effort to educate the students in the proper use of the system and will appropriately deal with any misuses or abuses. Should any student violate any of the provisions of the district and HMS Acceptable Use policy, his or her account may be terminated, future access may be denied, and disciplinary actions may be taken in accordance with school district policy. In addition, all users are held responsible for understanding that the inappropriate use of the communication system may be in violation of state, federal, and local laws. Violation can lead to investigation and prosecution by law enforcement agencies.

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

For additional information, please refer to School Board Policy 731 on the district website or in the school office.

CONCERNS

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

CONFERENCES

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

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

For additional information, please refer to the "Parent(s)/Guardian(s) Involvement" section of this handbook.

COPYRIGHT POLICIES

Students are reminded that indiscriminate copying of print and online material is illegal.

For additional information, please refer to School Board Policies 730 and 731 on the district website or in the school office.

DEAN OF STUDENTS AND COUNSELING SERVICES

At Horizon Middle School, young people must be involved with other people to acquire attitudes, values, roles, competencies, and ways of viewing the world that are shared by family, peers, and community. The Horizon Middle School ~~student dean~~/counseling program is designed to help young people with their social, emotional, mental, and academic concerns through this process.

A dean/counselor will be assigned to each grade level. They will be responsible for the following student services:

Student Mediation, Problem Solving and Discipline: ~~Student Deans/Counselors~~ will assist students in identifying problems, causes, alternatives, and consequences so that appropriate action is taken. They will facilitate minor discipline issues and contact parents with resulting actions.

Positive Behavioral Intervention Supports (PBIS): ~~Deans/~~ Counselors will work with the PBIS data and PBIS committee as well as grade-level teachers to determine behavioral expectations/consequences and celebrations.

Consultation: Outreach services as well as communication with parent(s)/guardian(s), educators, administrators, and other community agencies will be in place when and as needed to assist students.

Personal and Group Counseling: Counseling and problem solving is provided on a small group and/or individual basis for students expressing difficulties dealing with relationships, personal concerns or normal developmental tasks.

Crisis Counseling: Counseling and support are provided to students and their families facing emergency situations. Such counseling is normally short term in nature. When necessary, appropriate referral sources are used.

504 Administration: ~~Deans/Counselors~~ will coordinate, facilitate, implement and monitor student 504 plans.

CURRICULUM REVIEW

Parents/guardians have the right to review the curriculum that will be provided by the teacher(s). If you wish to review particular curricular areas, please call a principal.

For further information, please refer to School Board Policies 620 and 620.2 on the district website or in the school office.

DAILY BELL SCHEDULE AND LATE START SCHEDULE

Period 1 - Announcements - 9:05-10:05
 Period 2 - 10:09-11:09
 Period 3 - 11:13-12:13
 Period 4 A - 12:13-12:43 - Lunch 1 (Grade 6 Lunch)
 12:43-1:43
 Period 4 B - 12:13-12:43
 12:43-1:13 - Lunch 2 (Grade 7 Lunch)
 1:17-1:43
 Period 4 C - 12:13-1:13
 1:13-1:43 - Lunch 3 (Grade 8 Lunch)
 Period 5 - 1:46-2:46
 Period 6 - 2:50-3:50

Two-Hour Late Start Schedule

~~Period 1 - Announcements - 11:05-12:00~~
~~Period 2 - 12:03-12:33 Grades 7 & 8 (Gr. 6 Lunch)~~
~~Period 2 = Gr. 6/ Period 3 = Gr. 8 - 12:33-1:03 (Gr. 7 Lunch)~~
~~Period 3 - 1:03-1:33 Grades 6 & 7 (Gr. 8 Lunch)~~
~~Period 4 - 1:37-2:12~~
~~Period 5 - 2:16-3:01~~
~~Period 6 - 3:05-3:50~~

TWO-HOUR LATE START SCHEDULE

P1 & Announcements: 11:05-12:00

	Grade 6	Grade 7	Grade 8
<u>12:03</u>	<u>Lunch</u>	<u>Per 2</u>	<u>Per 2</u>
<u>12:33</u>	<u>Per 2</u>	<u>Per 3</u>	<u>Lunch</u>
<u>1:03</u>	<u>Per 3</u>	<u>Lunch</u>	<u>Per 3</u>

P4: 1:37-2:12

P5: 2:16-3:01

P6: 3:05-3:50

DETENTION

Students who have failed to follow the rules of the school will be assigned detention. You will receive information from your child's team teachers regarding the team's detention policies. School detention is held after school, during lunch, and/or on Saturdays. Students are given 24 hours to make arrangements for transportation. Students who have been assigned detention must arrive on time, have study materials or a book to read, and work silently.

Students will spend detention time studying and/or performing service projects in the building. If students do not have transportation home from detention, parent(s)/guardian(s) should contact a principal to discuss an alternate plan.

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

DISCIPLINE GUIDELINES AND PROCEDURES

Please see attached Addendum A for Discipline Guidelines and Procedures.

FAILED CLASSES

Students who fail classes are expected to attend opportunities for credit make up; opportunities may be offered after school, on Saturdays, and/or during the summer to make up core class credits.

FAMILY INVOLVEMENT

Families are encouraged to attend school events. Volunteers are needed to help in classrooms, chaperone field trips, operate concessions, supervise activities, etc. If you are interested in helping, please complete a volunteer form that is available in our office.

All parent(s)/guardian(s) are encouraged to attend monthly Horizon PTAC meetings. Please check the calendar for the specific days/times. For additional information, please refer to School Board Policy 901 on the district website or in the school office.

FIELD TRIPS

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

FIRE, LOCKDOWN AND TORNADO DRILLS

Fire, lockdown and tornado drills are held at irregular intervals throughout the school year. In drills or in a real emergency situation, remember to:

1. Observe directions given by staff.
2. Walk quickly and quietly to the designated area.

FOOD AND BEVERAGES

Students may not receive pizza deliveries, birthday cakes, etc., during the school day. Fast food is not allowed to be brought in or supplied by a parent/guardian. Soda, gatorade and other beverages are not allowed during the school day.

GANG ACTIVITY

Moorhead Schools recognizes that the harm done by the presence and activities of gangs in our school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activity also creates an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive to the process of education and school activities. As a result, any dress, hand signs, or gestures proclaiming gang membership and/or affiliation or that may be interpreted as such are prohibited. For additional information, please refer to School Board Policy 577 on the district website or in the school office.

GRADING SYSTEM AND REPORT CARDS

HMS uses the traditional A-F grading scale. A grade of I, or incomplete, is given when students have not been able to complete assignments due to illness, emergency, or a prearranged absence. If the incomplete work is not made up within two weeks after the end of the quarter, the I grade changes to an F. It is the student's responsibility to communicate with teachers and to complete and turn in late work.

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

GUM

Horizon will not allow gum. It was a building wide decision to become a gum-free facility in 2009-2010.

HANDBOOK

This handbook may be changed or amended during the school year. Contact the principal or visit our website www.moorheadschoools.org for more information. All students and parents are responsible for the content of this handbook. School Board policies to further explain and clarify any and all school policy can be retrieved at <http://www.moorheadschoools.org/About/School-Board/Policies-and-Procedures/>.

HARASSMENT AND VIOLENCE POLICY

Everyone at Moorhead Area Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability:

- a. name calling, joking or rumors;
- b. pulling on clothing;
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing;
- f. offensive or graphic posters or book covers; or
- g. any words (verbal, written or electronic) or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If you believe you have been the victim of any type of harassment you should report it to any school district official. This report may be oral or you may also make a written report. It should be given to a teacher, counselor, the building administrator or the Human Rights Officer (Director of Human Resources). Your right to privacy will be respected as much as possible.

The school district will investigate all reports of harassment or violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and the school district will take all appropriate actions based on the report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported a concern.

This is a summary of the school district policy against harassment and violence related to race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Complete policies are available in the building administrator's office and the Superintendent's Office and at the school district's website at www.moorheadschoools.org.

HAZING

No student, teacher, administrator, coach/advisor, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing. A parent(s)/guardian(s) permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. This policy applies to behavior that occurs on or off school property and during and after school hours. 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. 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.

DEFINITIONS

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

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

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

REPORTING PROCEDURE

1. Any person who believes he or she has been the 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.
2. The building principal is the person responsible for receiving reports of hazing at the building level. Any

person may report hazing directly to a school district human rights officer or to the superintendent.

3. Teachers, administrators, coaches/advisors, volunteers, contractors 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 received a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
4. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

SCHOOL DISTRICT ACTION

1. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
3. Upon completion of the investigation, 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 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, school district policies and regulations.

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 retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

HEALTH SERVICES

A health assistant is on duty each day from 8:50 a.m. until 4:05 p.m. A licensed school nurse staffs the health office on a part-time basis and is on call in case of emergencies. All accidents must be reported to the health office immediately.

Parents/guardians of students with special health conditions must notify the school nurse at the beginning of each school year. Staff will be advised of special health conditions affecting their students. Each year, all parent(s)/guardian(s) are asked to complete a student health update form, which gives information regarding home and work phone numbers, a listing of physician and hospital preferences, and the name of a person who will be contacted when parent(s)/guardian(s) are unavailable in an emergency situation.

The school does not provide aspirin or other medication for students. If students need prescription medication dispensed during school hours, parent(s)/guardian(s) must provide the health office with a physician's written order, written parental/guardian authorization, and a properly labeled container with specific directions about how and when the medication is to be administered in school.

Students who become ill during the school day should secure from their teacher a pass to the health office. If it is necessary for students to go home because of illness, a school official will contact parent(s)/guardian(s) to provide transportation home. Students should remain at home if they have a contagious illness or a temperature of 100 degrees or higher. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

Vision and hearing screening is done for all seventh graders and by request for students in grades 6 or 8. Scoliosis screening to detect abnormal curvature of the spine is done for all seventh grade girls and eighth grade boys.

Certain immunizations or a signed exemption form are required by state statute. Failure to provide written verification of required immunization or an exemption form will result in a student not being able to attend school until this is received by the health office. Minnesota law requires all students who enter the seventh grade to have a total of two MMR (measles, mumps, rubella) vaccines, a series of three Hepatitis B vaccinations, and two varicella vaccination (or history of chickenpox disease). A tetanus/diphtheria (Td) booster given after age eleven will be required of all students in grades 7-12.

For additional information regarding immunizations, please refer to School Board Policy 530 on the district website or in the school office. For additional information regarding medication, please refer to School Board Policy 532.

HOMEcoming

HMS students will not be released to attend high school homecoming activities during the school day.

HOMEBOUND INSTRUCTION

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

HOMEWORK AND GRADING PRINCIPLES

A task force was formed in January 2009 to review the current grading principles and use of homework. Teachers, students, parents and administrators were involved in the process. The following principles were created for building wide guidance (grades 6-8). The principles will assist us as a staff to follow common expectations that will result in more equity and clarity as it pertains to our building's practices. Here are the agreed upon principles all staff are required to follow:

- 1) Homework is necessary and expected to be completed.
- 2) Homework should be relevant and tied to a learning target. Connections between homework and the learning targets are discussed.
- 3) Students are provided feedback through teacher comments, examples, activities, reinforcement, and discussion.
- 4) The final class grade is comprised of a balance between homework and assessments. Assessments are weighed more than homework and make up the majority of the final grade.

INFOSNAP

InfoSnap is an information gathering process that allows parents/guardians to complete and/or update their students' information and register for athletics and activities online. [Click on the infosnap link from the HMS website to log on. Log in to your PowerSchool parent account and choose the InfoSnap Registration link.](#)

LAW ENFORCEMENT IN SCHOOL

A full-time school resource officer is a member of the HMS staff. Also, HMS has extended a standing invitation to any Moorhead police officer to visit our school.

Our school resource officer may be invited to participate in student conferences regarding individual student conduct. Should an official police investigation take place, parent(s)/guardian(s) will be contacted before questioning occurs.

LEARNER SUPPORT SERVICES

Learner Support Services provides educational services designed to meet a variety of student needs. Learner Support Services encompass special education, accelerated education (STEP), and English language learners (ELL) services. Students served through Learner Support Services have met the required criteria for services and have an

educational plan which is written by a team to address the student's needs.

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

LIABILITY FOR LOST OR STOLEN ARTICLES

Students are reminded not to bring valuable articles to school and to be sure that all belongings in hall and gym lockers are secured. The school is not responsible for any lost or stolen articles of personal property.

LOCKERS

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

Locker maintenance concerns must be reported to a secretary in the office; lockers will be repaired by custodians as soon as possible. If something is missing from a locker, students should notify a Dean/Counselor or Assistant Principal.

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

Students are responsible for the appearance of their lockers. Lockers should be clean and free of graffiti. When students are attaching pictures, posters, or mirrors to the inside of their lockers, they must use Poster Tac or a similar product; no tape or glue may be used.

LOCKER SEARCH

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

searched unless disclosure would impede an ongoing investigation by police or school officials.

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

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

DEFINITIONS

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

PROCEDURES

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

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

DIRECTIVES AND GUIDELINES

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

SEIZURE OF CONTRABAND

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

VIOLATIONS

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

For further information, please refer to School Board Policy 574 on the district website or in the school office.

LOST AND FOUND

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

LUNCH AND BREAKFAST

Horizon Middle School offers lunch options each day - hot lunch and an Ala Carte line. The hot lunch line has a different menu option each day as posted in the meal menus in PowerSchool. The Ala Carte line provides supplemental offerings ~~ranging from fruit cups to eorndogs~~. This line is not intended to be a replacement for a lunch line, simply an addition.

To encourage good nutrition, a well-balanced lunch is offered for ~~\$2.45~~ \$2.25. All lunches include milk. In addition, milk is sold for \$.40 and the Ala Carte line has items ranging from \$.25 to \$1.50. Breakfast is available from 8:35-8:55 a.m. and is \$1.

Students may deposit money into their meal accounts in the drop box outside the school office or parents may make payments online through PayForIt. To access their lunch accounts, students will type in their student number.

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

Students may not receive pizza deliveries, birthday cakes, etc., during the school day, including the lunch period. Fast

food is not allowed to be brought in or supplied by a parent/guardian.

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

1. Knowing their student number.
2. Being orderly in the serving line.
3. Being courteous, cooperative, and respectful to food servers and lunchroom supervisors.
4. Remain seated except to dump their trays.
5. Not removing food from the cafeteria.
6. Leaving the table and floor clean.
7. Depositing all lunch refuse in wastebaskets.

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

If you have questions about the lunch program, please call the food and nutrition service director at 284-3324 or the food and nutrition service secretary at 284-2327.

MAKE-UP WORK

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

MANDATORY REPORTING OF CHILD ABUSE AND NEGLECT

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

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

Refer to School Board Policy 534 on the website or in the school office.

MEDIA CENTER SERVICES

The HMS media center is open Monday-Thursday from 8:15 a.m. until 4:50 p.m. and Fridays from 8:15 a.m. until

4:30 p.m.; licensed personnel are on duty Monday through Friday from 8:25 a.m. through 4:10 p.m. Students are encouraged to use the media center as much as possible. The media center is accessed by students in a number of ways. Coursework will include visits to the center for research and for supplemental assignments. Research skills are taught in various classes and are followed by assignments.

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

MESSAGES

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

NEWSLETTER

A newsletter, which contains important school-related information, will be sent home with students. The newsletter is also available on the district website.

NUISANCE ITEMS

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

OFFICE HOURS

The HMS office is open Monday through Friday from 7:30 a.m. to 4:30 p.m. Teachers are available from 8:25 a.m. through 4:10 p.m. Students should not be in the building before 7:30 a.m. or after 4:10 p.m. unless they are participating in an activity, receiving help from a teacher, using the media center, or serving detention.

ONLINE LEARNING OPPORTUNITIES

Please contact our Counseling Office at 284-7312.

PARENT/GUARDIAN INFORMATION

Typically, the school will mail information to the address where the student resides. If a noncustodial parent, shared-custody parent, or other entitled individual wishes to receive school mailings, that person should call the counseling office at 284-7312 to make arrangements.

PARENT-TEACHER ADVISORY COMMITTEE (P.T.A.C.)

The mission of the Parent-Teacher Advisory Committee of HMS is to give parent(s)/guardian(s) the opportunity to be involved in their children's education. The committee seeks

parental/guardian input on issues and concerns, plans ways to provide special parent(s)/guardian(s) meetings to address these issues and concerns, publicizes the meetings, and provides program evaluations. The P.T.A.C. membership, consisting of parent(s)/guardian(s) and school personnel, meets each month. Any parent(s)/guardian(s) is welcome to attend our P.T.A.C. meetings, please check the website for exact dates/times of those meetings. PTAC collects a \$20 donation to assist with student activities and fees that exist above and beyond the classroom experience.

PASSES

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

PATRIOTIC EXERCISES

Each school day will begin with the Pledge of Allegiance. Any student who, for reasons of conscience does not wish to salute the flag or recite the Pledge of Allegiance will be excused from the exercise.

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

For further information, please refer to School Board Policy 633 on the district website or in the school office.

PAYFORIT

Moorhead Area Public Schools offers an online payment processing system, PayForIt, to let parents make school-related payments online via e-check or credit card at their convenience, 24 hours a day, seven days a week. Parents access PayForIt through the district's website and pay for school-related fees and products online, either by e-check, Mastercard, Visa or Discover cards, or online PayPal account. Parents will immediately receive e-mail receipts confirming their purchases, however, it may take up to 24 hours for payments to post to an account.

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

PayForIt uses "Secure Sockets Layer" (SSL) to encrypt and protect transaction information. Neither PaySchools nor Moorhead Area Public Schools store personal bank or

credit card information to ensure privacy and security for users.

Access PayForIt at www.moorheadschoools.org.

PHYSICAL EDUCATION

Physical education at HMS is co-educational and stresses fitness, flexibility, rhythms, aerobics, and team sports. Students are expected to wear appropriate clothing for physical education classes. They may not participate in P.E. class in the same clothing that they wear during the rest of the school day. The recommended P.E. uniform consists of black shorts, white T-shirt, gym shoes, a sweatshirt, and sweatpants. Inappropriate clothing for P.E. includes but is not limited to: cut-off shorts, tank tops, and bare midriff shirts. Approved P.E. uniforms are available for purchase during orientation or from a PE teacher once classes resume. Showers are available and recommended; students must provide their own towels. All students are assigned a P.E. locker in a locker room. It is highly recommended that a student provide his/her own combination lock. Key locks are not recommended since keys can be lost, stolen, or accidentally locked in the locker. The combination must be recorded with the P.E. teacher so that the teacher can give out the correct combination if students have forgotten theirs. Vandalism and/or theft will be handled accordingly by district policy regarding physical education equipment.

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

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

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORT

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

POSITIVE INCENTIVE PROGRAM

The Positive Incentive Program Committee seeks to provide rewards and incentives to promote and recognize academic achievement at HMS. Academic credit cards and Breakfasts of Champions are parts of this committee's work.

Academic credit cards are issued to students who have grade point averages above 3.0 and also to students who have raised their grade point averages by 0.2 percent over the previous quarter. Card holders benefit from discounts and gifts from several participating area businesses.

Throughout the year, teachers are asked to select students who excel in various areas to be honored at our Breakfasts of Champions.

POWER SCHOOL

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

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

Parents/guardians are provided usernames and passwords to access information about their child. Usernames and passwords have not changed. You do not need new password information if you have it from previous years. Parents/guardians who do not have a username and password may get those in the school office. Parents/guardians must bring a photo ID with them. You may also request your PowerSchool login at <http://pschool.moorheadschools.org/requestlogin/>. PowerSchool allows parents and guardians to access their child's grades, attendance, and lunch account transactions

and balance through their telephones or home computers. To access PowerSchool, parents and guardians need an authorization code, which is available in the school counseling office; you will be asked to show a picture ID before codes are given.

PROGRESS REPORTS

Progress reports are given to advise parent(s)/guardian(s) of student academic progress. The reports are posted on PowerSchool throughout the school year and communicate praise or concern. All D and F progress reports will be mailed home midway through each quarter. If parent(s)/guardian(s) receive a progress report and have questions, they are encouraged to contact teachers.

Parents/guardians are encouraged to use PowerSchool to receive current grade and attendance information.

PUBLIC DISPLAY OF AFFECTION (PDA)

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

PUBLIC INFORMATION/DATA PRIVACY POLICY

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

- Name and grade level
- Date and Place of Birth
- Participation in Activities
- Height and Weight of Team Members
- Dates of Attendance
- Degree and Awards
- Most Recent Previous School
- Photos in the normal course of school activities, including data recorded by cameras on school property, including school buses

In compliance with state law, anyone who requests data must first meet with a school administrator to discuss the use of the information and will incur any costs associated with obtaining the information. A public notice outlining this policy will be distributed by each building principal. For additional information, please refer to School Board Policies 303 and 504 on the district website or in the school office.

REGISTRATION AND REQUIRED CLASSES

In late winter, students register for the following year's classes. Students are urged to examine future plans as well as individual interests and abilities when they choose courses.

RENTAL OF MUSICAL INSTRUMENTS

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

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

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

For additional information about rental and for the rental agreement, please refer to School Board Policy 831 and 831.1 on the school district website or in the school office.

REPORT CARDS

Report cards will be available following the conclusion of each quarter. In an effort to be more timely, fiscally responsible and environmentally conscious, all report cards will be posted on PowerSchool under "Student Documents." Report cards will be available in the main office upon request.

RESPONSE TO INTERVENTION TEAM (RtI)

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

SCHEDULE CHANGES

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

SCHOOL DISTRICT CRISIS MANAGEMENT POLICY

Teachers and support staff have established, learned and practiced and emergency procedures. In times of

emergency, it is imperative that students fully cooperate with school and emergency staff.

For additional information, please refer to School Board Policy 710 on the district website or in the school office.

SCHOOL DISTRICT INFORMATION NETWORK USE POLICY

Each fall, students receive training on acceptable use of district technology. Students also receive information about Internet safety. Students who use technology inappropriately will lose the privilege of using district computers.

For further information, please refer to School District Policy 731 on the district website or in the school office.

SEVENTH HOUR

~~The school day will end with a 15-minute organizational period. During this time, students will hear school announcements. Activities which promote study skills, citizenship, scholastic achievement, leadership, and awareness of current news events are planned for this time.~~

STORM AND EMERGENCY SCHOOL CLOSURE

Unless there are extreme weather conditions or emergency situations, schools in Moorhead will be in session as scheduled. When HMS or the district as a whole is closed or closing, announcements will be made over local radio and television stations. In this situation, parent(s)/guardian(s) may call for their children at school by coming to the office.

As soon as the decision to close schools is made, an announcement will be posted on the district's website at www.moorheadschoools.org, and it will be announced on local radio and television stations. The district also uses an automated notification system for weather-related announcements and other notifications. Parents are encouraged to log in to PowerSchool to choose how they are notified with this system or to review prior messages sent by the system.

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

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

STUDENT TRANSPORTATION SAFETY POLICY

All students are taught bus rules and regulations regarding student conduct and school bus safety. The district's "Pupil Transportation Safety Policy" brochure is included in each student's back-to-school materials.

SUMMER SCHOOL

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

SAFETY AND SECURITY TECHNOLOGY

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

SUSPENSIONS

IN-SCHOOL SUSPENSION (ISS)

Students may be placed in in-school suspension for disciplinary reasons or for a cooling-off period. Students who are placed in ISS must report to the ISS room on time, have books and other study materials with them, and take direction from the ISS supervisor. Students will receive assignments and take tests in the ISS room. Should a student choose not to follow the rules or refuse to accept direction from the supervisor, the student will be removed from school. A student assistance team will review instances of recurrent in-school suspensions to determine causes of behavior that result in ISS assignments.

OUT-OF-SCHOOL SUSPENSION (OSS)

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

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

TARDIES

~~Students who arrive at school after 9:05 a.m. must report to the office before proceeding to their class. If a parent(s)/guardian(s) has called to report an excused tardy (for illness, appointments, or emergencies) or comes into the office with the child to report such a reason, the student will be given a pass and will proceed to class. If the nature of the tardy is unexcused (for skipping, missing the bus, oversleeping, etc.), the student will be assigned one period of detention beginning on the fourth such offense and on~~

~~each subsequent offense. If a student reports to the office more than one period late, and the absence is unexcused, one period of detention for each period missed will be assigned.~~

TELEPHONE

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

TEXTBOOKS

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

THEFT

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

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

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

TOBACCO-FREE ENVIRONMENT

Smoking and the use of tobacco products shall be prohibited on all school district property, including district-owned and contracted vehicles.

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

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

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

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

Student help programs will be provided for students as outlined in Moorhead School Board Policy 553 Crisis Intervention and Student Support.

Any violations of the tobacco-free environment policy by students shall be referred to the appropriate building administrator. Students who violate provisions of the policy shall be subject to the building student discipline procedures.

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

For further information, please refer to School Board Policy 573 on the district website or in the school office.

TRANSFERS

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

For additional information, please refer to School Board Policy 517 on the district website or in the school office.

TRUANCY

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

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

USE OF PESTICIDES

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

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

VANDALISM

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

VISITORS TO THE BUILDING/VISITING CLASSROOMS

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

City ordinances and state statute require that all visitors display a visitor's permit. ~~Parents/guardians are always welcome. However, because of teacher schedules, please call for an appointment if you wish to meet with a particular teacher.~~

Please note that during the school day, only the east doors will allow entrance to the building.

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

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

WELLNESS POLICY

Moorhead Area Public Schools will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte (snack) lines, vending machines, fundraising events, concession stands, and student stores. School staff will not use food or beverage choices that do not meet nutritional standards as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education program or behavior intervention plan) and will not withhold food or beverages as punishment (see Administrative Procedure 536.1).

Moorhead Area Public Schools encourages parent(s)/guardian(s) to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. Parents and guardians have a primary and active role in promoting and protecting their child's health and well-being. Parents/guardians are encouraged to participate with their children in physical activities beyond the school day.

SCHOOL ACTIVITIES

PURPOSE OF THE ACTIVITIES PROGRAM

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

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

ATTENDANCE

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

ELIGIBILITY

It is the philosophy at Horizon Middle School that academics must come before extra-curricular activities. In order for a student to participate in an activity, that student must be passing four classes. If the student is failing two or more classes, that student will not be allowed to participate until his or her grades have increased. The ineligibility period will run for one week from Monday to Sunday Wednesday to Wednesday. Student eligibility will be reviewed twice after each clock activity. If a student is ineligible for multiple weeks, removal from the activity may be a consequence. Students who are ineligible must attend the homework club or meet with their teacher after school Mondays and Wednesdays. The student may participate in practice ~~on Tuesday, Thursday and Friday~~ but may not participate in any competitions.

FEES

A \$65 activity fee is charged for each middle school activity listed as a Tier 1 activity, and a \$25 fee for Tier 2 activities. There is a \$150 maximum total student activity fee for each participant during a school year. Activity fees for families will be capped at \$750. Activity fees for families that qualify for free or reduced-price lunches will be capped at \$375. In case of financial difficulty, the parent(s)/guardian(s) should contact the activity director at 284-7331 to determine that the fee can be waived. Fees are not refunded after the third week. For some activities, students are asked to purchase their own uniforms. For more information regarding activity fees, please refer to School Board Policy 542.

INJURIES

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

INSURANCE

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

LIABILITY

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

ATHLETIC ACTIVITIES

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

INTRAMURAL ACTIVITIES

Sixth grade intramural activities will be scheduled if student interest is demonstrated and if adult supervision can be secured.

IMPORTANT NOTICE!

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

All students are required to complete the registration on InfoSnap or fill out paper forms to register for a sport. All

information must be submitted before a student is issued equipment and may participate.

HMS belongs to the FM Middle School League. Member schools are Cheney Middle School, Liberty Middle School, Carl Ben Eielson Middle School, Ben Franklin Middle School, Discovery Middle School, Sullivan Middle School, and Dilworth/Glyndon/Felton. Although most contests are held in the metro area, occasionally teams may be required to travel a greater distance. Most transportation to other schools or sites for practices is provided by the school.

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

The philosophy of HMS athletics emphasizes participation. All students who attend regularly and whose behavior is appropriate will play in athletic competitions. We do not, however, guarantee equal playing time to all individuals. At the beginning of each season, organizational meetings are held. All meetings are announced on the daily announcements.

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

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

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

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

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

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

When students must miss school because of activity participation, they must have work made up before they leave. Students must be in school for at least one-half day on the day of a practice or activity in order to participate. When activities are terminated due to poor weather, students are expected to be in attendance for the remainder of the school day.

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

BOYS' BASKETBALL – THIRD BLOCK

There are four seventh and four eighth grade boys' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches; consideration will be given to attendance, skill level, and improvement. Practices are held in the middle school gyms and may be before or after school. After the initial practice time, games are scheduled one or two times per week. It has been the custom to have a tournament at the high school near the end of the season. **Tier 1**

BOYS' SWIMMING AND DIVING – SECOND BLOCK

HMS students practice and compete with high school athletes. **High School Fee \$150**

CROSS COUNTRY RUNNING – FIRST BLOCK

There is one HMS cross country team. Practices are held after school and last approximately one hour. Middle school students run 1.6 miles in meets, which are held throughout the season. Uniforms are provided by the school. **Tier 1**

FOOTBALL – FIRST BLOCK

There are two seventh and two eighth grade football teams. Practices are held daily at the middle school field. All teams practice for approximately one and one half hours. After the initial practice period, games are held once a

week. If students do not receive adequate game time during F-M League contests, coaches may schedule inter-squad or intra-squad games in lieu of practices.

Students purchase their own jerseys at approximately \$18. Students are placed on either a gray or black team in their seventh grade year; they will remain on that team in eighth grade, so that they may use the same jersey. If a student has an older sibling or friend who already has a jersey, and the student wishes to use that uniform as well, the student should let a coach know, so the student can be placed on the matching team. Protective and safety equipment and game pants are school issue; students will be charged only if they have damaged equipment beyond usual wear and tear. Students must purchase and wear mouth guards.

Tier 1

GIRLS' BASKETBALL – SECOND BLOCK

There are three seventh and three eighth grade girls' basketball teams. Each team will practice as one unit. During competitions, however, each team is divided into two sub-teams. Based on readiness, cooperation, talent, and attendance, players are assigned to sub-teams by their coaches. On contest days, one sub-team will play the F-M League schedule; the other sub-team will play games with other Moorhead teams and/or other schools. All students will play in a League game at least once during the season. Movement between the sub-teams will be determined by coaches. Games are scheduled once or twice per week.

Tier 1

GIRLS' SWIMMING AND DIVING – FIRST BLOCK

HMS students practice and compete with high school athletes. **High School Fee \$150**

GOLF – FOURTH BLOCK

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

GYMNASTICS – THIRD BLOCK

HMS students practice and compete with high school athletes. **High School Fee \$150**

HIGH SCHOOL TEAMS

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

TENNIS – FOURTH BLOCK

Girls' tennis and boys' tennis are offered to seventh and eighth graders. Indoor practices may occur at HMS before and after school. Outdoor practices are held at MSUM, Concordia College and Moorhead High School after school and evenings. Transportation to and from the parks is provided; students and their parent(s)/guardian(s) are responsible for transportation for practices at the senior high. Students provide their rackets; the school supplies tennis balls. No uniforms are required. **Tier 1**

Girls' tennis participants are divided into beginning and intermediate groups. Each group is likely to be a mixed group, containing both seventh and eighth graders. Students practice through the season for tournaments, which are held in the parks during a school day in May. Ribbons are awarded to tournament winners. **Tier 1**

TRACK AND FIELD – FOURTH BLOCK

Girls' and boys' track and field practices and meets are held on the same days and times. Practices are held on the HMS track, weather permitting. Indoor practices may be called before and after school in the middle school gym. During competitions, athletes will compete against others of the same grade and gender.

After an initial practice period, an indoor evening meet is held at the Bison Sports Arena on the NDSU campus. Outdoor meets are held after school, with the exception of an all-city, all-day meet at NDSU that concludes the season. Ribbons are awarded to event winners of the all-city outdoor meet. **Tier 1**

VOLLEYBALL – FIRST BLOCK

Practices are held at HMS after school. After the initial practice period, games are scheduled once or twice a week.

There are actually two teams within each volleyball team. Participants are ability-grouped; attendance and progress may cause students to move from one team to the other.

Tier 1

WEIGHT ROOM

Our weight room is open during first and fourth blocks on Mondays and Thursdays from 4-5:30 p.m. During second and third blocks, the weight room is open Monday through Thursday from 4-5:30 p.m. A weight room supervisor is on duty to assist with safety concerns and individual programs. **No Fee**

WRESTLING – SECOND BLOCK

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

ACADEMIC AND OTHER ACTIVITIES

DESTINATION IMAGINATION

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

Tier 2

GEOGRAPHY BEE

The National Geographic Society's National Geography Bee is held each year beginning in December and involves over 5 million students nationwide. The bee consists of three levels of competition: school, state, and national. All students at HMS compete in the preliminary round which is conducted in all social studies classes. From this competition, a school champion is determined. The school level winner then must complete a written examination to

qualify for the state competition with only the top 100 scorers moving on to the bee in St. Paul. The winner of the state competition advances to the national competition, which is held at the headquarters of the National Geographic Society in Washington, D.C. The winner there receives a \$25,000 scholarship. There is no charge to participate. **No Fee**

HONOR CHOIR

A selected group of students will be invited to become Honors Choir members; singing and dancing skills are the primary determiners for selection. The group will practice before and/or after school and will perform at school and community events. Students may be asked to provide concert attire. **Tier 2**

HONOR BAND

Honor Band is open to all band students at the middle school. Auditions are held in the fall and rehearsals take place after school in the band room. See Mrs. Pesola for more information. **Tier 2**

JAZZ BAND

Jazz Band is open to students in seventh and eighth grade. Auditions are held in the fall and rehearsals take place after school. **Tier 2**

SCHOOL NEWSPAPER

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

KNOWLEDGE BOWL

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

KNOWLEDGE MASTER

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

LEGO LEAGUE/ROBOTICS

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

MATHCOUNTS

Mathcounts is a national competition sponsored by the Society of Engineers. Math teachers receive a sample problem kit, which is used in algebra and pre-algebra classes. After these warm-ups, students are tested. These test scores, plus grades, are used to choose the top four students plus two alternates; these students are named to the Mathcounts team. This team moves on to chapter competition at Minnesota State University Moorhead. The top two chapter teams compete at state level, and the four individuals who earn top scores there move on to national competition. National winners receive scholarships. **Tier 2**

PLAY

Each winter, the middle school, with support from community education, produces a play or review. All students are invited to try out for the production, and volunteers are needed to assist with props, makeup, programs, and other tasks. Most practices are held here at HMS; the play will be presented at the high school, and several practices near the production date will also be held at Moorhead High. **Tier 2**

SCIENCE OLYMPIAD

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

SPELLING BEE

In January, all HMS English students take a spelling test. The top twenty sixth, seventh, and eighth grade spellers then compete in a spelling bee at HMS. The top six spellers

from each grade advance to district competition. The top three spellers at the district level then participate in the regional competition; winners there advance to state and national contests. HMS students have competed at the state level. **No Fee**

STUDENT COUNCIL

Each fall, sixth, seventh, and eighth grade students are selected as Student Council representatives. Student Council members meet throughout the school year; they are involved in decisions that impact students here at HMS and also are active in fundraising to benefit the school and the community. In the past, Student Council has conducted daffodil sales to benefit the Cancer Society, organized a dance and donated its proceeds to the F-M Food Pantry, and purchased weight room equipment for our building. **No Fee**

TRI-COLLEGE MATH

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

PUBLIC NOTICE

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

1. Parents/guardians and eligible students are hereby informed that they have the following rights:

- a. That parent/guardian or eligible student has a right to inspect and review the student's education records. A parent/guardian or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent/guardian or eligible student will be notified of the time and place where the records may be inspected.
- b. That the parent/guardian or eligible student has a right to request the amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent/guardian or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. Such a request must be in writing, shall identify the item the parent/guardian or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent/guardian or eligible student wishes the school district to make. The request shall be signed and dated by the parent/guardian or eligible student. If the school district decides not to amend the record as requested by the parent/guardian or eligible student, the school district will notify the parent/

guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

c. That the parent/guardian or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent.

d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the School Board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

e. That the school district forwards education records on a request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

f. That the parent/guardian or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C 1232g (FERPA), and the rules promulgated thereunder. Said complaint should be directed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605.

g. That the parent/guardian or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of student records.

h. That copies of the school district's policy regarding the protection and privacy of school records are located in the Superintendent's office or the district's Web site (www.moorheadschoools.org).

2. Independent School District No.152 has adopted a School Board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
- b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of

the locations of these education records, and the identity of the individuals in charge of the records.

c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

d. It establishes procedures and regulations for access to and disclosure of education records.

e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent/guardian or student when required prior to disclosure.

3. Copies of the School Board policy and accompanying procedures and regulations are available to parents/guardians and students upon request to the Superintendent.

4. Pursuant to applicable law, Independent School District No.152 gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; grade level; date of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses. "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.

a. The information listed above shall be public information which the school district may disclose from the education records of a student.

b. Should the parent/guardian of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's/guardian's or eligible student's prior written consent except to school officials as provided under federal law.

c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent/guardian or eligible student must make a written request to the building administrator within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

(1) Name of student and parent/guardian, as appropriate;

(2) Home address;

(3) School presently attended by student;

(4) Parent's/guardian's legal relationship to student, if applicable;

(5) Specific category or categories of directory information which is not to be made public without the parent's/guardian's or eligible student's prior written consent.

5. Pursuant to applicable law, Independent School District No. 152 hereby gives notice to parents/guardians of secondary students and eligible students of their rights regarding release of information to military recruiting officers. The school district must release, without parent/guardian or student consent, the names, addresses, and home telephone numbers of secondary students to military recruiting officers within 60 days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of

providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION, THE PARENT/GUARDIAN OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY (BUILDING ADMINISTRATOR) BY SEPTEMBER 1 EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:

(1) NAME OF STUDENT AND PARENT/GUARDIAN, AS APPROPRIATE;

(2) HOME ADDRESS;

(3) STUDENT'S GRADE LEVEL;

(4) SCHOOL PRESENTLY ATTENDED BY STUDENT;

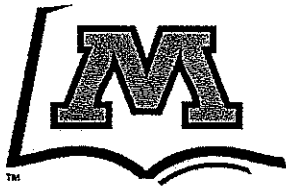
(5) PARENT'S/GUARDIAN'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;

(6) SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH IS NOT TO BE RELEASED TO MILITARY RECRUITERS.

(7) SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING MILITARY RECRUITERS.

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

INDEPENDENT SCHOOL DISTRICT NO. 152
MOORHEAD, MINNESOTA
JULY 2014



MOORHEAD

AREA PUBLIC SCHOOLS

Independent School District 152

Probstfield Center for Education

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

www.moorheadschoools.org

• Superintendent: 218-284-3330

• Assistant Superintendent: 218-284-3370

• Human Resources: 218-284-3350

Discipline Procedures – Grades 6-8

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

Dates Reviewed: 7/17/2012, 8/12/2013, 6/23/2014

Section: 500 STUDENTS

Date Revised: 8/12/2013.

6/23/2014

General Statement

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

The Moorhead Area Public School Board believes that learning can best take place in an environment which is orderly, safe, stimulating, and which 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.

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 Discipline is a type of discipline that seeks to restore damages made by the offending student. A reasonable follow up to a destructive action may be to try to restore, replace, repair, clean up or apologize, as the situation may dictate.

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

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

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

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

These procedures are based on school board policies, available on the district's website at www.moorheadschools.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 6-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension	2-3 day suspension	3-5 day suspension

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, 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 6-8	Parent(s)/Guardian(s) conference 1-3 day suspension Notification of legal authorities Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for six (6) weeks* Referral to student assistance	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* Referral to student assistance	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 Referral to student assistance

(*) Weeks are counted as calendar weeks.

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

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property.

Definitions:

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 5-10 day suspension Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Referral to student assistance

4. ARSON

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

Grade Level	First Offense
Grades 6-8	Parent(s)/Guardian(s) conference 10 day suspension Immediate notification of legal authorities (police and fire marshal)

5. ASSAULT/FIGHTING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference 1-3 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 6-12	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 K-12	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

8. BULLYING OR INTIMIDATING BEHAVIOR

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

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference 1-2 day suspension Notification of legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 2-5 day suspension Notification of legal authorities Referral to threat assessment team	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities Referral to threat assessment team Recommendation to Superintendent for expulsion or exclusion

9. DISHONESTY, ACADEMIC

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference 1 day suspension	Parent(s)/Guardian(s) conference 1-3 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 6-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/Guardian(s) conference 2-3 day suspension	Parent(s)/Guardian(s) conference 3-5 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 6-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/Guardian(s) conference 2-3 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension

12. DRESS AND APPEARANCE

Inappropriate clothing or appearance is prohibited. Inappropriate clothing or appearance includes, but is not limited to:

- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as sexual. Examples of such clothing include "short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Wearing clothing that includes words or pictures that are obscene, vulgar, abusive and discriminatory or that promote or advertise alcohol, chemicals, tobacco or any other product that is illegal for use by minors.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. This prohibition includes objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory to a protected minority group; evidences gang membership or affiliation; or approves, advances or provokes any form of religious, racial or sexual harassment or violence against other individuals as defined in district policy.
- Wearing clothing or footwear that would damage school property.
- Wearing masks, face paint or grooming that limits or prevents identification of a student.

- Wearing clothing or grooming that is potentially disruptive to the education process or that poses a threat to the health and safety of others.
- Wearing clothing in a manner that displays undergarments.

The appropriateness of wearing of hats and caps will be determined at each school by the principal and may be worn in some cases (i.e., student undergoing chemotherapy, medical situations, religious purposes, class outside the building).

Administrators reserve the right to deny admission to school functions based on dress or appearance determined to be inappropriate or disruptive to the educational process. When a student is found in violation of this guideline, the student will be directed to make modifications or be sent home for the day.

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

(*) Indicates disciplinary action assigned by building administration.

13. FALSE ALARM

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference Detention or 2-3 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference Detention or 3-5 day suspension Notification of legal authorities

14. FALSE REPORTING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference Detention or 1 day suspension	Parent(s)/ Guardian(s) conference 1-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 day suspension

15. GAMBLING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 1-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 day suspension

16. HARASSMENT

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension Notification of Title IX Officer	Parent(s)/ Guardian(s) conference 1-3 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/ Guardian(s) conference 3-5 day suspension Notification of Title IX Officer Notification of legal authorities

17. HAZING

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/ Guardian(s) conference 1-3 day suspension Notification of legal authorities	Parent(s)/ Guardian(s) conference 3-5 day suspension Notification of legal authorities

18. INSUBORDINATION

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/ Guardian(s) conference Detention	Parent(s)/ Guardian(s) conference Detention or 1-3 day suspension	Parent(s)/ Guardian(s) conference 3-5 day suspension

19. MISBEHAVIOR ON THE SCHOOL BUS

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Student conference and warning	Parent(s)/Guardian(s) conference 5 school day suspension from riding the bus	Parent(s)/Guardian(s) conference 10 school day suspension from riding the bus

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

20. NUISANCE OBJECTS

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

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

21. PERSONAL ELECTRONIC DEVICES (PEDs)

PEDs are all electronic communication and entertainment devices that can be used by a student that includes cellphones, cameras, music players, calculators, electronic games, video players, computers, and personal digital assistants. PEDs, except for cellphones, may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Signage will designate acceptable use areas for cellphones. Cellphones 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 6-8	Parent(s)/Guardian(s) conference Confiscate Detention	Parent(s)/Guardian(s) conference Confiscate and return to parents	Parent(s)/Guardian(s) conference 1-5 day suspension

22. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Confiscate Detention 1-2 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 2-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate and keep in office 5-10 day suspension Referral to legal authorities

23. PUSHING, SHOVING, SCUFFLING

Physical contact, which may include fighting, that could harm others is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Detention and/or 1-3 day suspension	Parent(s)/Guardian conference Detention or 2-3 day suspension	Parent(s)/Guardian(s) conference 1-5 day suspension

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 6-8	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension	Parent(s)/Guardian(s) conference 1-5 day suspension

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

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 6-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) Conference 2-3 day suspension of computer privileges	Parent(s)/Guardian(s) conference Suspension of computer privileges

27. THEFT, ROBBERY OR EXTORTION

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Detention or 1-2 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 2-3 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution Referral to legal authorities

28. THREATS

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	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, is not permitted by any student while on the school grounds or at school-sponsored events.

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference 1-2 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 2-3 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 3-5 day suspension Referral to legal authorities

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

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 6-8	Parent(s)/Guardian(s) conference Notification of legal authorities Restitution Detention	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 1-5 day suspension	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 5-10 day suspension

31. WEAPON

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

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

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

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

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

Year at a Glance

August 2013 2014

- 12-11 Season begins for Girls' Swimming and Diving, (MHS)
- 15-14 Registration for students new to the district, 8 a.m. - 7 p.m. Counseling Office
- 19-18 Season begins for Cross Country, Football, and Volleyball
- 20-19 Orientation: Grades 6, 7 & 8 Stop in between 7 a.m.-3 p.m.
Pick up schedules and other back-to-school materials.
Have photo taken.
- 26-25 Back-To-School Night, Grade 7, 6-7:30 p.m.
House meeting, Classroom visit, Principals presentation.
- 27-26 Back-To-School Night, Grade 6, 12:30-2:00 p.m. & 6-7:30 p.m.
House meeting, Classroom visit, Principals presentation.
- 29-28 Back-To-School Night, Grade 8, 6:30-8:00 p.m.
House meeting, Classroom visit, Principals presentation.

September 2013- 2014

- 3-2 First day of school
- 12-11 Orchestra Registration for Grade 5, 6-8 p.m., Horizon Cafetorium
- 19-16 PTAC meeting, 6:30 p.m., Media Center

October 2013 2014

- 8,9-20,21 Vision and hearing screening
- 10-21 PTAC meeting, 6:30 p.m., Media Center
- 14,15-13,14 Conferences, 5-8:30 p.m.
- 16-15 Conferences, 8-11:30 a.m., 12:30-4:15 p.m.
- 17,18-16,17 No school
- 21-20 Season begins for Girls' Basketball
- 22,23- Vision and hearing rescreening
- 24-30 Grade 7 and 8 Orchestra Concert at Horizon, 7:30 p.m.
- 29- Grade 5 & 6 Orchestra Concert at NDSU, 7:30 p.m.
- 31- End of Quarter

November 2013 2014

- 3- Vision and hearing rescreening
- 4-3 Season begins for Wrestling
- 6- End of 1st Quarter
- 14-18 PTAC meeting, 6:30 p.m., Media Center
- 12-11 Season begins for Gymnastics (MHS)
- 21-20 Grade 7 Band Concert, 6:30 p.m., cafetorium
- 21-20 Grade 8 Band Concert, 7:30 p.m., cafetorium
- 27-29-26-28 No school
- 25- Season begins for Boys' Swimming and Diving (MHS)

December 2013 2014

- 1- Season begins for Boys' Swimming and Diving (MHS)
- 3-16 Grade 6 Choir Concert, 6:30 p.m., cafetorium
- 5-11 Grade 7 Choir Concert, 6:30 p.m., cafetorium
- 5-11 Grade 8 Choir Concert, 8:00 p.m., cafetorium
- 10-9 Grade 6 Band Concert, 7:00 p.m., cafetorium
- 12-16 PTAC meeting, 6:30 p.m., Media Center
- 19-22 Grade 6 Holiday Concert, 6:00 p.m., cafetorium
- 19-22 Grade 7 & 8 Orchestra Concert, 7:00 p.m., cafetorium
- 23-24 Winter break begins

January 2014 2015

- 2-5 Classes resume
- 2-5 Season begins for Boys' Basketball
- 16-20 PTAC meeting, 6:30 p.m., Media Center

20-19 No school

February 2014 2015

- 6-10 Grade 7 Band, Honor Band and Jazz Band Concert, 7:00 p.m., cafetorium
- 3,6,13-2,3,5 Registration at Moorhead High for 8th graders, 6 p.m., New Commons
- 11- Grade 8 Band, Choir, and Orchestra Valentine's Concert, 7:30 p.m., cafetorium
- 20-17 PTAC meeting, 6:30 p.m., Media Center
- 17-16 No school
- 27-26-28 Horizon Play, 7 p.m. MHS

March 2014 2015

- 1- Horizon Play, 7 p.m. MHS
- 2- Horizon Play, 2 p.m. MHS
- 3-2 Conferences, 5-8:30 p.m.
- 4-3 Conferences, 5-8:30 p.m.
- 5-7-4-6 (No school/First Emergency Makeup Day
- 20-17 PTAC meeting, 6:30 p.m., Media Center
- 14-24 Grade 5 & 7 5-8 Orchestra Concert at MHS, 7:30 p.m.
- 14- Grade 6 & 8 Orchestra Concert at MHS, 7:30 p.m.
- 17-16 Grade 8 Band Concert, 7:30 p.m., cafetorium
- 18-17 Grade 6 Choir Concert, 6:30 p.m., cafetorium
- 18-17 Grade 7 Choir Concert, 8:00 p.m., cafetorium
- 24-23 Season begins for Track and Field, Boy's Tennis, Girls' Tennis, Boys' Golf, and Girls' Golf
- 24-20- Grade 5 Band Instrument Fitting and Selection, 5:00-8:00 p.m.
- 25-30 & 31- Grade 5 Band Instrument Fitting and Selection, 5:00-8:00 p.m.
- 31- No school

April 2014 2015

- 3- No School
- 6- No School/Second Emergency Makeup Day
- 7- 6th Choir/Honor Choir Concert, Cafetorium 7:00 p.m.
- 13- Horizon Jazz and High School Jazz Concert, Cafetorium 7:30 p.m.
- 10-21 PTAC meeting, 6:30 p.m., Media Center
- 10- Grade 5 Band Instrument Display Night, 7-9 p.m.
- 18- No School
- 21- No School
- 25- Grade 8 Choir Concert, 7:00 p.m., cafetorium

May 2014 2015

- 6- Grade 8 Choir Concert, 6:30 p.m.
- 8-19 PTAC meeting, 6:30 p.m., Media Center
- 13-11 All City Orchestra Concert at MHS, 7:30 p.m.
- 12- Grade 6 Choir/Honor Choir concert, cafetorium 7:00 p.m.
- 15- Grades 7 and 8 Band Concert, 7:00 p.m., cafetorium
- 22-18 Grade 6 Band, Honor Band and Jazz Band Concert, 7:00
- 20-19 Grade 6-7 Choir Concert, 6:30 p.m., cafetorium
- 20-19 Grade 7-8 Choir Concert, 8:00 p.m., cafetorium
- 26-25 No school
- 27- Grade 6 (6:00 p.m.), grades 7 and 8 (7:30 p.m.) Orchestra concerts MHS
- 29- Last day of school

June 2014 2015

- 3 — ~~Grade 6 Orchestra Concert, MHS Gym, TBA~~
- 3 — ~~Grade 7 & 8 Orchestra Concert, MHS Gym, TBA~~
- 4 — ~~Last day of school~~

Possible Emergency Make-Up Days

June 5, 6, 9, March 4, March 6, June 1, 2, 3,
and beyond



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.014

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: July 30, 2014

RE: Custodian Master Agreement

A new two-year contract was successfully negotiated with the Custodians for the period of July 1, 2014 through June 30, 2016,

Language changes to the new contract were made to the following Articles of the contract:

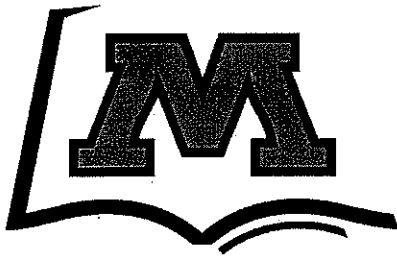
1. Article VI, Salary Schedules and Rates of Pay
2. Article IX, Leave Provisions and Vacation

The financial settlement for the two-year contract is as follows:

Year	Cost	Percentage Increase
2014-2015	\$51,455	3.58%
2015-2016	\$47,556	3.19%
TOTAL	\$99,011	6.77%

SUGGESTED RESOLUTION: Move to approve the Custodian Master Agreement for the 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$51,455	3.58%
2015-2016	\$47,556	3.19%
TOTAL	\$99,011	6.77%



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.015

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources *Kristin Dehmer*

DATE: July 30, 2014

RE: Bus Driver/Assistants Master Agreement

A new two-year contract was successfully negotiated with the Bus Drivers/Assistants for the period of July 1, 2014 through June 30, 2016,

Language changes to the new contract were made to the following Articles of the contract:

1. Article VI, Rates of Pay
2. Article VII, Leave of Absence

The financial settlement for the two-year contract is as follows:

Year	Cost	Percentage Increase
2014-2015	\$13,680.16	3.07%
2015-2016	\$17,034.44	3.68%
TOTAL	\$30,714.60	6.75%

SUGGESTED RESOLUTION: Move to approve the Bus Driver/Assistants Master Agreement for the 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$13,680.16	3.07%
2015-2016	\$17,034.44	3.68%
TOTAL	\$30,714.60	6.75%



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.016

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources

DATE: July 30, 2014

RE: Paraprofessional Master Agreement

A new two-year contract was successfully negotiated with the Paraprofessionals for the period of July 1, 2014 through June 30, 2016,

Language changes to the new contract were made to the following Articles of the contract:

1. Article VI, Salary Schedules and Rates of Pay
2. Article VIII, Leave Provisions

The financial settlement for the two-year contract is as follows:

Year	Cost	Percentage Increase
2014-2015	\$129,403	3.38%
2015-2016	\$134,165	3.39%
TOTAL	\$263,568	6.77%

SUGGESTED RESOLUTION: Move to approve the Paraprofessional Master Agreement for the 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$129,403	3.38%
2015-2016	\$134,165	3.39%
TOTAL	\$263,568	6.77%



MOORHEAD

AREA PUBLIC SCHOOLS

Human Resources
Memo HR.15.013

TO: Dr. Lynne Kovash, Superintendent

FROM: Kristin Dehmer, Executive Director of Human Resources *K. Dehmer*

DATE: July 30, 2014

RE: Administrative Assistant Agreement

A new two-year contract was successfully negotiated with the Administrative Assistant for the period of July 1, 2014 through June 30, 2016,

Language changes to the new contract were made to the following Articles of the contract:

1. Article VI, Basic Schedules and Rates of Pay
2. Article IX, Leave Provisions and Vacation

The financial settlement for the two-year contract is as follows:

Year	Cost	Percentage Increase
2014-2015	\$57,612	3.46%
2015-2016	\$57,072	3.31%
TOTAL	\$114,684	6.77%

SUGGESTED RESOLUTION: Move to approve the Administrative Assistant Master Agreement for the 2014-2016 as presented with the cost as follows:

Year	Cost	Percentage Increase
2014-2015	\$57,612	3.46%
2015-2016	\$57,072	3.31%
TOTAL	\$114,684	6.77%

