



INDEPENDENT SCHOOL DISTRICT 152

School Board Meeting
MAPS Operations Center Board Room 600
1330 30th Avenue South
Moorhead, Minnesota

May 17, 2021
6:00 PM

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

ATTENDANCE:

Cassidy Bjorklund, Chair	_____	Rachel Stone, Director	_____
Melissa Burgard, Vice Chair	_____	Matt Valan, Director	_____
Kara Gloe, Clerk	_____	Keith Vogt, Treasurer	_____
Scott Steffes, Director	_____	Dr. Brandon M. Lunak, Superintendent	_____

AGENDA

1. CALL TO ORDER

- A. Pledge of Allegiance
- B. Preview of Agenda - Dr. Brandon M. Lunak, Superintendent
- C. Approval of Meeting Agenda

Moved by:
Seconded by:
Comments:

D. Resolution Of Recognition And Appreciation

WHEREAS, the Moorhead Area Public School District has been fortunate to have a dedicated faculty and staff committed to the mission of the District, and

WHEREAS, several members of that faculty and staff are now about to embark on new adventures in life away from the Moorhead Area Public Schools, and

WHEREAS, we, as members of the Moorhead Area Public Schools Board of Education wish to extend our utmost appreciation for the work that these faculty and staff members have done to make education an exciting and joyous experience for the students of our district, and

WHEREAS, the Board wishes to extend our sincere best wishes for every

happiness in the future to those faculty and staff members who will be leaving the district in 2020 – 2021,

NOW THEREFORE BE IT RESOLVED, that the Moorhead Area Public Schools Board of Education recognizes and appreciates the service of those employees departing the District, those employees being:

Kristi Ammerman	Patricia Beiswenger	Jennifer Butze
John Dobmeier	Tom Dooher	Gail Ferguson
Bonnie Henkelman	Stephenie Herbranson	Diana Johnson
Helga Jones	Jana Kasper	Dianne Lapka
Chip Lyslo	Julie Morlock	Kim Nelson
Kay Nomeland	Donna Norquay	Beth Olson
Linda Pederson	Teresa Puffe	Deborah Ramsett
Judy Schaible	David Schempp	Deborah Shasky
Nancy Smemo	Jim Smith	Ruth Smith
Lynne Stig	Donna Tvedt	Jean Walker
Jolene Wiebold	Kari Yates	Diane Zitzow
Katherine Zander Pallen		

BE IT FURTHER RESOLVED, the Moorhead Area Public Schools Board of Education wishes them well in all future endeavors, and, further, that this Resolution of Appreciation and Support be duly recorded and spread across the minutes of the Moorhead Area Public Schools Board of Education on this 17th day of the month of May in the year 2021.

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

E. 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 School Board member so requests, in which event that item will be removed from this agenda and considered under separate resolution. To the extent possible, School Board member inquiries on consent agenda items are to be made directly to the district administration prior to the time of the meeting.

A. SUPERINTENDENT - Dr. Brandon Lunak

(1) May 3, 2021 School Board Meeting Minutes

B. LEARNING AND ACCOUNTABILITY - Dr. Jeremy Larson

C. HUMAN RESOURCES AND OPERATIONS - Kristin Dehmer

(1) May Claims

(2) Medical Leave

(3) Leave of Absence

(4) Change in Contract

(5) Resignations

(6) New Employees

D. LEARNER SUPPORT SERVICES - Duane Borgeson

E. COMMUNITY ENGAGEMENT AND PUBLIC RELATIONS - Brenda Richman

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

Moved by:

Seconded by:

Comments:

3. **SOLUTIONS BEHAVIORAL HEALTHCARE PRESENTATION: Duane Borgeson**

4. **SCHOOL DISTRICT INSURANCE PACKAGE RENEWAL: Kristin Dehmer**

Suggested Resolution: Move to approve the insurance package renewals in the total amount of \$789,533.35 as presented by Mr. Joel Quam of Bremer Insurance.

Moved by:

Seconded by:

Comments:

5. **PRESENTATION AND APPROVAL OF ADAPTIVE FLOOR HOCKEY PROPOSAL: Kristin Dehmer**

Suggested Resolution: Move to approve the Adaptive Floor Hockey proposal as presented.

Moved by:

Seconded by:

Comments:

6. **2021-2022 MOORHEAD HIGH SCHOOL AND ALTERNATIVE LEARNING CENTER PARENT AND STUDENT HANDBOOKS: Dr. Jeremy Larson**

Suggested Resolution: Move to approve the 2021-2022 Moorhead High School, Alternative Learning Center Parent and Student Handbooks as presented.

Moved by:
Seconded by:
Comments:

7. **2021-2022 MOORHEAD EARLY LEARNING CENTER PARENT AND STUDENT HANDBOOK: Brenda Richman**

Suggested Resolution: Move to approve the 2021-2022 Moorhead Early Learning Center Parent and Student Handbook as presented.

Moved by:
Seconded by:
Comments:

8. **SECOND READING OF POLICIES: Dr. Brandon M. Lunak**

Suggested Resolution: Move to approve the following policies, 404 Employment Disability Nondiscrimination, 411 Veteran's Preference Hiring, 412 Employee License Status, 414 Employee Public and Private Personnel Data, 424 Employee Right To Know - Exposure to Hazardous Substances, 425 Health and Safety Protection, 443 Subpoena of a School District Employee, 445 Employees as Vendors of School Supplies, 449 Gift to Employees, 473 Licensed Personnel Performance Evaluation, 501 Equal Educational Opportunity, 570 Prohibition of Harassment and Violence, 571 Hazing Prohibition, 660 MAPS State Mandated Testing Plan and Procedure as presented.

Moved by:
Seconded by:
Comments:

9. **COMMITTEE REPORTS**

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

11. **ADJOURNMENT**

A. Adjournment

Suggested Resolution: Move to approve adjournment of the May 17, 2021, School Board meeting at _____ p.m.

Moved by:
Seconded by:
Comments:

CALENDAR OF EVENTS

SCHOOL BOARD MEETING - May 17, 6:00 p.m., MAPS Operations Center Board Room 600

Horizon PTAC - May 18, 6:30 p.m., Horizon Middle School West Campus Media Center

Red River ALC PTAC - May 20, 5:00 p.m., Vista Center for Education

Early Childhood Family Education Advisory Committee - May 20, 6:30 p.m., Probstfield

Center for Education

Moorhead High School Graduation - June 6, 2021

SCHOOL BOARD MEETING - June 7, 6:00 p.m., MAPS Operations Center Board
Room 600

Policy Review Committee Meeting - June 21, 4:30 p.m., Virtual

SCHOOL BOARD MEETING - June 21, 6:00 p.m., MAPS Operations Center Board
Room 600.



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.21.128C

TO: School Board
FROM: Dr. Brandon M. Lunak
DATE: 5/6/2021
RE: May 3, 2021 School Board Meeting Minutes

Attached please find the May 3, 2021 School Board Meeting Minutes for your review.

Suggested Resolution: Move to approve the May 3, 2021 School Board Meeting Minutes as presented.

BL:dmb

ATTACHMENTS:

Description	Type
☐ May 3, 2021 Regular Meeting Minutes	Cover Memo

**REGULAR MEETING
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
MAPS OPERATIONS CENTER
May 3, 2021**

CALL TO ORDER AND ROLL CALL: Chair Bjorklund called the meeting to order at 6:00 p.m., requested board member roll call, and led everyone in attendance with the Pledge of Allegiance.

Members present: Cassidy Bjorklund, Melissa Burgard (6:05 p.m.), Kara Gloe, Scott Steffes, Matt Valan, and Keith Vogt

Members Remotely: Rachel Stone

Administrators present: Superintendent Lunak, Dr. Jeremy Larson, Kristin Dehmer, Duane Borgeson, Brenda Richman, and Dan Markert

PREVIEW OF AGENDA: Superintendent Lunak recommended approval of the agenda as revised. Revisions on pages 16: Resignations, 17: Retirements, 147: Policy 424 and 168: Policy 570.

APPROVAL OF AGENDA: Steffes moved, seconded by Vogt, to approve the agenda as revised.

Motion carried 6-0.

Roll Call Vote: Bjorklund-yea, Gloe-yea, Steffes-yea, Stone-yea, Valan-yea, and Vogt-yea.

WE ARE PROUD: We Are Proud were as follows: 8th Graders Evan Froslic, Brittany Windingland, Sadie Kolehmainen and 7th Grader Mya Bjelkengren who have all been selected by audition for membership in the Minnesota Band Directors Association Virtual Honor Band for the 2020-2021 school year. The students will have the opportunity to work virtually with some of the finest music educators in the state. Students will also have virtual sessions with local musicians and composers, including a session with Australian composer Jodie Blackshaw. They will record their individual performances of the music to be made into a Virtual Honor Band video. The band directors at Horizon Middle School are Tim Pipinich and Dan Christianson.

The Spud Speech Team for winning their 5th consecutive MSHSL Class AA State Team Championship. Team members include Abigail Von Bank, Ally Harvala, Amelia Bailly, Andrina Rockstad, Anika Drees, Audrey Heisler, Beth Stein, Carson Durand, CeCe Bedore, Charlie Maki, Chase Schmidt, Cole Schurman, Colin Welna, Emily Walker, Emma Pranger, Ethan Larson, Evie Kenkel, Grace Halvorson, Greta Cole, Greta Homuth, Hameedah Oladele, Harisson Timm, India Carlson, Ingrid Rygg, Iris Ming, Jack Nichol, Jordan Jensen, Karena Joy Christenson, Kaylin Patrick, Kylie Edenborg, Layla Eisenzimmer, Leif Carlson, Lily Kjos, Lucie

**REGULAR MEETING
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
MAPS OPERATIONS CENTER**

May 3, 2021

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Swanson, Macalister Nelson, Macy Larson, Makenzie Stockwell, Malik Smith, Maret Holm, Martan Gregoire, Maya Weiler, Molly Blanchard, Molly Darling, Nona Harrison, Olivia Dahlberg, Olivia Kelly, Olivia Larson, Ryker Colton, Scout Holding Eagle-Bushaw, Seema Mustafa, Sophie Schulz, Stella Mehlhoff, Tate Horan and Thalia Christenson. The team is coached by Rebecca Meyer-Larson. Assistant Coaches are Andrew Tichy, Rachel Boughton, Lana Suomala, Laramie Jackson, Katie Damico, Abby Dahlberg and Ariana Grollman.

The Spud State Speech Medalists Harrison Trimm (1st Place Drama), Grace Halvorson (2nd Place Oratory), Maret Holm (2nd Place Humor), CeCe Bedore and Jack Nichol (3rd Place Duo), Scout Holding Eagle-Bushaw (3rd Place Discussion), Olivia Larson (4th Place Poetry), Martan Gregoire (5th Place Great Speeches), Makenzie Stockwell (5th Place Storytelling), Maya Weiler (5th Place Oratory), Lily Kjos (6th Place Drama), Seema Mustafa (6th Place Ex. Reading), Greta Cole (7th Place Inform), Anika Drees (7th Place Humor), Colin Welna (7th Place Prose) and Leif Carlson (8th Place Humor).

Thalia Christenson for being named to the 2021 All-State Speech Team.

The Boys Spud Swim Team for earning the silver team academic award from the MN Swim and Dive Coaches Association for a section team GPA of 3.69. 2021 Section Team members are Jacob Andreasen, Owen Baumgartner, Brennan Olthoff, Ryan Pierce, Erik Skunberg, AJ Stein, Curtis Thompson, Isaac Bjorklund, Aiden Carlson, Joseph Casey, Spencer Ware, Owen Eisinger, Dawson Neznik, Dresden Adams, and Jacob Gulbranson.

F. MATTERS PRESENTED BY CITIZENS/OTHER COMMUNICATIONS (Non-Agenda Items): Emma Prager, MHS student, Moorhead MN, issue: Current MHS health education/sex education curriculum; Emily Walker, MHS student, Moorhead MN, issue: Current MHS health education/sex education curriculum.

Chair Bjorklund referred response to Dr. Jeremy Larson, Assistant Superintendent of Learning and Accountability.

2. CONSENT AGENDA: Burgard moved, seconded by Gloe to approve the Consent Agenda as follows: Minutes, Medical Leave, Leave of Absence, Extended Leave of Absence, Change in Contract, Resignations, Retirements, and New Employees.

**REGULAR MEETING
SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 152
MAPS OPERATIONS CENTER**

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Motion carried 7-0.

Roll Call Vote: Roll Call Vote: Bjorklund-yea, Burgard-yea, Gloe-yea, Steffes-yea, Stone-yea, Valan-yea, and Vogt-yea.

3. SCHOOL NAMING RECOMMENDATIONS: Brenda Richman, executive director of communications and community engagement, presented to the School Board three (3) names from the Community Committee to the School Board for naming consideration of the former Sam's Club building located at 2800 27th Ave. So.

Richman reviewed the process and general guidelines that the Community Committee underwent following School Board Policy 703 in naming school sites. The building is part of a larger Moorhead High School transformation: One school with two campuses and a common 9-12 experience across both. It was the administration's recommendation that the district has the right name that helps articulate the purpose and vision for the space and resonates with the district's stakeholders. The following recommendations were brought to the board for consideration: Moorhead High School Academy for Innovation, Moorhead High School South Campus, and Moorhead High School Career Academy.

The community at-large also was given an opportunity to vote on the 3 names for consideration. The community at 66% preferred the name of Moorhead High School Career Academy.

Burgard moved, Vogt seconded to approve adopting the name of Moorhead High School Career Academy as the official name of the building at 2800 27th Avenue South.

No further School Board discussion. Chair Bjorklund noted she would like the possibility that a portion of the MHS Career Academy be considered in the future for naming rights in honor of former Superintendent Lynne Kovash.

Motion carried 7-0.

Roll Call Vote: Roll Call Vote: Bjorklund-yea, Burgard-yea, Gloe-yea, Steffes-yea, Stone-yea, Valan-yea, and Vogt-yea.

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SCHOOL BOARD
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4. 2021-2022 HORIZON MIDDLE SCHOOL PARENT AND STUDENT HANDBOOK AND GRADES 5-8 COURSE DESCRIPTION AND PLANNING GUIDE: Dr. Jeremy

Larson, assistant superintendent of learning accountability reviewed the changes to the 2021-2022 Horizon Middle School Parent and Student Handbook and Grades 5-8 course Description and Planning Guide with the School Board. No changes were made to the handbook from the previous year with the exception of the administrators.

Gloe moved, seconded by Stone to approve the 2021-2022 Horizon Middle School Parent and Student Handbook and Grades 5-8 course Description and Planning Guide as presented.

No further board discussion.

Motion carried 7-0.

Roll Call Vote: Roll Call Vote: Bjorklund-yea, Burgard-yea, Gloe-yea, Steffes-yea, Stone-yea, Valan-yea, and Vogt-yea.

5. FIRST READING OF POLICIES: Dr. Brandon M. Lunak, superintendent, and the board conducted the first reading of policies: 404 Employment Disability Nondiscrimination, 411 Veteran's Preference Hiring, 412 Employee License Status, 414 Employee Public and Private Personnel Data, 424 Employee Right To Know - Exposure to Hazardous Substances, 425 Health and Safety Protection, 443 Subpoena of a School District Employee, 445 Employees as Vendors of School Supplies, 449 Gift to Employees, 473 Licensed Personnel Performance Evaluation, 501 Equal Educational Opportunity, 570 Prohibition of Harassment and Violence, 571 Hazing Prohibition, 660 MAPS State Mandated Testing Plan and Procedure.

6. COMMITTEE REPORTS: Brief reports were heard on the Incident Command Committee and District Health Insurance Committee. Chair Bjorklund and Superintendent Lunak left the meeting at 6:36 p.m. and Vice-chair Burgard conducted the remainder of the meeting.

7. OTHER PERTINENT ITEMS TO COME BEFORE THE BOARD: Valan asked if there were further graduation details. Assistant Superintendent Larson will follow-up on details for graduation.

**REGULAR MEETING
SCHOOL BOARD
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MAPS OPERATIONS CENTER**

May 3, 2021

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8. ADJOURNMENT: Gloe moved, seconded by Stone to approve adjournment of the May 3, 2021 School Board Meeting at 6:40 p.m.

Motion carried 7-0.

Roll Call Vote: Roll Call Vote: Bjorklund-yea, Burgard-yea, Gloe-yea, Steffes-yea, Stone-yea, Valan-yea, and Vogt-yea.

Kara Gloe
School Board Clerk



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

**Memo
OEDHRO.21.174C**

TO: Dr. Brandon M. Lunak, Superintendent
FROM: Kristin L. Dehmer, Executive Director of Human Resources & Operations
DATE: 5/10/2021
RE: May Claims

The May claims are as follows:

General Fund	\$1,589,758.48
Food Service Fund	\$156,149.55
Community Service Fund	\$22,788.59
Building Construction Fund	\$2,525.56
<u>Student Activities Fund</u>	<u>\$30,235.42</u>
TOTAL	\$1,801,457.60

The May construction claims are as follows:

<u>Construction Fund</u>	<u>\$1,461,379.29</u>
TOTAL	\$1,461,379.29

The April wire payments are as follows:

General Fund	\$2,564,687.82
Food Service Fund	\$2,537.28
Community Service Fund	\$774.14
Internal Service Fund	\$516,271.54
Student Activities	\$41.67
<u>Post Employ Irrevocable Trust</u>	<u>\$597.69</u>
TOTAL	\$3,084,910.14

Suggested Resolution: Move to accept the May claims, subject to audit, in the amount of \$1,801,457.60, the May construction claims, subject to audit, in the amount of \$1,461,379.29, the March wire payments, subject to audit, in the amount of \$3,084,910.14.

KLD:tra



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

**Memo
OEDHRO.21.175C**

TO: Dr. Brandon Lunak, Superintendent

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

DATE: 5/11/2021

RE: Medical Leave

The administration requests the approval of the Family/Medical leave for the following people:

Amanda Roberts

Teacher, Ellen Hopkins Elementary, medical leave (non-FMLA) intermittently beginning April 26, 2021 for the remainder of the school year.

Dilbar Abdulqader

Lunchroom Supervisor/Crossing Guard, S.G. Reinertsen Elementary, medical leave (non-FMLA) beginning April 27, 2021 for the remainder of the school year.

Richard Bergley

Bus Driver, District-wide, medical leave (non-FMLA) beginning May 12, 2021 through May 26, 2021.

Christy Sorby

Teacher, Spud Academy, medical leave (FMLA) beginning May 18, 2021 for the remainder of the school year.

Rhiannon Walstrom

Paraprofessional, S.G. Reinertsen, medical leave (non-FMLA) beginning May 19, 2021 for the remainder of the school year.

Suggested Resolution: Move to approve the medical leaves for Amanda Roberts, Dilbar Abdulqader, Richard Bergley, Christy Sorby and Rhiannon Walstrom as presented.

KLD:jal



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

Memo

OEDHRO.21.176C

TO: Dr. Brandon Lunak, Superintendent
FROM: Kristin Dehmer, Executive Director of Human Resources and Operations
DATE: 5/11/2021
RE: Leave of Absence

The administration requests the approval of the Leave of Absence for the following employees:

Sarah Perez-Hernandez

Paraprofessional, Robert Asp Elementary, beginning May 10, 2021 for the remainder of the school year.

Erik Hest

Paraprofessional, Horizon Middle School West Campus, beginning August 23, 2021 through February 20, 2022.

Suggested Resolution: Move to approve the leaves of absence for Sarah Perez-Hernandez and Erik Hest as presented.

KLD:jal



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

Memo

OEDHRO.21.180C

TO: Dr. Brandon Lunak, Superintendent

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

DATE: 5/12/2021

RE: Change in Contract

The administration requests the Change in Contract for the following employee:

Kjersten Skatvold

LSS Teacher, Dorothy Dodds Elementary School, to Supervisor, West Central Academy, S6 (0-2)
\$88,333.00, effective July 1, 2021 (replaces John Rutten).

Suggested Resolution: Move to approve the Change in Contract for Kjersten Skatvold as presented.

KLD:kre



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

Memo

OEDHRO.21.178C

TO: Dr. Brandon Lunak, Superintendent

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

DATE: 5/12/2021

RE: Resignations

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

Juli Clarey

Lunchroom Supervisor/Crossing Guard, Dorothy Dodds Elementary, effective April 23, 2021.

Sarah Dimond

Counselor, Ellen Hopkins Elementary School, effective at the end of the 2020-2021 school year.

Joel Engen

Bus Driver, Operations Center, effective June 4, 2021.

Karlea Field

Paraprofessional, Robert Asp Elementary School, effective June 4, 2021.

Jenna Fischer

Paraprofessional, Dorothy Dodds Elementary School, effective August 5, 2021.

Ashley Meagher

Counselor, Horizon Middle School East Campus, effective at the end of the 2020-2021 school year.

Gabrielle Munoz

Food Server, Dorothy Dodds Elementary School, effective June 11, 2021.

Claire Stoltenow

Float Custodian, Dorothy Dodds Elementary School, effective May 20, 2021.

Scott Wardzinski

Bus Driver, Operations Center, effective May 14, 2021.

Suggested Resolution: Move to approve the resignation of Juli Clarey, Sarah Dimond, Joel Engen, Karlea Field, Jenna Fischer, Ashley Meagher, Gabrielle Munoz, Claire Stoltenow, and Scott Wardzinski

as presented.

KLD:kre



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

Memo

OEDHRO.21.179C

TO: Dr. Brandon Lunak, Superintendent

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

DATE: 5/12/2021

RE: New Employees

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

Habibo Abdirahman

Custodian, Robert Asp Elementary School and Ellen Hopkins Elementary School, C2 (0-2) \$17.62 per hour, effective May 3, 2021 (replaces Arin Mayi).

Hilary Markley

ABE Paraprofessional, Vista Center for Education, P4 (0-2) \$17.24 per hour, 14 hours per week, effective May 20, 2021 (replaces Abdi Ahmed).

Suggested Resolution: Move to approve the employment of Habibo Abdirahman and Hilary Markley as presented.

KLD:kre



MOORHEAD
AREA PUBLIC SCHOOLS

**Learner Support
Services
Memo LSS.21.06R**

TO: Dr. Brandon Lunak, Superintendent
FROM: Duane Borgeson
DATE: 5/11/2021
RE: Solutions Behavioral Healthcare Presentation

Denette Narum from Solutions Behavioral Health Care will present yearly information to the board regarding the mental health services provided at the school district's elementary schools.

DSB

ATTACHMENTS:

Description	Type
▣ Solutions Presentation	Cover Memo



2020-2021 **SOLUTIONS** School Based Services

DENETTE NARUM, LICSW

Positions in the Elementary School

Professionals = 5

- Consult with SST Team
- Diagnose
- Treatment Planning
- Provide Therapy
Individual Family
Group
Using Evidence Based
Practices

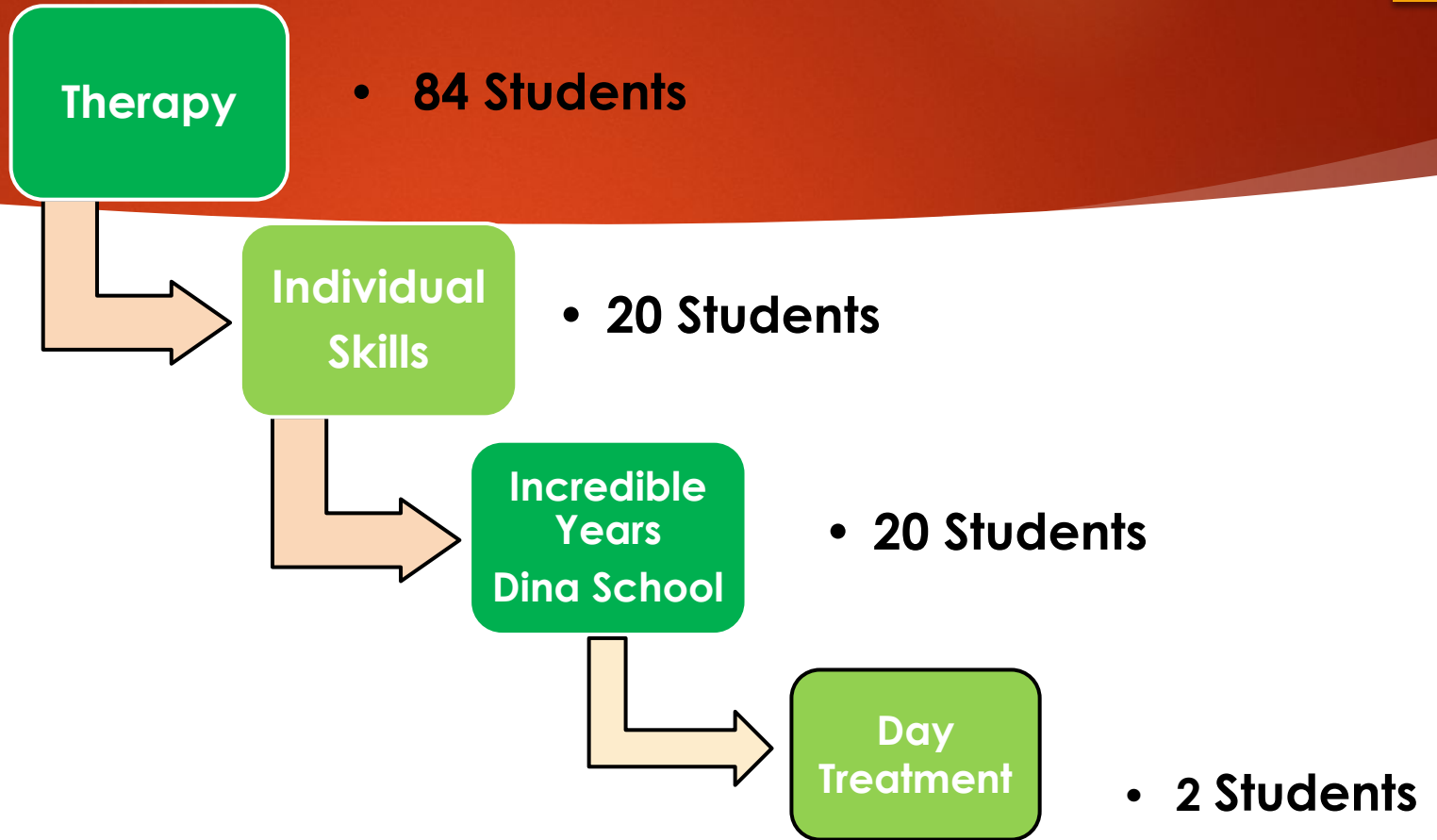
Liaisons = 5

- Crisis Services
- Consult with Teacher
- Coach Teachers
- Provide Individual
Skills Work
- Incredible Years
Classroom Dina
- Incredible Years Dina
Schools

Practitioners = 3

- Provide Individual
Skills
- Train students in vivo
- Talk to families about
progress and teach
them how to
intervene with their
child

Total Number Of Students Served (92 Students)



CRISIS SERVICES

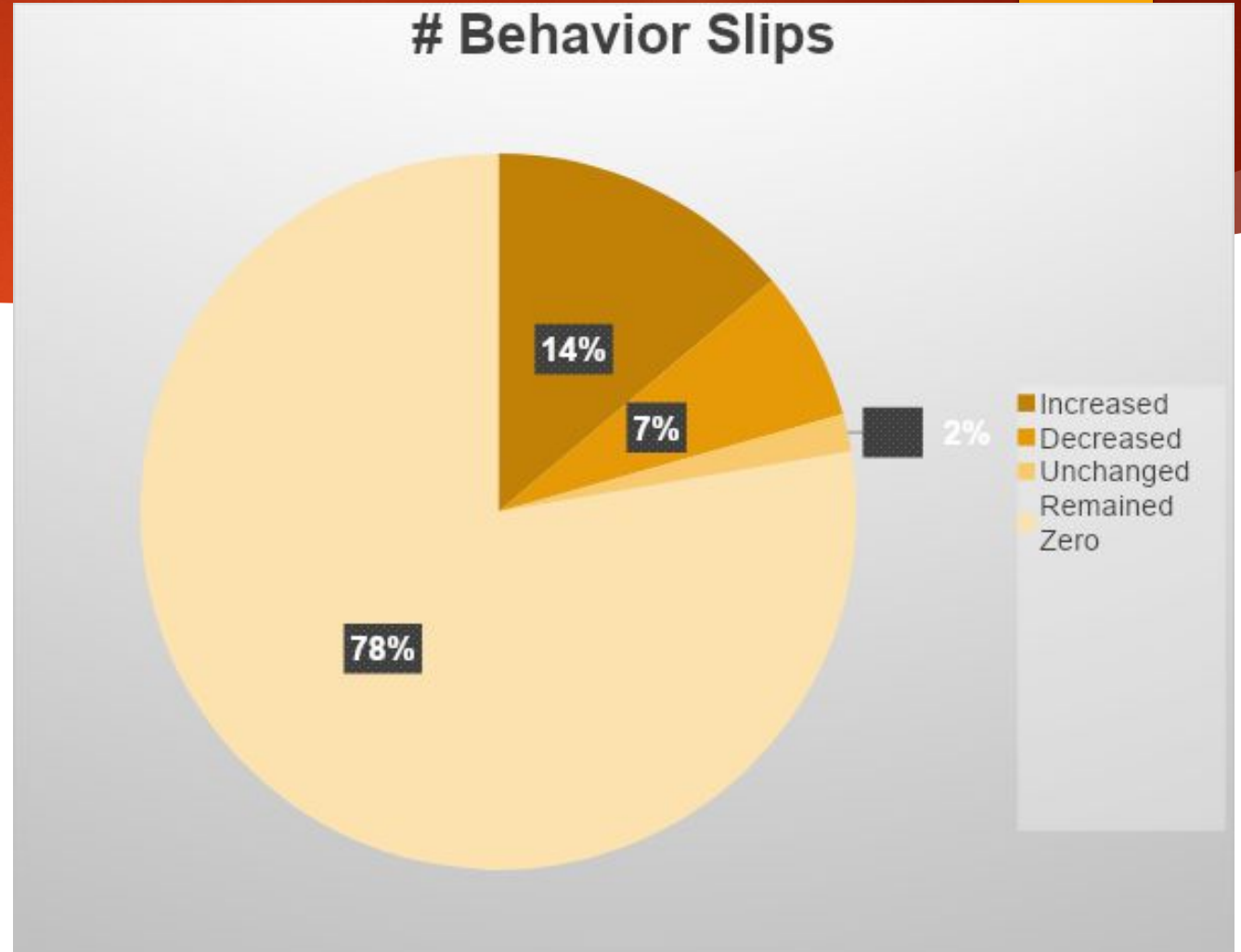
- Avoid hospitalization
- Reduce Suspension



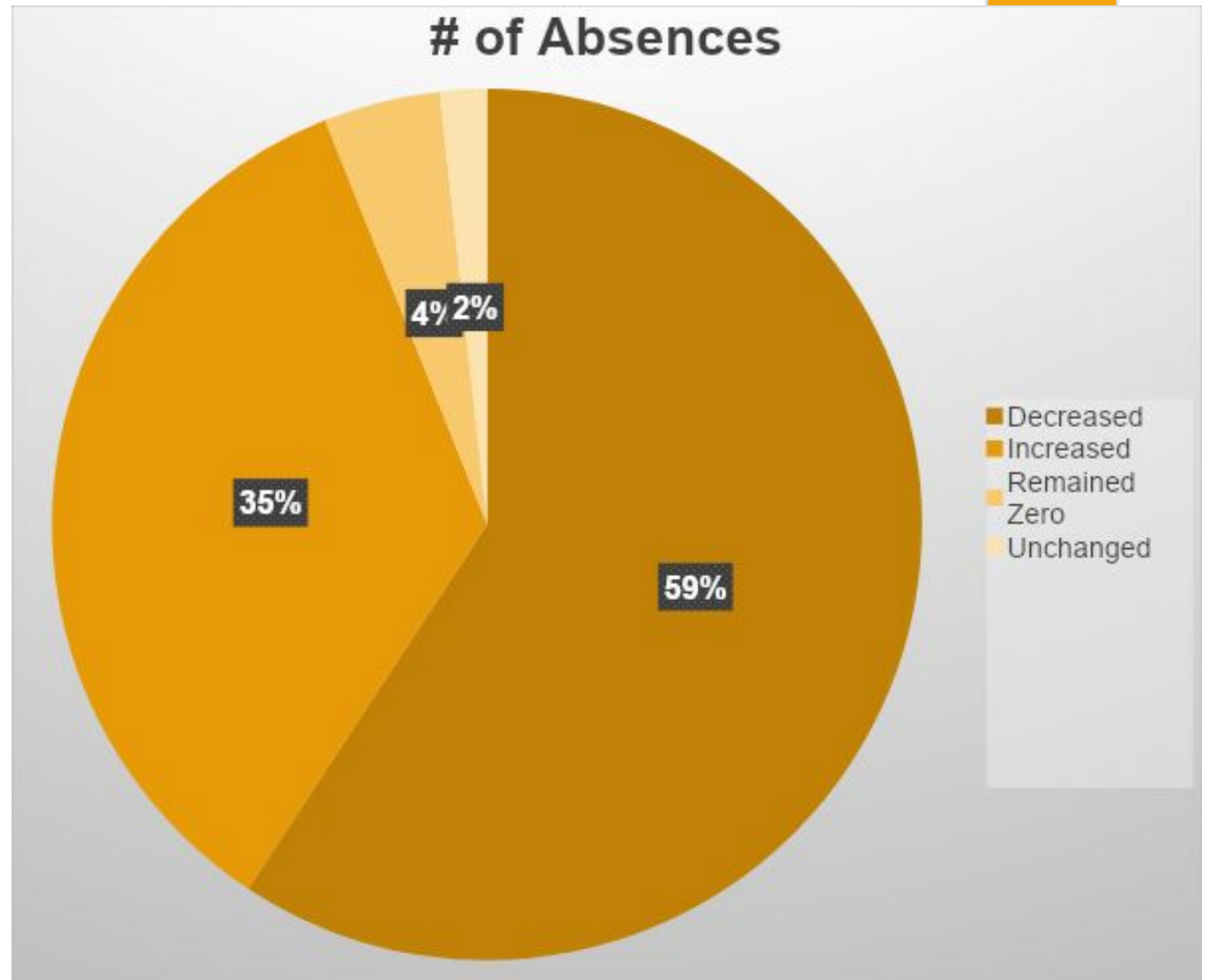


Outcomes for the SOLUTIONS School Programming

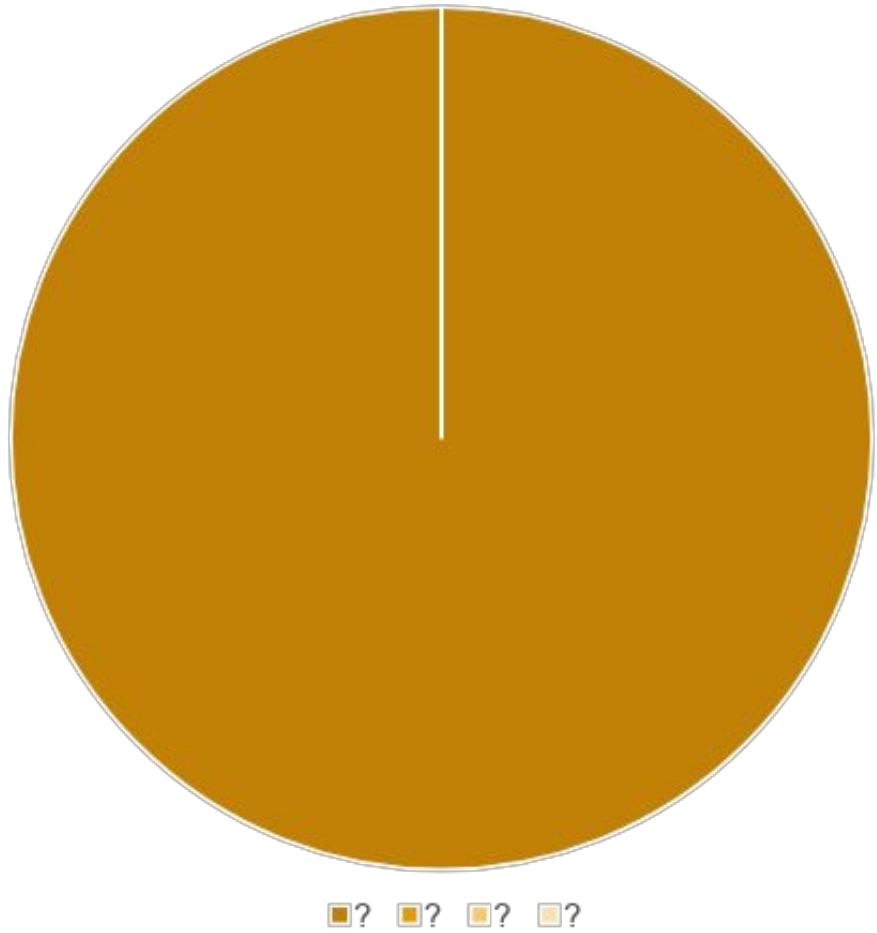
Number of Behavior Slips Clients Received in Fall vs Spring



Number of Days Clients Were Absent in the Fall vs Spring



Literacy

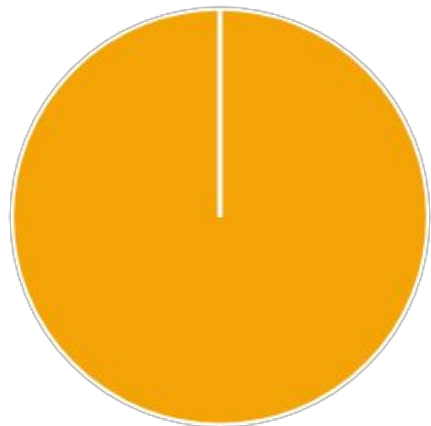


Literacy
Data on
Clients in
the Fall vs
Spring

Children's Day Treatment Data

Number of Behavior Slips Clients Received in Fall vs Spring

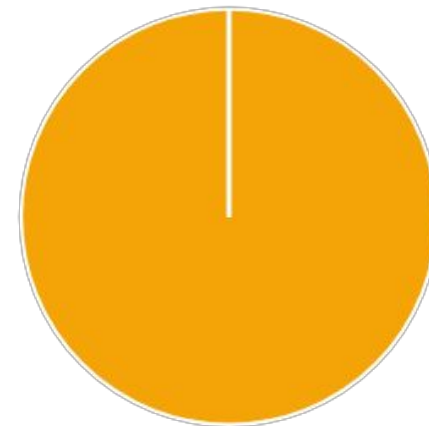
Behavioral Slips



■ Decreased ■ Increased ■ Remained Zero ■ Unchanged

Number of Days Clients Were Absent in the Fall vs Spring

of Absences



■ Decreased ■ Increased ■ Remained Zero ■ Unchanged



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**

Memo

OEDHRO.21.181R

TO: Dr. Brandon M. Lunak Superintendent

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

DATE: 5/12/2021

RE: School District Insurance Package Renewal

Mr. Joel Quam, Bremer Insurance, will be in attendance at the May 17 School Board meeting to present the district's insurance package renewal and answer any questions regarding the district's liability coverage for property, student accident, and worker's compensation insurance coverage.

The information regarding the insurance package is attached.

Mr. Quam will discuss the expiring premium costs, the renewal premium costs and describe the changes requested for the district's renewal policy.

After reviewing the coverage of the options, administration is recommending the approval of the following:

1. Property & Liability proposal from EMC Insurance with an annual premium of \$290,713.17.
2. Worker's Compensation proposal from SFM with an annual premium cost of \$464,323.
3. Cyber Liability proposal from Travelers with an annual premium of \$29,984.00
4. Foreign Travel proposal from Chubb-Ace with an annual premium of \$2,500.
5. Volunteer Accident proposal from Berkley Accident & Health with an annual premium cost of \$2,013.18.

The total annual premium cost for these renewals is \$789,533.35.

Suggested Resolution: Move to approve the insurance package renewals in the total amount of \$789,533.35 as presented by Mr. Joel Quam of Bremer Insurance.

Moved by:
Seconded by:
Comments:

KLD:tra

ATTACHMENTS:

Description

☐ Insurance Renewal Package

Type

Cover Memo



May 17, 2021

Ms. Kristin Dehmer, Executive Director of Human Resources and Operations
 Ms. Denice Sinner, Director of Business Services
 Moorhead Public Schools - ISD #152
 1313 30th Ave S
 Moorhead, MN 56560

Dear Mr. Lunak, Ms. Dehmer, MS. Sinner & School Board Members:

For your July 1, 2021 Insurance renewal policy period we have submitted your Insurance Coverages to a variety of carriers to make certain you have the most competitive options available. In this document, we will review your expiring versus renewal insurance premium costs, the coverage changes that were made and the marketing efforts your Administration directed us to make for your renewal policy period.

Coverage Description	Expiring Premium	Renewal Premium
Property	\$188,667.95	\$223,925.17
MN Premium Tax/Fees	Included	Included
General Liability	\$17,424.00	\$18,313.00
School Leaders E&O	\$11,884.00	\$14,797.00
Inland Marine (Sign)	Included	Included
Crime	\$2,716.00	\$2,716.00
Commercial Auto	\$19,384.00	\$18,701.00
Excess Liability	\$11,217.00	\$12,261.00
Total Package Premium	\$251,292.95	\$290,713.17
(SFM) Workers' Comp	\$459,223.00	\$464,323.00
(Travelers) Cyber Liability	\$23,438.00	\$29,984.00
(ACE) Foreign Travel	\$2,500.00	\$2,500.00
(Berkley) Student Accident	\$2,392.50	\$2,013.18
Total Premium Cost	\$738,846.45	\$789,533.35

Insurance Marketing: We submitted your applications to the following Insurers.

Carrier	Response
EMC	Renewal Proposal for your consideration (current carrier)
Selective	Declined to offer quotation, would not be more competitive
Hanover	Declined to offer quotation, would not be more competitive
Liberty	COVID-19 coverage restrictions
Wright Specialty	Declined to offer quotation, not writing new schools
Continental Western	Declined to offer quotation, not writing new schools
SFM (WC only)	Workers' Compensation renewal proposal included
Travelers	Cyber Liability renewal option through BCS Insurance
ACE	Foreign Travel renewal policy is effective 6-3-2021
Berkley	Student Accident renewal proposal, based on student count

Property: Your Blanket Property coverage limit has increased from \$445,560,682 to \$555,429,991.

Liability: Population changes were made to your Student and Teaching Staff.

Workers' Compensation: Your Workers' Compensation payroll increased by 12% (\$6,565,773). However, your premium increased by only 1.1% (\$5,100) when compared with your expiring premium cost. Your Workers' Compensation Experience Modification factor has decreased from 1.31 to .95 for your 7-1-2021 policy period.

Cyber Liability: Your Cyber Liability coverage limit remains at \$3,000,000 for your renewal policy period. Please note that Ransomware continues to be a growing problem. The number of claims and severity of losses are increasing rapidly

Recommendation to the Board: Your Administration reviewed your renewal insurance coverage options on 4-29-2021. It is your administrations recommendation that the board approve the EMC Property & Liability proposal with the SFM Workers' Compensation proposal and renew the other coverage lines as presented.

The annual premium cost for all proposed Insurance coverages are as follows:

Coverage Description	Insurance Carrier	Annual Premium Cost
Property & Liability Package	EMC	\$290,713.17
Workers' Compensation	SFM	\$464,323.00
Cyber Liability	BCS	\$29,984.00
Foreign Travel	Chubb-Ace	\$2,500.00
Volunteer Accident Liability	Berkley Accident & Health	\$2,013.18
Total All Policies		\$789,533.35

Thank you for placing your insurance business and trust with our agency, your patronage is appreciated! Please let us know if you have any questions or need additional information for any aspect of your Insurance coverage needs.

Sincerely,



Joel Quam
Bremer



MOORHEAD
AREA PUBLIC SCHOOLS

**Human Resources and
Operations**
Memo
OEDHRO.21.177R

TO: Dr. Brandon M. Lunak, Superintendent
FROM: Kristin L. Dehmer, Executive Director of Human Resources and Operations
DATE: 5/11/2021
RE: Presentation and Approval of Adaptive Floor Hockey Proposal

Dean Haugo, Activities Director, and Heidi Fisher, DAPE teacher and coach, will present the attached proposal requesting the addition of Adapted Floor Hockey-CI Division as a 2021-2022 school district sponsored student activity.

This proposal has been reviewed and recommended for approval by the Activities Council.

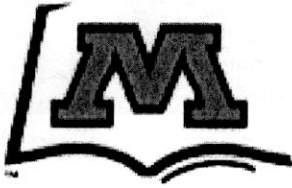
Suggested Resolution: Move to approve the Adaptive Floor Hockey proposal as presented.

Moved by:
Seconded by:
Comments:

KLD:tra

ATTACHMENTS:

Description	Type
<input type="checkbox"/> School District Sponsored Student Activity Proposal	Cover Memo
<input type="checkbox"/> Adapted Floor Hockey Plan	Cover Memo



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 Superintendents: 218-284-3370
• Human Resources: 218-284-3350

School District Sponsored Student Activity Proposal

Administrative Procedure: 540.2 Section: 500 STUDENTS Date Adopted: 11/2/2007 Date

Revised: 5/11/2011 Dates Reviewed: 8/31/2010, 5/11/2011, 6/12/2017

I. School year: 2021-2022

II. Name of activity: Adapted Floor Hockey - CI (Cognitively Impaired) Division

III. District contact person: Dean Haugo

IV. Description of the activity: Co-ed varsity level indoor floor hockey for student athletes with cognitive impairments.

V. How will the activity be implemented: Adapted floor hockey will be a part of the Moorhead athletic/activities program just as all other varsity level high school sports and will be available to all Moorhead students in grades 7-12 that meet the eligibility criteria as outlined by the Minnesota Adapted Athletics Association and the Minnesota State High School League

VI. Membership information: Adapted floor hockey is a co-ed athletic opportunity, and membership will consist of Moorhead students in grades 7-12 that meet the eligibility criteria outlined by the MAAA and MSHSL for participation in CI (Cognitively Impaired) Division athletics. Students must have verifiable, full-scale IQ test scores of 70 or lower, or be eligible to receive DCD (Developmental Cognitive Disability) special education services as outlined by the Minnesota Department of Education.

A. Grade levels: 7-12

B. Estimated number of participants:

1. Year 1: 10

2. Year 2: 12-15

3. Year 3: 12-15

4. Year 4: 12-15

5. Year 5: 12-15

VII. Identify any impact on Title IX: Adapted athletics generally do not have an impact on Title IX, as they are open to both male and female participants in a co-ed / co-rec format with all athletes participating together regardless of gender.

VIII. Facilities required: Gymnasium, Locker rooms or other space for students to utilize for pre and post game needs.



An equal opportunity employer

IX. Itemized budget for Year 1: See attached for equipment needed

X. Itemized budgets for Years 2-5: _____

XI. How would the budget affect present programs: _____

XII. How does this program affect other programs and the overall activities program: _____

5-3-21

Initiator Date
[Signature] 5-3-21

Building Administrator Date

Completed requests should be forwarded to the Superintendent. There may be additional requests for information.

[Signature] 5-5-2021

Superintendent Date

[Signature] 5-5-2021

Activities Council Representative Date

Forwarded to Superintendent. _____ Date

Adapted Floor Hockey Equipment - Start Up Items

Hockey Nets - these nets are the most affordable. The nets need to be "official" or "regulation" size (72" x 48") \$339 per pair

Hockey Sticks - sticks cannot be metal, wood or composite and must be specifically made for floor hockey or street hockey. \$199 per 12 stick set

Hockey Pucks - Must be the FeltSlider pucks. \$12 ea or \$125 per dozen

Gloves (optional) The most common gloves, I would recommend buying from somewhere other than Gopher (\$34 per pair), as you can find them elsewhere MUCH cheaper.

Shin Guards (optional) - Soccer shin guards often are the easiest option and can be found for as little as \$10 per pair if you shop around. Athletes supply on their own.

Hockey Helmets - I asked a couple of coaches and they said: Mylec helmets often are the most affordable (\$30 each), but don't always last. Something like this, despite the extra cost (\$55 - \$70 each) as they last significantly longer.

Jerseys - hockey style jerseys with matching pants/shorts. Cost \$1500-\$2,000+ for higher end jersey sets.

Spud Floor Hockey-School Plan

Activity Category - Tier 2 - \$150.00

MSHSL Season Length - 17 Weeks

MSHSL Max Contests - 25

MHD Plan - Days per week

Nov 22 Start Date

Nov 22-Jan 1 - 3 days per week

Jan 1-End of season - 4-5 days per week

Approx 55 contacts

MHD Plan - Contests

Years 1-3 - 10-12 games

Comparable Current Sports - Soccer

Coaches - Contracts

Head - .10 (\$4406 @ Step 0)

Assistant - .08 (\$3525 @ Step 0)

Equipment Costs - Startup - Year 1

Nets - \$350

Gloves - \$650

Uniforms - \$1500

Helmets - \$1000

Pucks - \$125

Sticks - \$400

TOTAL - \$4000-4200

** A request would be made to Spud Boosters to cover the Start up Equipment costs.

Equipment Costs - Years 2-5

\$400 per year

** Replacement costs of pucks/sticks

Transportation Costs - Estimated - Yearly

Boys - 4-5 Trips

@ Brainerd - \$800

@ St Cloud - \$800

@ Metro - \$1500

@ Metro - \$1500

Total - \$4000-5000



MOORHEAD
AREA PUBLIC SCHOOLS

**Assistant
Superintendent of
Learning and
Accountability
Memo ASLA.21.30R**

TO: Dr. Brandon Lunak, Superintendent

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

DATE: 5/12/2021

RE: 2021-2022 Moorhead High School and Alternative Learning Center Parent and Student Handbooks

Attached are the 2021-2022 Moorhead High School and Alternative Learning Center Parent and Student Handbooks. Changes to the handbooks will be presented at the May 17 school board meeting.

Suggested Resolution: Move to approve the 2021-2022 Moorhead High School, Alternative Learning Center Parent and Student Handbooks as presented.

Moved by:
Seconded by:
Comments:

JL:tro

ATTACHMENTS:

Description	Type
☐ Moorhead High School Parent and Student Handbook	Cover Memo
☐ Alternative Education Parent and Student Handbook	Cover Memo



2020~~1~~-2021~~2~~

Moorhead High School Parent & Student Handbook

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

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Moorhead High School Daily Class Schedule: 2021-22~~2020-21~~

Below is a draft schedule for the 2021-22 school year.

Block 1	8:25	9:50	85	
1	8:25	9:05	40	
2	9:10	9:50	40	
Spud Time 1	9:50	10:10		Shuttle 1
Block 2	10:10	11:35	85	
3	10:10	10:50	40	
4	10:55	11:35	40	
Spud Time 2	11:35	11:55		Shuttle 2
Block 3	11:55	1:50	85	30 minute lunch built in
5	11:55	12:35	40	
6	12:40	1:20	40	
Spud Time 3	1:35	1:55		Shuttle 3
Block 4	1:55	3:20	85	
7	1:55	2:35	40	
8	2:40	3:20	40	

**Block 3 and 3rd spud time could vary depending on when the students have their lunch mod.

Period 1	8:25 - 9:10	Block 1	8:25 - 9:55	ff
Period 2	9:15 - 10:00			ff
ff				
Period 3	10:05 - 10:50	Block 2	10:05 - 11:35	ff
Period 4	10:55 - 11:40			ff
ff				
1st Lunch	11:40 - 12:15			ff
ff				
Period 5	11:45 - 12:30	Block 3	12:15 - 1:45 or (11:45 - 1:15)	ff
Period 6	12:35 - 1:20			ff
ff				
2nd Lunch (Split Lunch)	ff			
12:30 - 1:05	Class 11:45 - 12:30/Lunch 12:30 - 1:05/Class 1:05 - 1:50			ff
ff				
3rd Lunch	1:20 - 1:55			ff
ff				
Period 7	1:55 - 2:40	Block 4	1:55 - 3:25	ff
Period 8	2:45 - 3:30			ff
ff				
Lunch Schedule	ff			

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

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

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

~~Deposits to lunch accounts may be made throughout the school day into the meal account deposit box located by the food and nutrition office or online through e-Funds for Schools. Deposits must be made before 9:30 a.m. to be available for use the same day. Online payments through e-Funds for Schools require 24 hours to process.~~

~~Wednesday Schedule~~

~~Student Support~~ Time = 8:10 - 9:00

~~Period 1~~ 9:05 - 9:45 ~~Block 1~~ 9:05 - 10:25

~~Period 2~~ 9:50 - 10:30

~~Period 3~~ 10:35 - 11:15 ~~Block 2~~ 10:35 - 11:55

~~Period 4~~ 11:20 - 12:00

~~Period 5~~ 12:05 - 12:45 ~~Block 3~~ 12:05 - 1:25

~~Period 6~~ 12:50 - 1:30

~~Period 7~~ 2:05 - 2:45 ~~Block 4~~ 2:05 - 3:25

~~Period 8~~ 2:50 - 3:30

~~Lunch Schedule~~

~~1st Lunch~~ 12:00 - 12:35

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

~~3rd Lunch~~ 1:30 - 2:05

~~Shortened School Day Schedule (2 Hours Late)~~

~~Period 1~~ 10:25 - 10:55 ~~Block 1~~ 10:25 - 11:25

~~Period 2~~ 11:00 - 11:30

~~Period 3~~ 11:35 - 12:05 ~~Block 2~~ 11:35 - 1:05

~~Period 4~~ 12:10 - 12:40

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

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

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

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

~~¶~~

~~Period 5 1:15 - 1:45 Block 3 1:15 - 2:15 ¶~~

~~Period 6 1:50 - 2:20 ¶~~

~~¶~~

~~Period 7 2:25 - 2:55 Block 4 2:25 - 3:25 ¶~~

~~Period 8 3:00 - 3:30 ¶~~

~~¶~~

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

~~¶~~

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

~~¶~~

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

District Communication

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

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

Meals

Moorhead High School offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 7:45-8:20 a.m. and 9:50-10 a.m. and costs \$1. Lunch costs \$2.40 and includes milk. In addition, milk is sold for \$.40 and the ala carte line has items ranging from \$.25 to \$1.50.

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

If a parent/guardian chooses to submit one payment that is to be divided between sibling accounts, the parent/guardian must specify how the funds are to be distributed to the students' accounts.

Funds may not be transferred between sibling accounts unless written permission is received from the parent/guardian.

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

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

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

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

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

Severe Weather-related School Closings

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

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

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

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

Crisis Management

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

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

Attendance

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

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

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

***Excused Absences**

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

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

Procedure for Excusing Students

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

Unexcused Absences

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

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

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

Consequences of Unexcused Absences:

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

15 Day Drop/Withdrawal

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

Illness During the School Day

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

Tardiness

Students are expected to be to their assigned area on time. Excessive tardiness will not be accepted. Students who are tardy to their first period class will be given a pass at Door 13 or will need to go to the old commons to receive a tardy slip from a hall monitor.

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

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

Make-up Policies for Excused Absences

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

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

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

Advance Make-up

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

Detention

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

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

Detention Consequence Progression

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

Students in excess of 10 detentions may be required to have a parent/student conference with their class principal to address issues causing the detentions. Students who accumulate 40 or more detentions and refuse to improve their behavior will be exempt from all dances, the graduation ceremony and participation in extracurricular activities for the remainder of the school year. An attendance/behavior plan will need to be in place for students with this number of detentions.

Out-of-school Suspension (OSS)

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

In-school Suspension (ISS)

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

Passes

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

Discipline Procedures

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

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

Guidelines for Visitors to MHS

City ordinances and state statutes require that all visitors will enter through Door 13 for a visitor’s permit. Student visitors are not allowed. Exceptions will require advance administrative approval. All visitors during the school day will be requested to wear an appropriate form of identification.

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

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

Drug-Free School

The area in and around Moorhead High School is a drug-free zone. Students are prohibited from using or possessing controlled substances, *toxic substances, and alcohol before, during or after school hours, at school or in any other school location. Paraphernalia associated with controlled substances is prohibited. “Use” includes to sell, buy, distribute, dispense, possess, use or be under

the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

Discipline may include:

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

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

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

Passive Alcohol Screening

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

Tobacco-free Environment

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

Minimum corrective actions include:

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

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

Weapon-free School

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

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

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

Student Dress and Appearance

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

The following is expected at all times:

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

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

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

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

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

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

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

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

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

Dress Code Violation Consequence Progression

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

For additional information refer to [School Board Policies 570](#) and [577](#) on the school district website or in the school office.

Harassment

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

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

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

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

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

Phone: 218-284-3355

Email: kdehmer@moorheadschoools.org

Hazing Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT

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

III. DEFINITIONS

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

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

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

IV. REPORTING PROCEDURE

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

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

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

Disruptive Behavior

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

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

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

Bullying

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

opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

Building Hours

Students should not be in the building before 7:55 a.m. and must leave before 4 p.m. unless arrangements have been made with a staff member or they are involved in school activities including use of the media center. Students who remain in the building outside of the designated building hours and cause disruptions will be referred to legal authorities.

Conduct on School Buses and Consequences for Misbehavior

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

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

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

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

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body and personal belongings inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.

- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the school bus.

Authorized riders

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

Loading zone rules

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

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

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

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

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

There are four key points:

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

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

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

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

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

Middle and High School 5-12

- | | |
|-------------|---|
| 1st offense | Student conference and warning |
| 2nd offense | Conference with parents/guardians / up to 5 school day suspension from riding the bus. |
| 3rd offense | Conference with parents/guardians / up to 10 school day suspension from riding the bus. |
| 4th offense | Conference with parents/guardians / up to 20 school day suspension from riding the bus. |
| 5th offense | Suspended from riding the bus for the remainder of the school year. |

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

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

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

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

For additional information refer to [School Board policy 721](#) on the school district website or in the school office.

Process for Addressing Concerns

When parents have concerns, they are asked to first contact the school employee who is nearest to the situation causing concern. If they do not receive satisfaction from that person, they should then contact the building principal or program director for assistance. If the matter is still unresolved, they

are advised to contact the superintendent of schools. The parent may be asked by the superintendent to state the concern in writing and summarize the action to date.

Mandatory Reporting of Child Abuse and Neglect

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

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

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

Lockers

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

Lockers have been assigned to each student. Students are expected to use the locker that is assigned to them and are not allowed to share lockers. Locks for lockers will be provided by the school. If you lose your lock, you must pay \$10 to obtain a new one. Students are not allowed to write on the inside or outside of any locker. The use of a school locker is a privilege. Students who fail to comply with school locker use guidelines may lose locker use privileges. Replacement cost for lockers is \$80 plus installation fee.

Lockers should always be locked when not in use. Do not give your combination to anyone else. Lockers should not be considered safe from theft. The school assumes no liability in the case of theft. Random locker checks will be conducted, and law enforcement K-9 units will randomly check lockers four to six times per year. We encourage students not to leave money or valuables in their lockers. Please leave valuables at home. In the rare instance that you must bring something of value to school, please leave it in the office so that it can be stored in the vault for the day and returned to you when school is dismissed.

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

PowerSchool

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

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

PowerSchool Enrollment

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

e~Funds for Schools

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

Nuisance Devices

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

Personal Electronic Devices (PEDs)

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

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

Computer Use/Copyright Policies

Computers are provided for student use at several locations. Students are advised that "computer hacking," use of the computers to duplicate copyrighted materials, or other inappropriate use may

result in losing access to the machines and/or referral to authorities. Faculty and administrative computers are off limits to students.

Moorhead Area Public Schools provides students in grades 3-12 with a district assigned email. All email messages sent and received by students are archived and retained per legal statutory requirements. The district reserves the right to revoke a student's email account at any time due to inappropriate use.

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

Vandalism

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

Improper Activation of Fire Alarms

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

Fire, Tornado and Lock Down Drills

Emergency drills will be conducted throughout the school year.

Registration

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

Community Release

The Community Release class is offered as a free period for junior and senior students who are on track for graduation at the discretion of the administration. Juniors must have completed a minimum of 14 credits and will be allowed a maximum of one credit off per year (e.g. one free year-long skinny or one free semester block) as a Community Release. Seniors must have completed 20 credits and will be allowed a maximum of two credits off per year (e.g. two free year-long skinnies or a free block each semester) as a Community Release. If, during the current grading period, a junior or senior is not making academic progress toward graduation the Community Release class will be revoked and the student will be placed in a class for the next quarter or semester to make up the missing credits.

Graduation Requirements

Moorhead High School students must successfully complete 26 credits. This includes 16.5 credits in required subjects and 9.5 in electives. The required credits are:

- 4 credits in English

- 3.5 credits in Social Studies (World History 1, Geography .5, U.S. History 1, Economics .5, American Government .5)
- 3 credits in Math (Intermediate Algebra, Geometry & Advanced Algebra at a minimum)
- 3 credits in Science (Physical Science 1, Biology 1 & 1 credit in either Chemistry, Physics or ChemCom)
- 1.5 credits in Health/PE (PE 9, Health & PE Elective)
- 1 credit in Fine Arts (Visual Arts, Acting, Music, Digttools or Web Design)
- .5 credit in Explore

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

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

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

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

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

Grade Level and Graduation Progress

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

Grade Placement refers to the number of years that a student has been in school. The student's grade placement increases each year that a student is in school. For example, if a student began high school – grade 9 – in 2018, she/he will automatically be moved to grade 10 in 2019. Grade placement is used to determine eligibility for state testing and other requirements. It is used to calculate district and school graduation rates. It is important to note, however, that grade placement does not reflect a student's progress toward graduation. Having a grade placement of grade 12, for instance, does not assure that the child has met the state and local requirements to earn a high school diploma.

Credit Status: Credit Status refers to the credits and standards the student has earned toward the goal of grade-level progression and earning a high school diploma. In Moorhead Area Public Schools, students must meet all state and local requirements for a high school diploma to graduate.

Refer to Graduation Requirements above for more information. In general, the number of credits students earn in high school is a strong predictor of their progress toward graduation. In this scenario, the guidelines related to a student's credit status are helpful in conceptualizing the time and effort remaining for a student to meet diploma requirements:

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

Graduation Deficiencies

Students who fail to meet graduation requirements at the end of four years of attendance will be permitted to continue in school and carry a course load sufficient to permit them to meet graduation requirements the following year.

Foreign Exchange Students

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

Counseling Department

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

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

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

A-D	Keith Hartleben	284-2319
E-K	Maret Kashmark	284-2316
L-P	Angela Aakre	284-2313
Q-Z	Sarah Kjos	284-2315
Student Assistance	Scott Matheson	284-2314

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

Marking System

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

Pass/Fail Option

Students taking a required course load are eligible to request pass/fail in one or more classes but must be graded in a minimum of four classes. Check with your counselor for forms. Deadlines for pass/fail option is 15 school days from the start of the class. Once you have been graded, you cannot change to a pass/fail option. Students who drop two grade levels below the average that they are capable of carrying could have this option removed the first or third quarter, and they would be graded by letter grade in the course for the rest of the semester. Students who fail a course and retake it at a later time will have their original failure replaced by the more recent grade.

Testing Out Option

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

Senior Honor Students

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

Cumulative GPA	Honors Received
4.00	Valedictorian
3.97-3.99	Salutatorian
3.90-3.96	Special Honors
3.70-3.89	Honors

Academic Letter

The purposes of the academic letter are motivation, incentive and recognition for work well done.

The Academic Letter Committee follows these guidelines/qualifications:

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

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

Report Cards

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

Unsatisfactory Work Reports

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

Dropping a Class

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

Transfers or Withdrawals

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

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

Transfer Students/Graduation

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

Minnesota Post-Secondary Enrollment Options Act

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

Independent Study Options

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

Homebound Instruction

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

Minnesota Choice Programs

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

For additional information see [School Board Policies 511](#) and [610](#) on the school district website or in the school office.

Curriculum Review

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

For additional information refer to [School Board Policies 620](#) and [620.2](#) on the school district website or in the school office.

Testing

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

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

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

Activities

All students are eligible to participate if they meet activity guidelines, but not all students will earn the privilege to participate in activities. Skill, tenacity, hard work and attitude are the primary factors in determining who will participate and represent our school. Moorhead High shall be represented by students who are good citizens, scholars and athletes willing to abide by prescribed rules and high standards. This privilege and honor carries with it responsibilities to the community, school faculty and student body they represent. To ensure that the standards and ideals of Moorhead High

are upheld and requirements enforced uniformly, standards of conduct have been established. Advisors or coaches may enforce rules that are more strict than those established, but these are minimum rules that must be enforced:

1. Any student failing one or more classes, or having two or more incompletes, will be ineligible for a minimum of one week. Student eligibility will be monitored at mid-quarter (October 4, December 6, February 21, April 24) and the end of each quarter (November 1, January 17, March 27, June 2) through the year. Students will be notified of their ineligibility by the Activities Office and their ineligibility will run from Wednesday-Wednesday.
2. Students will be ineligible to participate in competition in any extracurricular activity until all detentions are served.
3. There shall be no conduct by students participating in activities, whether or not that activity is currently in season, that will bring discredit to the student, parents, activity, school or community. Penalties for rule violations will be administered at the discretion of school officials.
4. Moorhead School Board Policy and the Minnesota State High School League rules shall be enforced as the minimum standard of conduct for all participants in activities.
5. Students are expected to be in school on the day of a contest, play, concert or event as well as the following day. Violations may result in a forfeiture of practice on the succeeding day, loss of the right to appear in a public performance or meet and/or an unexcused absence.
6. Students must dress appropriately when representing the school. Neat, casual dress clothes are appropriate.
7. Awards and honors are presented in trust. Should the student violate that trust, the honor or award may be revoked.
8. Fees are charged to participate in certain school activities and all athletic programs. Those fees are available in the activities office. The total fee for any student shall not exceed \$350 per year.

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

Extra Curricular Activities/Athletic Programs

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

Groups include:

Carolers	Business Professionals of America	SADD
Cho Kio (Yearbook)	Destination Imagination	Marching Band
Apollo Strings	Key Club	Jazz Band
Knowledge Bowl	Student Council	
Math Competition	Science Olympiad	
Drama	Pep Band	
Speech	Industrial Arts Competition - Skills USA	
Debate	Student Newspaper	

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

Fall: Cross Country - girls and boys

- Football - boys
- Soccer - girls and boys
- Tennis - girls
- Swimming - girls
- Volleyball - girls
- Winter: Basketball - boys and girls
- Swimming - boys
- Gymnastics - girls
- Wrestling - boys
- Hockey - boys and girls
- Nordic Ski - boys and girls
- Dance line - girls
- Weight Lifting - boys and girls
- Spring: Track - boys and girls
- Golf - boys and girls
- Tennis - boys
- Baseball - boys
- Softball - girls
- Adapted Bowling - boys and girls
- Clay Target - boys and girls
- Lacrosse - boys and girls

School Spirit/Sportsmanship

Moorhead Area Public Schools shares a vision with the Minnesota State High School League in seeking and maintaining high standards of sportsmanship in all sponsored programs. To be educationally sound, activities must provide a setting in all programs where important values such as dignity, equity, fairness and respect are fostered. Good sportsmanship enhances respect for opponents and officials through efforts at showing self-control and by showing genuine concern for others. It is the responsibility of students, coaches, faculty, cheerleaders, adult spectators, officials and the media to pursue these values.

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

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

1st violation - The student will not be allowed to attend any school-sponsored activity for six (6) weeks.

2nd violation - The student will not be allowed to attend any school-sponsored activity for eight (8) weeks.

3rd violation - The student will not be allowed to attend any school-sponsored activity for the remainder of the school year.
(weeks are counted as calendar days)

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

SCHOOL SONG

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

School Dances

Moorhead High School will hold three dances during the 2019-20 school year, Homecoming, Prom and Morp. Out-of-school guests must be accompanied by MHS students who have met dance attendance requirements and have a “Dance Guest Form” turned in to their class principal one week prior to the dance. Guests for Homecoming and Morp must be enrolled in high school and in good standing. Students are not permitted to enter after 10 p.m., and once students leave, they are not permitted to re-enter. Students are not eligible to attend any student dance until all assigned detentions have been completed. All students are subject to a passive alcohol screening prior to entering a school dance.

Prom

Prom is a school event for junior and senior students who attend Moorhead High School. Each student choosing to attend may invite one guest. If you are bringing a guest (anyone other than another junior or senior from MHS), you must pre-register that guest in the high school office. Guests must be at least a high school sophomore and not older than age 20. School policies apply to all students and guests during prom.

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

Student Insurance

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

Fundraising

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

For additional information refer to [School Board Policy 544](#) on the school district website or in the school office.

Uncollected Fees

Fees assessed for damaged or lost books, school projects, damage to school property, or other expenses that have been accrued by students must be paid by July 1 following the end of the school year.

Musical Instrument Rental Fees

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

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

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

For additional information and rental agreement refer to [School Board Policy 831](#) on the school district website or in the school office.

Protection and Privacy of Student Records

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

Name

Grade level

Enrollment status (i.e., full-time or part-time)

Participation in activities

Height and weight of team members

Dates of attendance

Honors and awards

Graduation status

Most recent and previous school

Photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses

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

Release of Information

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

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

Patriotic Exercises

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

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

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

Field Trips

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

For additional information refer to [School Board Policy 632](#) on the school district website or in the school office.

Parent Teacher Advisory Council (PTAC)

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

Surveillance Equipment

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

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

Messages

All emergency messages will be handled by an administrator.

Wellness

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

Foods and beverages sold or served at school during the school day by the Moorhead Area Public Schools (including school stores, vending machines and a la carte cafeteria items) will meet or exceed current USDA Dietary Guidelines for Americans in accordance with nutrition and portion size standards. (See Administrative Procedures [536.1](#) and [536.2](#).)

For additional information refer to [School Board Policy 536](#) on the school district website or in the school office.

Building Cleanliness

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

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

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

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

Student Parking of Motor Vehicles in School District Locations

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

Patrols, Inspections and Searches

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

Student Use of Motor Vehicles

Students are permitted to use their vehicles during assigned lunch period for off-campus purposes, or for off-campus school programs during assigned times. Operating a motor vehicle on school property is a privilege not a right and necessitates safe driving in accordance with the law and conditions.

Violations

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

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

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

Communication Assistance

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

Health Care

Our health office is staffed during school hours by a health assistant trained in first aid and CPR. A licensed school nurse oversees the health assistant, helps families to plan for health needs at school, trains staff to support those needs, and is on call at all times in cases of serious injury or illness at school. Students' health significantly affects school attendance and performance. Communication and cooperation between school personnel and parents/guardians is essential in understanding and meeting our students' health needs. The health office also assists in the management with the following items:

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

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

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

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

Health Concerns: If your student has health concerns that will require support in school, please notify the licensed school nurse. Health plans are created specifically for your student's needs during the school day to assist in ensuring the most time possible in the classroom. Staff will be notified of special health conditions concerning their students. Students who leave the school during the day due to illness are required to either check out through the health office or have a parent/guardian contact the attendance office before the end of the school day to verify student absence. Students who do not follow this process will be considered unexcused.

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

Media Center

The high school media center is easily accessible to the students and staff from 7:30 a.m. to 5 p.m. Monday through Thursday and 7:30 to 3:30 p.m. on Friday.

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

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

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

Pesticide Use

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

Lead in Water Notice

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

Employee Background Checks

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

School Calendar 2020-21

September 8	K-12 Classes Begin
September 25	Homecoming Parade, Game & Dance
October 2	No School - Teacher PD/PLC
October 12	K-12 Parent Teacher conferences (5-8:30)
October 13	K-12 Parent Teacher conferences (5-8:30)
October 14	No School - K-12 Parent-Teacher conferences (8-12)
October 15-16	No School - MEA
November 1	End of 1st Quarter
November 3	Election Night - No Activities from 6-8 p.m.
November 9	No School - Teacher PD/PLC
November 26-27	No School
December 10	MHS Parent Teacher conferences (5-8:45)
December 24	Winter Break Begins
January 4	Classes Resume
January 20	No School - Teacher PD/PLC
January 22	End of 1st Semester/2nd Quarter
February 12	No School; Possible Emergency Make-up Day
February 15	President's Day - No School
February 25	MHS Parent-Teacher conferences (5-8:45)
March 26	End of 3rd Quarter
March 29 - April 2	No School; Spring Break
April 27	MHS Parent-teacher conferences (5-8:45)
May 31	Memorial Day; No School
June 4	Last Day for Students
June 6	Graduation

EMERGENCY MAKEUP DAYS

February 12, June 7



MOORHEAD
AREA PUBLIC SCHOOLS

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

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

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

Section: 500 STUDENTS

Date Revised: 6/25/2018

General Statement

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

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

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

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

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

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

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

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

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

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

These procedures are based on school board policies, available on the district’s website at www.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 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	3-5 day suspension	10 day suspension Recommendation to the superintendent for expulsion or exclusion

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

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

Definitions:

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

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

(*) Weeks are counted as calendar weeks.

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

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

Definitions:

- A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.

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

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

4. ARSON

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

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

5. ASSAULT/FIGHTING

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

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

6. ATTENDANCE, CHRONIC ABSENTEEISM

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

Grade Level	First Offense
Grades 9-12	Parent(s)/Guardian(s) notification Detention Referral to Truancy Intervention Program

7. BREAKING AND ENTERING

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

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

8. BULLYING PROHIBITION

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

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

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

	referral to threat assessment team	to threat assessment team	to threat assessment team
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9. DISHONESTY, ACADEMIC

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

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

10. DISORDERLY CONDUCT

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

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

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

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

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

12. DRESS AND APPEARANCE

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

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

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

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

13. DRIVING, CARELESS OR RECKLESS

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

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

14. FALSE ALARM

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

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

15. FALSE REPORTING

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

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

16. GAMBLING

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

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

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

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

18. HAZING

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

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

19. INSUBORDINATION

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

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

20. MISBEHAVIOR ON THE SCHOOL BUS

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

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

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

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

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

21. NUISANCE OBJECTS

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

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

22. PERSONAL ELECTRONIC DEVICES (PEDs)

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

- A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.

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

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

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

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

24. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

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

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

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

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

27. THEFT, ROBBERY OR EXTORTION

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

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

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

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

29. TOBACCO, POSSESSION AND USE

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

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

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

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

Grade Level	First Offense	Second Offense	Third Offense
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Grades 9-12	Parent(s)/Guardian(s) notification Student conference Notification of legal authorities Restitution Detention	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 1-5 day suspension	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 5-10 day suspension
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31. WEAPON

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

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

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

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

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



2020~~1~~-2021~~2~~

Moorhead Alternative Learning in the Moorhead Area Career Academies Handbook

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

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Greetings and Welcome to the 2020-2021 School Year!

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

It is with continued excitement that I write this letter of introduction to you as the principal of ~~Red-River Area Learning Center-the Moorhead High School Career Academy~~. I am honored to have the opportunity to lead this group of educators. While the last few months have been a new experience for all of us, know that we will continue to learn and work with you to do what is best for all of our students.

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

We are excited about the continued partnerships and opportunities available to Red-River Moorhead ALC students beyond our school doors. The early/middle college program allows eligible students to earn college credits and credentials at Minnesota State Community and Technical College while they are still Red-River Moorhead ALC students. Our students will be connected to preservice teachers from Minnesota State University Moorhead to support them in a complex learning topic/project/experience and to introduce them to a four-year college. Red-River Moorhead ALC students will join other alternative students statewide to build leadership skills, compete in events that showcase their ingenuity, artistic expression, career development and life readiness skills, and celebrate their many skills and talents.

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

Sincerely,

Josh Haag
Principal of Alternative Education
Moorhead High School Career Academy
Moorhead Area Public Schools

Alternative Education, K-12:

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

- **Closing the Gap:** Collaborating to effectively increase graduation rates and decrease dropout rates for all students.
- **Data-Driven Decision Making:** Using data to provide effective supports to students who are disengaging from school and learning.

- **Engagement, Recovery and Re-engagement:** Developing and implementing effective programs to keep youth in school and identify and encourage youth who have already dropped out of school to re-enter school and complete high school.
- **Individualized Student Planning for the Future:** Providing effective and accessible programming and resources for schools, families and students to facilitate high school completion and postsecondary success.
- **Collaboration:** Working together to embed Minnesota’s goal of graduation for all and action steps into any child or youth-focused program or initiative.

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

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

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

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

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

Moorhead Area Public Schools Mission:

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

District website is www.moorheadschoools.org.

District Communication

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

Moorhead Area Public Schools' website at www.moorheadschoools.org provides information about the school district, news, contact information, dates of events, and access to PowerSchool and PayFort. 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 (www.facebook.com/MoorheadSchools) Instagram account @moorheadschoools and Twitter account (@MoorheadSchools), parents/guardians are encouraged to find the most detailed information by accessing PowerSchool through the district's website.

Weather-Related and Emergency School Closings

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

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

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

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

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

Moorhead Area Career Academy Purpose

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

Red River Moorhead Area Learning Center Purpose

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

Red River Moorhead Area Learning Center Program and Services

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

~~Vista Center for Education Moorhead High School Career Academy~~ Building hours: Office hours are from 8 a.m. to 4:30 p.m. Appointments outside of these hours may be arranged with the principal, coordinator and/or ALC staff.

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

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

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

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

Elementary School Program Options

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

EXCEL: Targeted Services are a resource offered by the **Red-River Moorhead** ALC for families to identify children who are at social or academic risk or not meeting grade level benchmarks. EXCEL: Targeted Services helps to get these students back on track by offering classes after school and in the summer.

Students in the elementary grades can access **Red-River Moorhead** ALC services through EXCEL: Targeted Services

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

Middle School Program Options

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

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

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

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

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

High School Program Options

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

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

Flexible Options – High school options may be combined to create the best fit for each student. EPIC Program at MHS – Eligible high school students have the opportunity to participate in alternative programming in the traditional setting during the regular school day.

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

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

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

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

2020-2021 ALC School Calendar

August 24 - 28	Registration/ PowerSchool Verification
August 31	Teachers Return
September 8	Classes Begin - Quarter 1 Begins
September 8 - 10	ALC Bootcamp for ALL students
September 29	Picture Day
October 2	NO SCHOOL - PD
October 8	Family Night 5:30 - 7:30 pm
October 14 - 16	NO SCHOOL - MEA Break
November 6	End of Quarter 1
November 9	NO SCHOOL - PD
November 10 - 12	ALC Bootcamp for NEW students/Community Day
November 19	Family Night 5:30 - 7:30 pm
November 26 - 27	NO SCHOOL - Thanksgiving
December 17	Family Night 5:30 - 7:30 pm
December 24	Winter Break Begins
January 4	Classes Resume
January 22	End of Quarter 2
January 25 - 27	ALC Bootcamp for NEW students/Community Day
February 12	NO SCHOOL*
February 15	NO SCHOOL - Presidents Day
March 18	Family Night 5:30 - 7:30 pm
March 26	End of Quarter 3
March 29 - April 2	NO SCHOOL - Spring Break
April 5 - 7	ALC Bootcamp for NEW students/Community Day
April 22	Family Night 5:30 - 7:30 pm
May 20	Family Night 5:30 - 7:30 pm
May 31	NO SCHOOL - Memorial Day

June 4 Last Day for Students - End of Quarter 4
 June 7,8* Last Days for Staff
 *Possible Emergency Make-up Days (February 12, June 7, June 8)

**Red River Area Learning Center
 2020-2021 Bell Schedule
 High School/Day Treatment Program
 Grades 9-12**

Regular Schedule (M - F)

Breakfast	8:00 - 8:30 am
Advisory	8:30 - 9:00 am
Period 1	9:00 - 10:00 am
Period 2	10:00 - 11:00 am
Period 3	11:00 am - 12:00 pm
Lunch	12:00 - 12:30 pm
Period 4	12:30 - 1:30 pm
Period 5	1:30 - 2:30 pm
Period 6	2:30 - 3:30 pm

Late Start Schedule

Breakfast	10:00 - 10:30 am
Advisory	10:30 - 11:00 am
Period 1	11:00 - 11:40 am
Period 2	11:40 am - 12:20pm
Lunch	12:20- 12:50pm
Period 3	12:50 - 1:30 pm
Period 4	1:30 - 2:10 pm
Period 5	2:10 - 2:50 pm
Period 6	2:50 - 3:30 pm

The Day Treatment students will be dismissed for PE at MHS (Period 8) at 2:35 p.m. The shuttle will depart at 2:40 p.m. Students will be transported home from MHS.

NIGHT SCHOOL/Independent Study

Check In: 3:45 - 4 p.m.
 Independent Study: 4 - 7 p.m.
 Check Out: 7 - 7:15 p.m.

**2020-2021 Bell Schedule
 Middle Level
 Grades 7-8**

Regular Schedule (M - F)

Breakfast	8:00 - 8:30 am
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Late Start Schedule

Breakfast	10:00 - 10:30 am
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Period 1	8:30 - 9:30 am	Advisory	10:30 - 11:00 am
Period 2	9:30 - 10:30 am	Period 1	11:00 - 11:40 am
Period 3	10:30 - 11:30 am	Period 2	11:40 am - 12:20pm
Lunch	11:30 am - 12:00 pm	Lunch	12:20- 12:50pm
Period 4	12:00 - 1:00 pm	Period 3	12:50 - 1:30 pm
Period 5	12:30 - 1:30 pm	Period 4	1:30 - 2:10 pm
Period 6	1:30 - 2:30 pm	Period 5	2:10 - 2:50 pm
Advisory	3:00 - 3:30 pm	Period 6	2:50 - 3:30 pm

2020-2021 Alternative Learning Staff Contact Information

Attendance	218-284-2201
Principal Josh Haag	218-284-2230
Coordinator Andrea Thiner	218-284-2231
Administrative Assistant Yanira Cardona, Attendance	218-284-2202 218-284-2233 (fax)
Student Assistance Counselor Megan Ramsey	218-284-2249
Social Worker Bethany Peterson	218-284-2213
Home/School Liaison TBD	
Indian Ed Liaison Zachary Wilke	218-284-2216
Police/Community Service Louis Ochoa	218-284-2246 218-790-4054 (cell)
School Nurse/Health Tech TBD	218-284-3410
Student Assistance	

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

Transition Facilitator

GENERAL INFORMATION

Building Cleanliness

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

Busing

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

Student bus route information will be communicated to families after the student intake meeting has occurred. If you have a question or concern regarding busing, please call the ALC office during regular business hours.

Conduct on School Buses and Consequences for Misbehavior: Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. The district's Pupil Transportation Safety Policy information is included here to help explain some of the school bus rules we have to keep parents/guardians, students and the public safe on and around the school bus.

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

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

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

Authorized riders

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

Loading zone rules

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

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

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

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

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

There are four key points:

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

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

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

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

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

Middle and High School (5-12)

1st offense — Student conference and warning

2nd offense — Conference with parents/guardians /up to 5 school days suspension from riding the bus

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

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

5th offense — Suspended from riding the bus for the remainder of the school year.

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

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

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

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

For additional information refer to [School Board policy 721](#) on the school district website or in the school office

Communication Assistance

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

Field Trips

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

Fundraising

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

Guidelines for Visitors:

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

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

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

Handbook Online

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

Health Care

Our health office is staffed during school hours by a health assistant trained in first aid and CPR. A licensed school nurse oversees the health assistant, helps families to plan for health needs at school, trains staff to support those needs and is on call at all times in cases of serious injury or illness at school. Students' health significantly affects school attendance and performance. Communication and

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

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

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

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

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

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

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

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

Lead in Water Notice

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

Meals

Red River Moorhead Area Learning Center offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 8 - 8:30am. and costs \$1. Lunch costs \$2.40 and includes milk. In addition, milk is sold for \$.40 and the ala carte line has items ranging from \$.25 to \$1.50.

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

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

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

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

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

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

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

Media Center

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

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

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

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

Patriotic Exercises

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

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

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

Pesticide Use

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

Protection and Privacy of Student Records

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

enrollment status (i.e., full-time or part-time), participation in activities, height and weight of team members, dates of attendance, honors and awards, graduation status, most recent and previous school, and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses.

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

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

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

Student Insurance

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

Surveillance Equipment

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

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

Employee Background Checks

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

Uncollected Fees

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

Secondary Program and Services

Early/Middle College Program

Red-River Moorhead Area Learning Center at Vista-Center for Education works collaboratively with the Minnesota State Community and Technical College to provide post-secondary options for ALC students to pursue higher education and training while in high school. A Middle College Program is a high school program that allows a student to earn a high school diploma while also earning postsecondary credits toward a degree or credential, including a certificate, diploma or an associate's degree. An Early College Program is a high school program that allows a student to earn a high school diploma while also conferring a certification, associate's degree, or up to two years of credit toward a bachelor's degree. Early/Middle College Programs are designed to serve students in the academic middle – especially low-income, English learners, first generation college students and/or students of color. For more information on this program please contact Andrea Thiner athiner@moorheadschoools.org (218-284-2231).

Homebound Instruction

Students who are absent for 10 or more consecutive days due to a documented medical condition and have a request for homebound services written by their physician may be eligible for homebound instruction. The authorization from a physician must be on file before the request will be processed. All requests for homebound instruction will be directed to Josh Haag (218-284-2230).

PARENT INFORMATION

Curriculum Review

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

Parent Involvement

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

Research shows that students whose families are involved in their learning earn better grades, enroll in higher-level programs, have higher graduation rates, and are more likely to enroll in postsecondary education. Students do best if parents can play a variety of roles in their learning: helping at home,

volunteering at school, working with their students on future school and life goals, and taking part in key decisions about the school program. Middle and high school students whose families remain involved in these ways make better transitions, maintain the quality of their work, develop realistic plans for the future, and are less likely to drop out.

E~Funds For Schools

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

PowerSchool and PowerSchool Enrollment

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

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

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

District Process for Addressing Parent Concerns

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

Registration

All new students and parent/guardian(s) who register at **Red River Moorhead** Area Learning Center are required to participate in an intake appointment. Students who are age 18 or above are encouraged, but not required to have a parent/guardian at the intake appointment. Individual student needs are considered

in the development of a continual learning plan. This personalized plan includes academic, personal/social and career/college/life readiness goals. Four-year plans are discussed during the ninth-grade year and updated yearly. The four-year plan serves as a guide for registration and is flexible to allow for changes.

STUDENT INFORMATION

Academics

Student Growth and Achievement

Students will be recognized and celebrated throughout the school year at Red-River Moorhead Area Learning Center.

Continual Learning Plan

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

Credits and Grading

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

Credit Recovery

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

Dropping a Class

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

Graduation Requirements

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

For example, the requirements for MHS include the following:

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

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

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

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

Required Subjects	Credits	Minimal Required Courses
Mathematics	3 credits	Intermediate Algebra (Algebra II), Geometry and Advanced Algebra (Statistics and Probability)
Science	3 credits	Physical Science, Biology and either Chemistry, Physics or Chemistry in the Community
Language Arts	4 credits	English 9, 10, 11 and 12
Social Studies	3.5 credits	World History, Geography, United States History, Economics and Government
Fine Arts	1 credit	Options are Visual Arts, Acting, Music, DigiTools I or II, Web Design I or II, or Housing and Design or other approved courses.
Explore (or equivalent)	.5 credit	Required in grade 9
Health	.5 credit	Health
Physical Education	1 credit	
Required Credit Total	16.5 credits	

Elective Credits	9.5 credits	
Total for Graduation	26 credits	

What Grade Is My Child In?

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

Grade Placement

refers to the number of years that a student has been in school. The student's grade placement increases each year that a student is in school. For example, if a student began high school – grade 9 – in 2019 she/he will automatically be moved to grade 10 in 2020. Grade placement is used to determine eligibility for state testing and other requirements. It is used to calculate district and school graduation rates. It is important to note, however, that grade placement does not reflect a student's progress toward graduation. Having a grade placement of grade 12, for instance, does not assure that the child has met the state and local requirements to earn a high school diploma.

Credit Status

refers to the credits and standards that the child has earned toward the goal of grade level progression and earning a high school diploma. In Moorhead Area Public Schools, students must meet all state and local requirements for a high school diploma in order to graduate. (Please refer to graduation requirements on page 22 for more information.) In general, the number of credits a student has earned in high school is a strong predictor of his/her progress toward graduation. In this scenario, the guidelines related to a student's credit status are helpful in conceptualizing the time and effort remaining for a student to meet diploma requirements:

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

Testing

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

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for school support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take remedial, non-credit courses at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.

- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments.

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

Testing Out Option

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

Transfer Students/Graduation

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

Transfers or Withdrawals

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

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

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

EXTRACURRICULAR

Activities

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

Events

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

Regular School Attendance

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

STUDENT ACCOUNTABILITY

Attendance

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

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

Excused Absences

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

1. Illness
 - a. A healthcare professional's statement may be required for 3 or more consecutive absences.
 - b. A healthcare professional's statement may be required after 10 or more cumulative absences for a year.
2. Serious illness in the student's immediate family.
3. A death or funeral in the student's immediate family or of a close friend or relative.
4. Medical, dental or orthodontic treatment, or mental health appointment.
5. Court appearances occasioned by family or personal action.
6. Religious instruction not to exceed three hours in any week.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Official school field trip or other school-sponsoring outing.

9. Removal of a student pursuant to a suspension. Suspensions are handled as excused absences and students will be permitted to complete make-up work.
10. Family emergencies.
11. Active duty in a military branch of the United States.
12. At the request of the parent/guardian, the School Board must excuse a kindergarten child from part of a school day.
13. A student's condition that requires ongoing treatment for a mental health diagnosis.
14. Other reasons that could be acknowledged as personal requests for absence made 24 hours in advance (e.g. legal appointments, travel, family vacations, job interviews, state tournaments and school activities). We encourage parent(s)/guardian(s) to hold these requests to a maximum of 15 cumulative days per year.
15. Notification of Absences: Notifying the school of absences that fall into the excused categories is the responsibility of the parent/guardian of the student. Parent(s)/Guardian(s) must call the school or use PowerSchool each day to inform the schools that a student will not be attending or, when the student returns to school, send a note to school accounting for each day missed. If an absence has not been excused in 48 hours it will remain unexcused. The attendance number is 218-284-2201. Parents/Guardians and students are encouraged to monitor attendance through PowerSchool.
16. Determination of Excused Absences: The school will be the final authority in excusing the student. The administration will determine the legitimacy of all absences.

Consequences of Excused Absences

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

Unexcused Absences

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

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

Consequences of Unexcused Absences:

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

15 Day Drop/Withdrawal

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

Tardiness

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

Excused Tardiness

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

Unexcused Tardiness

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

Illness During The School Day

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

Advance Makeup: Determination of Excused Absences

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

Building Security

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

Bullying

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

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

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the appropriate school district officials (teachers, administrators,

coaches/advisors and other employees). For additional information refer to [School Board Policy 578](#) on the school district website or in the school office.

Closed Campus

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

Community Relations

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

Community Service

Students who are not following program or classroom rules may be assigned community service hours by the principal (or designee). Community service is an after-school activity which is supervised by Officer Louis Ochoa, Moorhead community service officer. Community service is typically an intervention assigned primarily by court services. The **Red-River Moorhead** ALC principal, however, has been authorized to use the program to discourage negative student behavior. Students assigned community service are picked up at the **Red-River Moorhead** ALC after school and are returned home (City of Moorhead) in the late afternoon (5-6 p.m.). Cooperation with the community service officer is required to successfully fulfill assigned hours.

Computer Use/Copyright Policies

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

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

Discipline Procedures

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

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

Restorative Process

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

Disruptive Behavior

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

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

In-School Suspension (ISS)

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

Out Of School Suspension (OSS)

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

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

Drug-Free School Zone

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

Discipline may include:

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

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

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

Fire, Tornado and Lockdown Drills

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

Policy against Harassment and Violence

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

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

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

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

Phone: 218-284-3355

Email: kdehmer@moorheadschoools.org

Hazing

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a

student organization, or for any school-related other purpose. The term hazing includes, but is not limited to:

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

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

Reporting Procedure

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

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

Improper Activation of Fire Alarms

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

Lockers - Storage

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

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

Nuisance Devices

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

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

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

Student Parking of Motor Vehicles in School District Locations

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

Patrols, Inspections and Searches

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

Violations

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

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

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

Passive Alcohol Screening

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

Personal Electronic Devices (PEDS)

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

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

- The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.
- PEDs are also governed by other district policies (e.g., harassment, copyright, acceptable use).

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

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

Student Accountability

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

Student Dress and Appearance

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

The following is expected at all times:

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

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

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

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

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

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

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

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

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

Dress Code Violation Consequence Progression

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

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

Tobacco

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

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

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

Vandalism

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

Weapon-Free School Zone

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

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

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

STUDENT ASSISTANCE

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

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

Megan Ramsey, Counselor, **Red-River Moorhead** ALC 218-284-2249 - mramsey@moorheadschoools.org
Bethany Peterson, School Social Worker, **Red-River Moorhead** ALC - 218-284-2213 - bpeterson@moorheadschoools.org
Scott Matheson, Student Assistance Counselor, MHS 218-284-2314 - smatheson@moorheadschoools.org

Crisis Management

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

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

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

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

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

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

Mandatory Reporting of Child Abuse and Neglect

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

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

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



MOORHEAD
AREA PUBLIC SCHOOLS

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

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

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

Section: 500 STUDENTS

Date Revised: 6/25/2018

General Statement

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

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

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

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

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

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

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

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

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

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

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

These procedures are based on school board policies, available on the district's website at www.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 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	3-5 day suspension	10 day suspension Recommendation to the superintendent for expulsion or exclusion

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

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

Definitions:

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

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

(*) Weeks are counted as calendar weeks.

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

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

Definitions:

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

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

4. ARSON

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

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

5. ASSAULT/FIGHTING

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

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

6. ATTENDANCE, CHRONIC ABSENTEEISM

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

Grade Level	First Offense
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Grades 9-12	Parent(s)/Guardian(s) notification Detention Referral to Truancy Intervention Program
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7. BREAKING AND ENTERING

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

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

8. BULLYING PROHIBITION

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

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

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

9. DISHONESTY, ACADEMIC

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

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

10. DISORDERLY CONDUCT

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

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

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

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

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

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

12. DRESS AND APPEARANCE

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

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

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

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

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

13. DRIVING, CARELESS OR RECKLESS

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

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

14. FALSE ALARM

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

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

15. FALSE REPORTING

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

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

16. GAMBLING

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

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

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

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

18. HAZING

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

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

19. INSUBORDINATION

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

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

20. MISBEHAVIOR ON THE SCHOOL BUS

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

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

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

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

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

21. NUISANCE OBJECTS

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

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

22. PERSONAL ELECTRONIC DEVICES (PEDs)

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

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

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

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

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

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

24. RECORDS OR IDENTIFICATION FALSIFICATION

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

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

25. SECURITY SYSTEM TAMPERING

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

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

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

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

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

27. THEFT, ROBBERY OR EXTORTION

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

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

28. THREATS

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

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

29. TOBACCO, POSSESSION AND USE

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

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

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

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

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Notification of legal authorities Restitution Detention	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 1-5 day suspension	Parent(s)/Guardian(s) conference Restitution Notification of legal authorities 5-10 day suspension

31. WEAPON

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

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

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

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

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



MOORHEAD
AREA PUBLIC SCHOOLS

**Community Engagement
and Public Relations**
Memo
OEDPRCE.21.005R

TO: Brandon M. Lunak, Superintendent

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

DATE: 5/17/2021

RE: 2021-2022 Moorhead Early Learning Center Parent and Student Handbook

Attached is the 2021-2022 Moorhead Early Learning Center Parent and Student Handbook. The only proposed change is to remove Early Childhood Family Education from the cover. The Early Childhood Family Education program will move to the Vista building this fall.

Suggested Resolution: Move to approve the 2021-2022 Moorhead Early Learning Center Parent and Student Handbook as presented.

Moved by:
Seconded by:
Comments:

BR.md

ATTACHMENTS:

Description	Type
 2021-2022 Moorhead Early Learning Center Reformatted Handbook	Cover Memo



2021-2022

Moorhead Early Learning Center Parent & Student Handbook

Probstfield Center for Education

Early Learning ♦ Early Intervention Services ♦ ~~Early Childhood Family Education~~

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

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CONTACT US	
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2410 14th St. S., Moorhead, MN 56560 ♦ www.moorheadschoools.org ♦ 218-284-3400	

Accessing Building

For the safety of our students, visitors must enter Door 3 and sign-in with a driver's license. A visitor's name badge must be worn at all times in the building and be visible to district employees. A visitor is considered anyone in the building not enrolled in a school district class.

Admission to JumpStart

A child must be at least three years old by September 1st of the current school year to enroll in JumpStart preschool. Prior to enrollment, your child must have the following required documentation provided: current immunizations, proof of residency and student identification (example: birth certificate, passport). Early Childhood Screening must be completed within 90 days of entry to comply with the Minnesota Department of Education requirement.

- Families will be required to complete a school registration through Power School Registration. This link will be sent to families once the student has been accepted into the Jump Start program.
- Any changes to your family, ie. phone number, address, parent info, etc. please let the school know so your child's information can be updated.

Attendance

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;
- regular attendance allows students to practice transitions, gain self-management skills, and benefit from the consistency of a predictable schedule.

It is the responsibility of the student's parent or guardian to ensure that their child attends school or to inform the school of a student's absence.

If your child misses 15 consecutive school days they will be dropped from the program [Minnesota Statute 126C.05 Subd. 8](#)

Reporting Absences:

If a student is/will be absent or late to school, the parent/guardian must notify the school:

- Call the office attendance line at 218-284-3800
- Enter absence in PowerSchool under Absence Reporting

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.

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.

Bus Information

Transportation for students attending JumpStart is not provided by the Moorhead School District. Early Intervention students transportation is provided through Richards Transportation.

Calendar/Schedules

JumpStart will follow the Moorhead Area Public Schools district calendar. Early Intervention Services also follows the district calendar, as well as provides infant and toddler services on a stretch calendar through the summer months of June, July and August.

Census Information

It is important that all residents of Moorhead Area Public School District (ISD152) be included in the school census, even newborns. If you or someone you know recently moved into the district, had an addition to the family through birth or adoption or a change of address, please let us know. This is very important in keeping our student records up-to-date. To include your family in this census, please complete the form on our website at moorheadschoools.org and click on New Families to find the Community Census link or call our office at 218-284-3400.

Child Abuse/Mandated Reporters

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.

Curriculum & Assessments

Early Childhood programs are led by licensed teachers who follow developmentally appropriate expectations detailed in the MN Department of Education's Early Childhood Indicators of Progress - Minnesota's Early Learning Standards.

Curriculum: HighScope

Assessments: Child Observation Record (COR)
Preschool Early Literacy Indicators (PELI)
Hawaii Early Learning Profile (HELP) Developmental Assessment

Conferences

Parent-teacher conferences are scheduled twice a year in the fall and spring. Your child's teacher will ask you to sign up for an available date and time prior to conferences.

Custody

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school. The school should also be made aware of any unusual situations that might require a heightened need for greater security for your child.

Drills

Minnesota state law requires the following drills to be held annually:

- **Fire:** five drills each school year
- **Tornado/Severe Weather:** One tornado drill is practiced in the spring during Minnesota's Severe Weather Awareness Week.
- **Lockdown:** Five lockdown drills occur during the year.

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 Policy 572](#) and [School Board Policy 576](#) on the website or in the school office.

Early Childhood Screening

Required by [Minnesota Statute 121A.16](#)

Family Involvement

Family involvement is important for your child's growth and development. We encourage families to partake in their Preschoolers learning by:

- Attending conferences at school with your child's teacher
- Attending Fantastic Fridays for Families hosted at Probstfield Center for Education three times a school year
- Volunteer in your child's classroom (inquire with your child's teacher regarding these opportunities)
- Keys to Kindergarten for 4 and 5-year-olds whom will be attending Kindergarten in the fall (offered Thursdays starting in January through March)

Harassment and Violence Policy

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

[Hazing Prohibition - Policy 571](#)

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

Phone: 218-284-3355

Email: kdehmer@moorheadschoools.org

Health Services

A full-time health assistant trained in first aid and CPR staffs our health office during school hours. A licensed school nurse trains and supervises this position 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 students and families with any health concerns. The health office also manages immunizations, health records, medication administration, hearing and vision screening, and specialized health procedures that 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. Current immunization recommendations can be found at:

<https://www.health.state.mn.us/people/immunize/basics/readykidswhento.pdf>

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 in PowerSchool Enrollment, including doctor, hospital preference and alternate persons to call in case of an emergency. We will not release ill students to go home without a parent/guardian contact and arrangements made for release of the student into the care of the parent/guardian or approved contacts.

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, influenza or infestations such as head lice or scabies. Students should have a normal temperature for 24 hours prior to returning to school after an illness.

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

Refer to [School Board Policy 532](#) on the website or in the school office.

Student Drop-off & Pick-up

Jump Start Preschool does not provide transportation. Parents/Guardians must park in a parking spot and bring their child into the building. Doors will open 5 minutes before classes begin. Any adult wishing to accompany a student down to the classroom will need to register at the front desk. **A driver's license is required to sign in.**

Pick up time will be at the end of the class session. You will pick up your child in a designated pick up spot.. Your child will only be released to parents, guardians or a person listed on your authorized pick up list. Jump Start staff will verify identification of each person picking up. If someone new is picking up that has not done so before, please remind them to bring a photo identification so we can ensure they are the correct person picking up your child.

No person will be allowed to take a child from the premises who:

- Is not identified as an authorized pick up
- Cannot verify identity with proper photo ID
- Is suspected to be under the influence of alcohol or drugs

Children are to be picked up immediately after class is over. If you are delayed by an emergency and anticipate being late to pick up your child, please make alternate plans for someone on your authorized pickup list to pick up your child on time. Also, please call the school immediately to let them know at 218-284-3800.

In the event that a child has not been picked up 10 minutes after class session ends, attempts will be made to reach parents/guardians, using all numbers provided. If no parent/guardian is reached, we will attempt to contact all people on your child's authorized pick up list.

Three occurrences of late pickups will result in contact from the Early Childhood Director to discuss the late pickup situation. After the fourth occurrence of late pickups, your child's enrollment will be reviewed for possible discontinuance from the program.

Supervision of students

Children should not be dropped off earlier than 5 minutes prior to class when the doors to the classrooms will open. Students should be picked up promptly after class at 11:00 and 2:30.

Teachers

All teachers at the Early Learning Center hold a current MN teaching license.
[Policy 413- Employment Background Checks.](#)

Tobacco-free Environment

Smoking and the use of all tobacco products shall be prohibited on all school district property. Refer to [School Board Policy 573](#) on the website or in the school office.

Toileting and Diapering

JumpStart children do not need to be toilet trained. Staff will assist with diapering children or assist them with toileting. Staff will work with families through the training process.

Toys

Toys and other distracting personal belongings such as electronic games and trading cards may not be brought to school unless the student's teacher has given prior permission.

Visitors/volunteers

Parents and guardians are always welcome to visit our school. For the safety of our students, visitors must enter Door 3 and sign-in with a driver's license. A visitor's name badge must be worn at all times in the building and be visible to district employees.

Weather-Related Closings

If school is closed because of weather, all Early Childhood programs will follow the Moorhead School District. 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.

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 school is 2 hours late there will be no morning JumpStart or Early Intervention Services.

If there is an immediate danger that requires students to be sheltered in the school, we recommend parents refrain from coming to pick up their students before the warning expires. This would include situations such as tornado or blizzard warnings. Certain emergencies may require moving students to another site. The school has a reunification plan that will be used if needed.

[For additional information on Early Intervention Services - click here.](#)

[For additional information on Early Childhood Family Education - click here.](#)



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo S.21.129R

TO: School Board
FROM: Dr. Brandon M. Lunak, Superintendent
DATE: 5/10/2021
RE: Second Reading of Policies

Attached please find Policies: 404 Employment Disability Nondiscrimination, 411 Veteran's Preference Hiring, 412 Employee License Status, 414 Employee Public and Private Personnel Data, 424 Employee Right To Know - Exposure to Hazardous Substances, 425 Health and Safety Protection, 443 Subpoena of a School District Employee, 445 Employees as Vendors of School Supplies, 449 Gift to Employees, 473 Licensed Personnel Performance Evaluation, 501 Equal Educational Opportunity, 570 Prohibition of Harassment and Violence, 571 Hazing Prohibition, 660 MAPS State Mandated Testing Plan and Procedure for your review. No changes have been made since the first reading on May 3, 2021.

Suggested Resolution: Move to approve the following policies, 404 Employment Disability Nondiscrimination, 411 Veteran's Preference Hiring, 412 Employee License Status, 414 Employee Public and Private Personnel Data, 424 Employee Right To Know - Exposure to Hazardous Substances, 425 Health and Safety Protection, 443 Subpoena of a School District Employee, 445 Employees as Vendors of School Supplies, 449 Gift to Employees, 473 Licensed Personnel Performance Evaluation, 501 Equal Educational Opportunity, 570 Prohibition of Harassment and Violence, 571 Hazing Prohibition, 660 MAPS State Mandated Testing Plan and Procedure as presented.

Moved by:
Seconded by:
Comments:

BL:dmb

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Second Reading of Policies	Cover Memo

Employment Disability Nondiscrimination

Type: School Board Policy
Section: 400 EMPLOYEES/PERSONNEL
Code: 404
Adopted Date: 8/12/2002
Revised Date(s): 01/08/2007, 12/13/2010, 11/10/2014, 02/12/2018
Reviewed Date(s): 01/08/2007, 12/13/2010, 11/10/2014, 02/12/2018, 04/19/2021, 04/20/2021

Attached Files: No Documents Found.

I. PURPOSE

The purpose of this policy is to provide fair employment setting for all persons and to comply with state and federal law.

II. GENERAL STATEMENT

A. Moorhead Area Public Schools shall not discriminate against qualified individuals with disabilities, because of the disabilities of such individuals, in regard to job application procedures, hiring, advancement, discharge, compensation, retention, job training, or any other terms, conditions, and/or privileges of employment.

B. Moorhead Area Public Schools shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. Moorhead Area Public Schools shall make reasonable accommodations for the known physical or mental limitations of a qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy should contact:

Kristin Dehmer, Executive Director of Human Resources
Operations Center
1313 30th Ave So
Moorhead MN 56560
kdehmer@moorheadschoools.org

This individual is the school district's appointed ADA/Section 504 coordinator.

III. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who requests an accommodation. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Legal References:

29 U.S.C. 794 *et seq.* (504 Rehabilitation Act of 1973)
42 U.S.C. Ch. 126, Section 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32

34 C.F.R. Part 104
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Cross References:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination
Moorhead School Board Policy 401: Equal Employment Opportunity Statement

Moorhead School Board Policy 402: Grievance Procedures for Equal Opportunity
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

Veterans Preference Hiring

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	411 405
Adopted Date:	8/12/2002
Revised Date(s):	01/08/2007, 05/09/2011, 04/13/2015, 04/09/2018
Reviewed Date(s):	01/08/2007, 05/09/2011, 04/13/2015, 04/09/2018, 04/19/2021, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to define compliance with the Minnesota Veterans Preference Act (VPA).

II. GENERAL STATEMENT

A. Moorhead Area Public Schools policy is to comply with the VPA regarding veterans preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.

B. Moorhead Area Public Schools policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.

III. Hiring

A. Veterans preference points will be applied pursuant to applicable law as follows:-

1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

B. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.

1. The human resources department will obtain a copy of the Veterans DD214 Form to ensure that the person is eligible for the veterans preference.
2. The human resources department will obtain information from veterans or spouses claiming veterans preference.

C. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.

D. The school district's policy is to use a 100-point hiring system to enable allocation of veterans preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

E. If the school district rejects a member of the finalist pool who has claimed veterans preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the director of human resources.

IV. Discharge

A. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.

1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.

B. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

III. REQUIREMENTS

A. The human resources department will obtain a copy of the Veterans DD214 Form to ensure that the person is eligible for the veterans preference.

B. The human resources department will obtain information from veterans or spouses claiming veterans preference.

C. Applicable points will be added to the evaluation system as required by law.

Legal References:

Minn. Stat. 43A.11 (Veterans Preference)

Minn. Stat. 197.455 (Veterans Preference Applied)

Minn. Stat. 197.46 (Veterans Preference Act)

Hall v. City of Champlin, 463 N.W. 2d 502 (Minn. 1990)

Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References:

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination

Moorhead School Board Policy 401: Equal Employment Opportunity Statement

Moorhead School Board Policy 404: Employment Disability Nondiscrimination

Moorhead School Board Policy 412: Employee License Status

Moorhead School Board Policy 413: Employment Background Check

Employee License Status

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	412
Adopted Date:	8/12/2002
Revised Date(s):	01/08/2007, 05/09/2011, 11/10/2014, 04/09/2018
Reviewed Date(s):	01/08/2007, 05/09/2011, 11/10/2014, 04/09/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. Moorhead Area Public Schools will not place itself at risk by employing a teacher who does not hold a valid teaching license from the State of Minnesota. This policy does not negate a teacher's duty and responsibility to maintain a current and valid Minnesota teaching license.

II. GENERAL STATEMENT

A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.

B. No person shall be a qualified teacher until the school district verifies through the Minnesota education licensing system, available on the Minnesota [Professional Educator Licensing and Standards Board](#) Department of Education website, that the person is a qualified teacher consistent with state law.

C. Moorhead Area Public Schools has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. Moorhead Area Public Schools has a procedure for annually reviewing its teacher license files to verify that every teachers license file is current and appropriate to the particular service for which the teacher is employed in the school district.

III. REQUIREMENTS

A. The Superintendent/designee shall establish a schedule for the annual review of teacher licenses.

B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the [department of human resources](#) Superintendent/designee will advise the teacher in writing or electronic notification of the approaching expiration and that the teacher must complete the renewal process and file the license with the Superintendent/designee prior to the expiration of the current license. However, failure to provide this notice, does not relieve the teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current, and appropriate to his/her teaching assignment.

C. If it is discovered that a teacher's license has expired, the Superintendent/designee will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency, and willful neglect of duty which are grounds for immediate discharge from employment.

D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the

teaching assignment as required by this policy shall remain with the teacher, notwithstanding the Superintendent's/designee's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References:

Minn. Stat. 122A.16 (Highly Qualified Teacher Defined)

Minn. Stat. 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. 122A.40, Subd. 13 (Employment; Contracts; Termination - Immediate Discharge)

Minn. Stat. 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)

Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)

In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross Reference:

MSBA/MASA Model Policy 424 (License Status)

Employee Public and Private Personnel Data

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	414 406
Adopted Date:	8/26/2002
Revised Date(s):	12/13/2004, 05/09/2011, 04/13/2015, 04/09/2018
Reviewed Date(s):	12/13/2004, 05/09/2011, 04/13/2015, 04/09/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees and the public as to information Moorhead Area Public Schools collects and maintains regarding its employees.

II. GENERAL STATEMENT

A. All data on individuals collected, created, received, maintained or disseminated by the Moorhead Area Public Schools, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private ~~or~~ ~~and~~ confidential.

III. DEFINITIONS

A. "Public" means ~~that~~ the data is available to anyone who requests it.

B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. "Confidential" means the data is not available to the subject.

D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. "Personnel data" means government data on individuals maintained because they are or were employees of the school district, applicants for employment, ~~or~~ volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

F. "Finalist" means an individual who is selected to be interviewed by the School Board for a position.

G. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health

information" excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

I. "Public body" means the state or any county, city, town, school district, or other public body of this state, or any board, commission, agency or instrumentality of any of the foregoing.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteer and independent contractors, is public:

1. name;
2. employee identification number, which may not be the employee's social security number;
3. actual gross salary;
4. salary range;
5. terms and conditions of employment relationship;
6. contract fees;
7. actual gross pension;
8. the value and nature of employer-paid fringe benefits;
9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
10. job title;
11. bargaining unit;
12. job description;
13. education and training background;
14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must

include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

19. work location;

20. work telephone number

21. employee identification or badge number;

22. work-related continuing education;

23. honors and awards received; and

24. payroll timesheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.;

B. The following information on applicants for employment or advisory board/committee is public:

1. veteran status;

2. relevant test scores, if any;

3. rank on eligible list, if any;

4. job history;

5. education and training; and

6. work availability.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body:-

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:

a. name;

b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

c. education and training;

d. employment history;

e. volunteer work;

f. awards and honors;

g. prior government service;

h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat.15.0597; and

i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

a. residential address;

b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;

c. first and last dates of service on the public body;

d. the existence and status of any complaints or charges against an appointee; and

e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minn. Stat. 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

A. All other personnel data is private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data are private;

E. An individual's checking account number is private when submitted to a government entity.

F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

H. The school district may if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. 253B.07, Subd. 1; or
3. a court, law enforcement agency, or prosecuting authority.

I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district shall make any report to the **Board of Education Minnesota Professional Educator Licensing and Standards Board** as required by Minn. Stat. 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding and, settlement or compromise, or any investigative file in accordance with Minn. Stat. 122A.20, Subd. 2.

M. Private personnel data shall be disclosed to the Department of Employment and Economic Development (DEED) for the purpose of administration of the reemployment insurance program under Minn. Stat. Ch. 268.

N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be

released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.

Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. 13.41, Subd. 5, and must provide the Board of Teaching Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Board of Teaching Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. 123B.03, a school board or other school hiring authority must contact the Board of Teaching Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the

requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals is classified as both private and confidential by Minn. Stat. Chap. 13, or any other state or federal law, the data is private.

VII. CHANGE IN CLASSIFICATIONS

The classification of data in the possession of the school district shall change if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the executive director of human resources, telephone number 218/284-3355, as the authority responsible for personnel data. If you have any questions, contact the human resources department.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form for release of information is included as Administrative Procedure 414.1: Employee Authorization for Release of Private Information Form.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. 13.02 (Definitions)
Minn. Stat. 13.37 (General Nonpublic Data)
Minn. Stat. 13.39 (Civil Investigation Data)
Minn. Stat. 13.43 (Personnel Data)
Minn. Stat. 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Moorhead School Board Policy 303: Public Right to Know/Release of Information
Moorhead School Board Policy 421: Employee Drug and Alcohol Testing
Moorhead School Board Policy 423: Health Examination
Moorhead School Board Policy 426: Employee Assistance
Moorhead School Board Policy 504: Protection and Privacy of Student Records
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

Employee Right to Know - Exposure to Hazardous Substances

Type: School Board Policy
Section: 400 EMPLOYEES/PERSONNEL
Code: ~~424~~ 407
Adopted Date: 11/13/1984
Revised Date(s): 04/09/2007, 05/09/2011, 04/13/2015
Reviewed Date(s): 04/26/1994, 12/14/1998, 01/27/2003, 04/09/2007, 05/09/2011, 04/13/2015, 04/09/2018, 04/20/2021
Attached Files: No Documents Found.

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm (Minn. Stat. 182.653, Subd. 2).

II. GENERAL STATEMENT

It is the policy of this school district to provide information and training to employees who may be routinely exposed to a hazardous substance, harmful physical agent, infectious agent, or blood-borne pathogen.

III. DEFINITIONS

A. "Commissioner" means the Commissioner of Labor and Industry.

B. "Routinely Exposed" means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.

C. "Hazardous Substance" means a chemical or substance, or mixture of chemicals and substances, which:

1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or

2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or

3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.

D. "Harmful Physical Agent" means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death

or serious physical harm to an employee. This definition includes but is not limited to radiation, whether ionizing or nonionizing.

E. "Infectious Agent" means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which according to documented medical or scientific evidence causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.

F. "Blood Borne-Pathogens" means a pathogenic microorganisms that are is present in human blood and can cause disease in humans. These pathogens This definition includes, but are is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual t Training will be provided to all full and part-time employees who are routinely exposed to a hazardous substance, harmful physical agent, or infectious substance, and blood-borne pathogens as set forth above. (Refer to Administrative Procedure 424.1: Personal Protective Equipment.)

V. TRAINING SCHEDULE

Training will be provided to the following employees before beginning a job assignment as follows:

A. Any newly-hired employee assigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.

B. Any employee reassigned to a work area where he or she is determined to be "routinely exposed" under the guidelines above.

Legal References:

Minn. Stat. Ch. 182 (Occupational Safety and Health)

Minn. Rules Ch. 5205 (Safety and Health Standards)

Minn. Rules Ch. 5206 (Employee Right to Know Standards)

29 C.F.R 1910.1050, App. B (Substance Technical Guidelines)

Cross References:

Moorhead School Board Policy 425: Health and Safety Protection

Moorhead School Board Policy 531: Communicable Disease Control and Infectious Conditions

MSBA/MASE Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)

Health and Safety Protection

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	425
Adopted Date:	7/17/1995
Revised Date(s):	04/09/2007, 05/09/2011, 04/13/2015
Reviewed Date(s):	02/14/2000, 01/27/2003, 04/09/2007, 05/09/2011, 04/13/2015, 04/09/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment that maintains safe and healthy working conditions at all times.

II. GENERAL STATEMENT

Moorhead Area Public Schools is committed to providing a safe and healthy work environment for all its employees. Regard for safety of the general public, students, employees, and subcontractors' employees is of the utmost concern of the district.

Providing a safe place to work, a work environment conducive to safe work practices, and safety policies are primary concerns for the administration ([Administrative Procedure 425.1: Sanitary Guidelines/Prevention of Communicable Disease](#)). Employees at every level have a responsibility for maintaining safety and occupational health within the district, and are expected to cooperate fully with the district's health and safety policies.

The district will have ~~an a Health and Safety Plan~~ [Emergency Operation Plan](#), which will be developed and updated annually [under the leadership of the Director of Operations and Emergency Management](#), ~~by the Health/Safety/Wellness Committee and forwarded to the School Board for approval.~~ [The Emergency Operations Plan](#) ~~Health and Safety Plan~~ will be placed on the school district's website to give access provided to all employees of the district [and to all local law enforcement and emergency services providers.](#)

Legal References:

Minn. Stat. 123B.56 (Health, Safety, and Environmental Management)

Minn. Stat. 123B.57 (Capital Expenditure; Health and Safety)

29 C.F.R. 1910 (Occupational Safety and Health Administration)

Subpoena of a School District Employee

Type: School Board Policy
Section: 400 EMPLOYEES/PERSONNEL
Code: ~~443~~ 408
Adopted Date: 4/26/1994
Revised Date(s): 10/13/2008, 05/13/2013, 04/11/2016
Reviewed Date(s): 04/26/1994, 11/24/1997, 11/09/1998, 12/09/2002, 04/09/2007, 01/14/2008, 10/13/2008, 05/13/2013, 04/11/2016, 12/10/2018, 04/20/2021

Attached Files: No Documents Found.

I. PURPOSE

The purpose of this policy is to identify the privacy rights of employees and students of Moorhead Area Public Schools under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT

This policy is to provide guidance and direction for employees of Moorhead Area Public Schools who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that private data on individuals may not be released, except pursuant to informed consent by the subject of the data or pursuant to a valid court order or a parent/guardian if the subject of the data is a minor.

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent/guardian of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

1. The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that private data on individuals may not be released except pursuant to a valid court order or informed consent by the subject of the data.

IV. APPLICATION AND PROCEDURES

A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the Superintendent or designee that the employee has received a subpoena.

B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the Superintendent or designee responsible for the collection, use, and dissemination of data.

C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees **are is** to be determined in accordance with the applicable Moorhead School Board policies and collective bargaining agreements.

D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)

20 U.S.C. 1232g (Family Educational Rights and Privacy Act)

Cross References:

Moorhead School Board Policy 414: Employee Public and Private Personnel Data

Moorhead School Board Policy 504: Protection and Privacy of Student Records

MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)

Employees as Vendors of School Supplies

Type: School Board Policy
Section: 400 EMPLOYEES/PERSONNEL
Code: 445 Delete Policy
Adopted Date: 11/28/1989
Revised Date(s): 10/09/2006, 04/11/2011, 04/13/2015
Reviewed Date(s): 04/26/1994, 11/24/1997, 01/27/2003, 10/09/2006, 04/11/2011, 04/13/2015, 04/09/2018, 04/20/2021
Attached Files: No Documents Found.

I. PURPOSE

The purpose of this policy is to assure that Moorhead Area Public Schools is compliant with state statutes regarding the sale, proceeds or profits of any school supplies sold to the school district by school district employees and/or persons connected with the school district.

II. GENERAL STATEMENT

Except as provided for under Minnesota statute, no teacher, district school officer, including the Superintendent, member of the School Board, nor any person connected with Moorhead Area Public School system in any capacity, shall be interested directly or indirectly in the sale, proceeds or profits of any book, apparatus or furniture used, or to be used in the school district. Nothing in this policy or the statute prohibit the spouse of an employee or officer of the school district from contracting with the school district for the sale or lease of books, apparatus, furniture or other supplies to be used in the school district as long as the employee's or officer's position does not involve approving contracts for supplies and the School Board unanimously approves the transaction.

School district employees shall not become involved in making purchases from public or private vendors and then selling those items to students. Any exceptions to this policy must be approved in advance by the building administrator or appropriate supervisor and the Superintendent or designee. Also, school district personnel will monitor that student purchases of textbooks, supplies, materials, tools or equipment for instructional purposes shall be made from a vendor, through a school store, parts department or school district purchase order and not from school district employees.

Violations of this policy will be subject to applicable Minnesota statutes and possible disciplinary action by the school district.

Legal References:

Minn. Stat. 123B.20 (Dealing in School Supplies)
Minn. Stat. 471.87 (Public Officers, Interest in Contract; Penalty)
Minn. Stat. 471.88 (Exceptions)

Cross Reference:

Moorhead School Board Policy 205: School Board Conflict of Interest

Gifts to Employees

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	449
Adopted Date:	12/15/2014
Revised Date(s):	04/09/2018
Reviewed Date(s):	04/09/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to Moorhead Area Public Schools employees.

II. GENERAL STATEMENT

A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

B. It shall be a violation of this policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent/guardian, or other individual or organization of greater than nominal value.

C. It shall be a violation of this policy for any employee to solicit, accept, or receive a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature. The Superintendent has discretion to determine what value is "insignificant."

D. Teachers may accept from publishers free samples of textbooks and related teaching materials.

E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.

III. DEFINITION

A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment, that is given without something of equal or greater value being received in return.

B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.

C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References:

Minn. Stat. § 10A.07 (Conflicts of Interest)

Minn. Stat. § 10A.071 (Prohibition of Gifts)

Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References:

Moorhead School Board Policy 205: School Board Conflict of Interest

Moorhead School Board Policy 206: School Board Code of Ethics

MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

Licensed Personnel Performance Evaluation

Type:	School Board Policy
Section:	400 EMPLOYEES/PERSONNEL
Code:	473
Adopted Date:	10/9/2000
Revised Date(s):	04/09/2012, 04/13/2015
Reviewed Date(s):	02/28/2005, 04/09/2012, 04/13/2015, 04/09/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to identify a personnel evaluation plan to assess the performance of professional personnel employed by the school district per Minnesota statute.

II. GENERAL STATEMENT

The School Board regards a personnel evaluation plan as a critical and essential part of professional growth. The primary purpose of professional evaluation is to improve the instructional programs for all students by assisting teachers and other licensed personnel to improve employee performance. To be most effective, the evaluation plan should be:

1. Viewed as a positive process designed to indicate the present effectiveness of the employee and to provide a performance improvement plan if needed.
2. Designed to facilitate open dialogue between the evaluator and the person evaluated and directed toward improving employee performance and promoting career development.

It shall be the responsibility of the teacher evaluation committee to establish specific procedures which comply and are consistent with Minnesota laws and State Board of Teaching regulations regarding performance appraisal. This committee consists of representatives of administration, School Board and teachers, who work together to achieve joint agreement on the growth and evaluation process.

Legal Reference:

Minn. Stat. 122A.40, Subd. 5 (Probationary Period)
Minn. Stat. 122A.40, Subd. 8 (Employment; Contracts; Termination)

Cross Reference:

Moorhead School Board Policy 470: School District Evaluation of Personnel

Equal Educational Opportunity

Type:	School Board Policy
Section:	500 STUDENTS
Code:	501
Adopted Date:	12/16/1996
Revised Date(s):	02/09/2009, 12/13/2010, 11/10/2014, 05/29/2018
Reviewed Date(s):	04/23/2001, 02/28/2005, 02/09/2009, 12/13/2010, 11/10/2014, 05/29/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of Moorhead Area Public Schools.

II. GENERAL STATEMENT

A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, **gender identity and expression**, or age. The school district also makes reasonable accommodations for **disabled students with disabilities**.

B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to [Moorhead School Board Policy 570: Prohibition of Harassment and Violence](#).

C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.

D. It is the responsibility of every school district employee to comply with this policy conscientiously.

E. Any student, parent, or guardian having any questions regarding this policy should discuss it with an appropriate school official. In addition, an inquiry or a complaint should be referred to the department of human resources or the Superintendent.

III. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or violence related to race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, or age, or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Legal References:

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)

20 U.S.C. 1681 *et seq.* (Title IX of the Education Amendments of 1972)

Cross References:

Moorhead School Board Policy 502: Student Disability Nondiscrimination

Moorhead School Board Policy 503: Student Parental, Family and Marital Status Nondiscrimination

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

Prohibition of Harassment and Violence

Type:	School Board Policy
Section:	500 STUDENTS
Code:	570
Adopted Date:	5/27/1986
Revised Date(s):	10/13/2008, 12/14/2009, 12/13/2010, 04/09/2012, 06/10/2013, 06/09/2014, 06/08/2015, 06/13/2016, 12/10/2018, 04/21/2020, 05/12/2020
Reviewed Date(s):	05/01/1990, 09/14/1993, 06/09/1997, 07/09/2001, 04/11/2005, 02/13/2006, 04/09/2007, 02/11/2008, 10/13/2008, 12/14/2009, 12/13/2010, 04/09/2012, 06/10/2013, 06/09/2014, 06/08/2015, 06/13/2016, 05/08/2017, 02/12/2018, 04/21/2020, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence.

II. GENERAL STATEMENT

A. The policy of the Moorhead Area Public Schools is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The Moorhead Area Public Schools prohibits any form of harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes Moorhead School Board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

D. The Moorhead Area Public Schools will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate

action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

2. "Familial Status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor's legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the

identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation of such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of an individual who is the target or victim of acts of harassment or violence.

F. Sexual Harassment

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;

d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
or

f. unwelcome behavior or words directed at an individual or group because of sexual orientation, including gender identity or expression.

G. Sexual Violence

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. Section 609.341, include the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:

a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;

c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to the appropriate school district officials. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use [Administrative Procedure 570.1: Harassment and Violence Report Form](#) available from the administrator or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the school district's human rights officer (executive director of human resources and operations) or to the Superintendent.

C. Nothing in this policy shall prevent any person from reporting harassment or violence 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 by the reporting party or complainant.

D. In ~~E~~each ~~S~~school ~~B~~building, ~~T~~he building administrator, the building administrator's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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 (executive director of human resources and operations) by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. Upon receipt of a report, the building report taker must notify the school district human rights officer (executive director of human resources and operations) immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer (executive director of human resources and operations). If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer (executive director of human resources and operations). Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. School District Action. The Moorhead School Board hereby designates the executive director of human resources and operations as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves the human rights officer (executive director of human resources and operations), the complaint shall be filed directly with the Superintendent.

H. The school district shall conspicuously post the name of the human rights officer (executive director of human resources and operations), including mailing address and telephone number with this policy throughout each school building in areas accessible to students and staff.

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

L. 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 conform with any discovery or disclosure obligations.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

A. By authority of the school district, the human rights officer (executive director of human resources and operations), within three (3) business days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The school district human rights officer (executive director of human resources and operations) shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension,

exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. A summary of this policy (Appendix A) shall be given to each school district employee in the employee handbook and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. A summary of this policy (Appendix A) shall appear in each school's student handbook.

D. The content of this policy will be discussed annually with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness and/or sexual abuse prevention.

F. This policy shall be reviewed by the human rights officer (executive director of human resources and operations) at least annually for compliance with state and federal law.

Human Rights Officer

Kristin Dehmer, Executive Director of Human Resources and Operations

1313 30th Ave S

Moorhead, MN 56560

218-284-3355

Legal References:

Minn. Stat. 120B.232 (Character Development Education)

Minn. Stat. 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. 121A.031 (School Student Bullying Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. 609.341 (Definitions)

Minn. Stat. 626.556 *et seq.* (Reporting of Maltreatment of Minors)

20 U.S.C. 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. 794 (Rehabilitation Act of 1973, 504)

42 U.S.C. 1983 (Civil Action of Deprivation of Rights)

42 U.S.C. 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)

Moorhead School Board Policy 102: State and Federal Law Prohibiting Discrimination

Moorhead School Board Policy 401: Equal Employment Opportunity Statement

Moorhead School Board Policy 414: Employee Public and Private Personnel Data

Moorhead School Board Policy 501: Equal Educational Opportunity

Moorhead School Board Policy 502: Student Disability Nondiscrimination

Moorhead School Board Policy 503: Student Parental, Family, and Marital Status Nondiscrimination

Moorhead School Board Policy 504: Protection and Privacy of Student Records

Moorhead School Board Policy 522: Title IX Nondiscrimination Policy, Grievance Procedure and Process

Moorhead School Board Policy 534: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Moorhead School Board Policy 535: Maltreatment of Vulnerable Adults

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 571: Hazing Prohibition

Moorhead School Board Policy 731: Moorhead Area Public Schools Electronic Network and Systems Responsible Use and Safety

Moorhead School Board Policy 578: Bullying Prohibition

Moorhead School Board Policy 450: Employee-Student Relationships

APPENDIX A

****ATTENTION****

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

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

Hazing Prohibition

Type:	School Board Policy
Section:	500 STUDENTS
Code:	571 526
Adopted Date:	2/9/1998
Revised Date(s):	02/12/2007, 06/13/2011, 12/15/2014, 06/08/2015, 05/29/2018
Reviewed Date(s):	06/09/2003, 02/12/2007, 06/13/2011, 12/15/2014, 06/08/2015, 05/29/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

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

II. GENERAL STATEMENT

- A. No student, teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, coach/advisor, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones; or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, coach/advisor, administrator, volunteer, contractor, or other employees of the school district who is found to have violated this policy.

III. DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, school property, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

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

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. Moorhead Area Public Schools encourages the reporting party or complainant to use the report form (Administrative Procedure 571.1: Hazing Report Form) available from the building administrator or the school district office, but oral reports shall be considered complaints as well. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building administrator, the administrator's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the Superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer (Human Resource Director) by the reporting party or complainant.

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

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building administrator immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

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

V. SCHOOL DISTRICT ACTION

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

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

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

Legal References:

Minn. Stat. 121A.69 (Hazing Policy)

Minn. Stat. 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. 121A.031 (School Student Bullying Policy)

Cross References:

Moorhead School Board Policy 541: Student Activity Eligibility

Moorhead School Board Policy 551: Student Discipline

Moorhead School Board Policy 570: Prohibition of Harassment and Violence

Moorhead School Board Policy 578: Bullying Prohibition

Moorhead School Board Policy 573: Tobacco-Free Environment

MSBA/MASE Model Policy 526 (Hazing Prohibition)

Moorhead Area Public Schools State Mandated Testing Plan and Procedure

Type:	School Board Policy
Section:	600 EDUCATION PROGRAMS
Code:	660 614
Adopted Date:	8/26/2002
Revised Date(s):	05/12/2008, 06/13/2011, 02/23/2015, 05/29/2018, 06/13/2019
Reviewed Date(s):	04/12/2004, 05/09/2005, 06/11/2007, 05/12/2008, 06/13/2011, 02/23/2015, 05/29/2018, 04/20/2021
Attached Files:	No Documents Found.

I. PURPOSE

It is the purpose of this policy to set forth the testing plan and procedure for Moorhead Area Public Schools.

II. GENERAL STATEMENT

It is the policy of Moorhead Area Public Schools to implement procedures for testing, test security, and documentation.

III. DUTIES OF SCHOOL DISTRICT PERSONNEL REGARDING TEST ADMINISTRATION

A. Superintendent

1. Responsibilities before testing.

- a. Designate a district assessment coordinator and district technology coordinator.
- b. The superintendent, or a designee who has been authorized to be the identified official with authority by the school board, preauthorizes staff access for applicable Minnesota Department of Education (MDE) secure systems.
- c. Annually review and recertify staff who have access to MDE secure systems.
- d. Read and complete the Assurance of Test Security and Non-Disclosure.
- e. Establish a culture of academic integrity.
- f. Fully cooperate with MDE representatives conducting site visits or Minnesota Test of Academic Skills (MTAS) audits during testing.
- g. Ensure student information is current and accurate.
- h. Ensure that a current district test security procedure is in place and that all relevant staff have been provided district training on test administration and test security.
- i. Ensure that a current process is included for tracking which students tested with which test monitors and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)

j. Confirm the district assessment coordinator has current information and training specific to test security and the administration of statewide assessments.

k. Confirm the district assessment coordinator completes Pre-test Editing in the Test Web Edit System (WES).

1. Post on the school district website the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form.

2. Responsibilities after testing.

a. Confirm the district assessment coordinator and Minnesota Automated Reporting Student System (MARSS) coordinator complete Post-test Editing in Test WES.

b. Verify with the district assessment coordinator that all test security issues have been reported to MDE and are being addressed.

c. Confirm the MARSS coordinator has updated all student records for Post-test Editing.

d. Confirm the district assessment coordinator has finalized the district's assessment information prior to the close of Post-test Editing in Test WES.

e. Confirm the district assessment coordinator, or designee has access to the Graduation Requirements Records (GRR) system and enters necessary information.

f. Discuss assessment results with the district assessment coordinator and school administrators.

B. District Assessment Coordinator

1. Responsibilities before testing.

a. Serve as primary contact with MDE regarding policy and procedure questions related to test administration.

b. Read and complete the Assurance of Test Security and Non-Disclosure.

c. Confirm all staff who handle test materials, administer tests, or have access to secure test content have completed the Assurance of Test Security and Non-Disclosure.

(1) Maintain the completed Assurance of Test Security and Non-Disclosure for two years after the end of the academic school year in which testing took place.

d. Review with all staff the Assurance of Test Security and Non-Disclosure and their responsibilities thereunder.

e. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.

f. Establish district testing schedule within the testing windows specified by the MDE and service providers.

g. Prepare testing conditions, including user access to service provider websites, preparing readiness for online testing, preparing a plan for tracking which students test on which computers or devices, ensure accommodations are indicated as necessary, providing students with opportunity to become familiar with test format, item types, and tools prior to test administration; establishing process for inventorying and distributing secure test materials where necessary; preparing procedures for expected and unexpected

situations occurring during testing; planning for addressing technical issues while testing; identify staff who will enter student responses from paper accommodated test materials and scores from MTAS administration online.

h. Train school assessment coordinators, test monitors, MTAS test administrators, and ACCESS (test for English language learners), and Alternate ACCESS test administrators.

(1) Provide training on proper test administration and test security.

(2) Verify staff complete any and all test-specific training.

i. Maintain security of test content, test materials, and record of all staff involved.

(1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

(2) Organize secure test materials for online administrations and keep them secure.

(3) Define chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

j. Confirm that all students have appropriate test materials.

2. Responsibilities on testing day(s).

a. Conduct random, unannounced visits to testing rooms to observe staff adherence to test security and policies and procedures.

b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

c. Contact the MDE assessment contact within 24 hours of a security breach and submit the Test Security Notification in Test WES within 48 hours.

d. Address invalidations and test or accountability codes.

3. Responsibilities after testing.

a. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.

b. Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.

c. Return secure test materials as outlined in applicable manuals and resources.

d. Collect security documents and maintain them for two years from the end of the academic school year in which testing took place.

e. Review student assessment data and resolve any issues.

f. Distribute Individual Student Reports no later than fall parent/teacher conferences.

g. Enter Graduation Requirements Records in the GRR system.

C. School Principal

1. Responsibilities before testing.

- a. Designate a school assessment coordinator and technology coordinator for the building.
- b. Be knowledgeable about proper test administration and test security as outlined in manuals and directions.
- c. Read and complete the Assurance of Test Security and Non-Disclosure.
- d. Communicate the importance of test security and expectation that staff will keep test content secure and act with honesty and integrity during test administration.
- e. Provide adequate secure storage space for secure test materials before, during, and after testing until they are returned to the service provider or securely disposed of.
- f. Ensure adequate computers and/or devices are available and rooms appropriately set up for online testing.
- g. Verify that all test monitors and test administrators receive proper training for test administration.
- h. Ensure students taking specified tests have **the** opportunity to become familiar with test format, item types, and tools prior to test administration.
- i. Include the complete Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing form in the student handbook.

2. Responsibilities on testing day(s).

- a. Ensure that test administration policies and procedures and test security requirements in all manuals and directions are followed.
- b. Fully cooperate with MDE representatives conducting site visits or MTAS audits.

3. Responsibilities after testing.

- a. Ensure all secure test materials are collected, returned, and/or disposed of securely as required in any manual.
- b. Ensure requirements for embargoed final assessment results are followed.

D. School Assessment Coordinator

1. Responsibilities before testing.

- a. Implement test administration and test security policies and procedures.
- b. Read and complete the Assurance of Test Security and Non-Disclosure.
- c. Ensure all staff who handle test materials, administer tests, or have access to secure test content read and complete the Assurance of Test Security and Non-Disclosure.
- d. Identify appropriate tests for students and ensure student data sent to service providers for testing are correct.
- e. Prepare testing conditions, including the following: schedule rooms and computer labs; arrange for test monitors and administrators; arrange for additional staff to assist with unexpected situations; arrange for

technology staff to assist with technical issues; develop a plan for tracking which students test on which computers or devices; plan seating arrangements for students; ensure preparations are completed for Optional Local Purpose Assessment (OLPA), Minnesota Comprehensive Assessment (MCA), and ACCESS online testing; ensure accommodations are properly reported; confirm how secure paper test materials will arrive and quantities to expect; address accommodations and specific test administration procedures; determine staff who will enter the student responses from paper accommodated test materials and scores from MTAS administrations online.

f. Train staff, including all state-provided training materials, policies and procedures, and test-specific training.

g. Maintain security of test content and test materials.

(1) Receive secure paper test materials from the service provider and immediately lock them in a previously identified secure area, inventory same, and contact service provider with any discrepancies.

(2) Organize secure test materials for online administrations and keep them secure.

(3) Follow chain of custody for providing test materials to test monitors and administrators. The chain of custody must address the process for providing test materials on the day of testing, distributing test materials to and collecting test materials from students at the time of testing, keeping test materials secure between testing sessions, and returning test materials after testing is completed.

(4) Identify need for additional test materials to district assessment coordinator.

(5) Provide MTAS student data collection forms if necessary.

(6) Distribute applicable ACCESS and Alternate ACCESS Test Administrator Scripts and Test Administration Manuals to test administrators so they can become familiar with the script and prepare for test administration.

(7) Confirm that all students taking ACCESS and Alternate ACCESS have appropriate test materials and preprinted student information on the label is accurate.

2. Responsibilities on testing day(s).

a. Before test.

(1) Receive and maintain security of test materials.

(2) Verify that all test materials are received.

(3) Ensure proper number of computers/devices or paper accommodated test materials are present.

(4) Verify student testing tickets and appropriate allowable materials.

(5) Assign numbered test books to individual students.

(6) Complete information as directed.

(7) Record extra test materials.

b. During test.

(1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.

(2) Follow all directions and scripts exactly.

(3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing

(5). Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

- (6) Do not review, discuss, capture, email, post, or share test content in any format.
- (7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.
- (8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.
- (9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.).
- (10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.
- (11) Report any possible security breaches as soon as possible.

3. Responsibilities after testing.

- a. Ensure that all paper test materials are kept locked and secure and security checklists completed.
- b. Ensure that student responses from paper accommodated test materials and MTAS scores are entered.
- c. ~~Arrange for secure disposal of all test materials that are not required to be returned within 48 hours after the close of the testing window.~~
- d. Return secure test materials as outlined in applicable manuals and resources.
- e. Prepare materials for pickup by designated carrier on designated date(s). Maintain security of all materials.
- f. Ensure requirements for embargoed final assessment results are followed.

E. Technology Coordinator

1. Ensure ~~that~~ **the** district is prepared for online test administration and provide technical support to district staff.
2. Acquire all necessary user identifications and passwords.
3. Read and complete the Assurance of Test Security and Non-Disclosure.
4. Fully cooperate with MDE representatives conducting site visits or MTAS audits.
5. Attend district training and any service provider technology training.
6. Review, use, and be familiar with all service provider technical documentation.
7. Prepare computers and devices for online testing.
8. Confirm site readiness.
9. Provide all necessary accessories for testing, technical support/troubleshooting during test administration and contact service provider help desks as needed.

F. Test Monitor

1. Responsibilities before testing.
 - a. Read and complete the Assurance of Test Security and Non-Disclosure.
 - b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable about how to contact the school assessment coordinator during testing, where to pick up materials on **the** day of **the** test, and plan for securing test materials between test sessions.

e. Be knowledgeable regarding student accommodations.

f. Remove or cover any instructional posters or visual materials in the testing room.

2. Responsibilities on testing day(s).

a. Before test.

(1) Receive and maintain security of test materials.

(2) Verify that all test materials are received.

(3) Ensure proper number of computers/devices or paper accommodated test materials are present.

(4) Verify student testing tickets and appropriate allowable materials.

(5) Assign numbered test books to individual students.

(6) Complete information as directed.

(7) Record extra test materials.

b. During test.

(1) Verify that students are logged in and taking the correct test or using the correct grade-level and tier test booklet for students with paper accommodated test materials.

(2) Follow all directions and scripts exactly.

(3) Follow procedures for restricting student access to cell phones and other electronic devices, including wearable electronic devices.

(4) Stay in testing room and remain attentive during entire test session. Practice active monitoring by circulating throughout the room during testing.

(5) Be knowledgeable about responding to emergency or unusual circumstances and technology issues.

(6) Do not review, discuss, capture, email, post, or share test content in any format.

(7) Ensure all students have been provided the opportunity to independently demonstrate their knowledge.

(8) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(9) Document the students who tested with the test monitor and any other adult(s) who were present in the testing room (e.g., staff providing assistance, paraprofessionals, etc.)

(10) Document students who require a scribe or translated directions or any unusual circumstances and report to school assessment coordinator.

(11) Report any possible security breaches as soon as possible.

c. After test.

(1) Follow directions and scripts exactly.

(2) Collect all materials and keep secure after each session. Upon completion return to the school assessment coordinator.

(3) Immediately report any missing test materials to the school assessment coordinator.

G. MTAS Test Administrator

1. Before testing.

a. Read and complete the Assurance of Test Security and Non-Disclosure.

b. Attend trainings related to test administration and security.

c. Complete required training course(s) for tests administering.

d. Be knowledgeable as to when and where to pick up MTAS materials and the school's plan for keeping test materials secure.

e. Prepare test materials for administration, including objects and manipulatives, special instructions, and specific adaptations for each student.

2. Responsibility on testing day(s).

a. Before the test.

(1) Maintain security of materials.

(2) Confirm appropriate MTAS materials are available and prepared for student.

b. During the test.

(1) Administer each task to each student and record the score.

(2) Be knowledgeable about how to contact the district or school assessment coordinator, if necessary, and responding to emergency and unusual circumstances.

(3) Fully cooperate with MDE representatives conducting site visits or MTAS audits.

(4) Document and report and unusual circumstances to district or school assessment coordinator.

c. After the test.

(1) Keep materials secure.

(2) Return all materials.

(3) Return objects and manipulatives to classroom.

(4) Enter MTAS scores online or return data collection forms to the district or school assessment coordinator.

H. MARSS Coordinator

1. Responsibilities before testing.

- a. Confirm all eligible students have unique state student identification (SSID) or MARSS numbers.
- b. Ensure English language and special education designations are current and correct for students testing based on those designations.
- c. Submit MARSS data on an ongoing basis to ensure accurate student demographic and enrollment information.

2. Responsibilities after testing.

- a. Ensure accurate enrollment of students in schools during the accountability windows.
- b. Ensure MARSS identifying characteristics are correct, especially for any student not taking an accountability test.
- c. Work with district assessment coordinator to edit discrepancies during the Post-test Edit window in Test WES.

I. Any Person with Access to Test Materials Read and complete the Assurance of Test Security and Non-Disclosure.

IV. TEST SECURITY

A. Test Security Procedures will be adopted by school district administration.

B. Students will be informed of the following:

- 1. The importance of test security;
- 2. Expectation that students will keep test content secure;
- 3. Expectation that students will act with honesty and integrity during test administration;
- 4. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 5. Expectation that students will not access cell phones, wearable technology (e.g., smartwatches, fitness trackers), or other devices that can electronically send or receive information. The test of a student who wears a device during testing must be invalidated. If a student completes testing and then accesses a cell phone or other prohibited device (including wearable technology), the school district must take further action to determine if the test should be invalidated, rather than automatically invalidating the test.

C. Staff will be informed of the following:

- 1. Availability of the online Test Security Tip Line on the MDE website for reporting suspected incidents of cheating or other improper or unethical behavior.
- 2. Other contact information and options for reporting security concerns.

Please refer to Administrative Procedure 660.1: Security Procedures for test security procedures.

V. REQUIRED DOCUMENTATION FOR PROGRAM AUDIT

A. The school district shall maintain records necessary for program audits conducted by MDE. The records must include documentation consisting of the following:

1. Signed Assurance of Test Security and Non-Disclosure forms must be maintained for two years after the end of the academic year in which the testing took place.
2. School district security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
3. School security checklists provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
4. Test Monitor Test Materials Security Checklist provided for each group of students assigned to a test monitor must be maintained for two years after the end of the academic school year in which testing took place.
5. School district test monitor tracking documentation must be maintained for two years after the end of the academic year in which the tracking took place.
6. ACCESS and Alternate ACCESS Packing List and Security Checklist provided in the test materials shipment must be maintained for two years after the end of the academic school year in which testing took place.
7. Documentation of school district staff training on test administration and test security must be maintained for two years after the end of the academic school year in which testing took place.
8. Test Security Notification must be maintained for two years after the end of the academic school year in which testing took place.
9. Test Administration Report must be maintained for one year after the end of the academic school year in which testing took place.
10. Record of staff trainings and test-specific trainings must be maintained for one year after the end of the academic year in which testing took place.

Legal References:

Minn. Stat. 13.34 (Examination Data)
Minn. Stat. 120B.11 (School District Process)
Minn. Stat. 120B.36, Subd. 2 (Adequate Yearly Progress)
Minn. Stat. 123B.30 (Statewide Testing and Reporting System)
Minn. Rule Parts 3501.0010 - 3501.0180 (Graduation Standards - Mathematics and Reading) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)
Minn. Rule Parts 3501.0200 - 3501.0290 (Graduation Standards - Written Composition) (repealed Minn. L. 2013, Ch. 116, Art. 2, 22)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, 2, 22)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

Moorhead School Board Policy 601: Curriculum and Instruction Goals of Moorhead Area Public Schools

Moorhead School Board Policy 640: Moorhead Area Public Schools Graduation Policy

Moorhead School Board Policy 650: School District System Accountability

Moorhead School Board Policy 656: Testing Accommodations, Modifications, and Exemptions for IEPS, Section 504 Plans and LEP Students

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)



MOORHEAD
AREA PUBLIC SCHOOLS

Office of Superintendent
Memo

RE: Adjournment

Suggested Resolution: Move to approve adjournment of the May 17, 2021, School Board meeting at _____ p.m.

Moved by:
Seconded by:
Comments: