

# 2017 - 2018 STUDENT HANDBOOK

## **FARMINGTON HIGH SCHOOL**

20655 Flagstaff Avenue  
Farmington, Minnesota 55024  
(651) 252-2501  
Fax (651) 252-2520

## Home of the Tigers



**Mr. Jason Berg, Principal**  
**Mr. Lowell Miller, Assistant Principal**  
**Mr. Dan Pickens, Assistant Principal**  
**Ms. Laura Pierce, Assistant Principal**  
**Mr. Bill Tschida, Activities Director**

# FHS Administration/Counselor Locator Guide

## **FIRST FLOOR –Health Office**

Ms. Janet Patience, RN

## **SECOND FLOOR OFFICE - ADMINISTRATION**

Mr. Jason Berg, Principal

Mr. Dan Pickens, Assistant Principal (9<sup>th</sup> & 10<sup>th</sup> Grade)

Ms. Laura Pierce, Assistant Principal (11<sup>th</sup> & 12<sup>th</sup> Grade)

Mr. Lowell Miller, Assistant Principal (Student Discipline and Alternative Programs)

Mr. Bill Tschida, Activities Director

Mr. Tom Strese, School Resource/Liaison Officer

## **THIRD FLOOR OFFICE – COUNSELING AND STUDENT SERVICES**

Ms. Barbara Walker, School Counselor (last names A-Di)

Ms. Louise Usanase, School Counselor (Do-Je)

Ms. Alys Belko, School Counselor (Ji-Mo)

Mr. Jerry Pfau, School Counselor (Mu-Se)

Ms. Chelsy Newman, School Counselor (Sh-Z)

Mr. Kevin Frank School Psychologist

Ms. Lisa Lippold, Chemical Health Counselor

## **COLLEGE AND CAREER CENTER – 3rd Floor, Rm 3601**

## **SCHOOL SONG**

We are loyal to you, Farmington  
We are all orange and black, Farmington  
We will back you to stand  
Against the best in the land  
For we know you will stand, Farmington  
So strike out that ball, Farmington  
We are backing you all, Farmington  
Our team is the best as yet  
They never have failed us yet  
So Rah! Rah! to you, Farmington

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# 2017-2018 FARMINGTON HIGH SCHOOL

Welcome to Farmington High School - Home of Tiger Pride!

This handbook has been prepared for the students and parents in the Farmington High School Community in order that all individuals have a clear understanding of the practices, procedures, rules and regulations that guide our school community.

It is our hope that each student who journeys through this school will find it to be a welcoming and inviting place to learn, explore, take chances, celebrate our successes, and learn from our failures. Faculty, staff and administration work hard for the success of each student. It is our expectation that each student will be ready to learn, willing to contribute as a Farmington High School community member, and celebrate school success. The handbook reflects a balance of school life, which includes a strong academic program, extensive co-curricular activities, and school procedures to provide a safe and caring environment.

The format of this handbook reflects "real life" practices in the work world. High school is the "real world" for the adolescent. This is the time and place for students to practice skills and build habits for successful study and work as an adult. The design of the handbook is modeled on the kind of information that might be found in an employee handbook, with adaptations for students.

Each student and his/her parent/guardian are expected to read through the entire handbook. Students will be held responsible for knowing, understanding and following all rules, policies, practices and procedures in the handbook.

Adherence to these rules, policies, and procedures is an important first step to a successful year and career at Farmington High School.

So get active, get involved, and have a great year!

*Jason Berg*

Jason Berg  
Principal

## *Farmington High School – 2017-2018 calendar*

August 22	Schedule pickup/picture day: 9:00 am to 4:00 pm
August 23	Schedule pickup/picture day: noon to 7:30 pm
August 30	Make-up schedule pickup/picture days: 9:00 am to noon
August 30	FHS Open House 3:30 pm to 7:30 pm
August 30	9th grade/New Student Orientation/Parent Info – 6:30 pm to 7:30 pm
September 5	First Day of School
September 29	Academic Awards Celebration (Previous year’s achievements) – 9:00 am
October 3	Make-up photos/photo retakes - Lifetouch 8:00 am to 11:00 am
October 4	Homecoming Coronation – 8:00 pm
October 7	Homecoming Dance – 8 pm – 11:00 pm
October 12	2-hr early release - Parent/Teacher Conferences 1:30 pm to 6:00 pm
October 13	District Wide Flex Learning Day
October 19-20	State Teachers’ Convention – No School
November 5	FHS Band Brunch and Concert
November 7	FHS Fall Assessment Day and 9th Grade Retreat
November 9	Patriotic Day Program –Meal 5:00 pm, Concert 7:00 pm
November 10-11	Fall Musical – 7:00 pm @ RBMS
November 12	Fall Musical – 2:00 pm @ RBMS
November 17-18	Fall Musical – 7:00 pm @ RBMS
November 22-24	Thanksgiving Break – No School
November 29/30	1st Trimester Finals/End of Trimester 1
December 1	Staff Development - No School
December 22 – Jan 1	Winter Break – No School
January 15	No School
January 18	2-hr early release - Parent/Teacher Conferences 1:30 pm to 8:00 pm
TBD	One Act Play – 7pm @ RBMS
January 22	Staff Development – No School
February 16	District Wide Flex Learning Day
February 17	Speech Invite, FHS
February 19	President’s Day – No School
March 7/8	2nd Trimester Finals/End of Trimester 2
March 9	Staff Development – No School
March 26-April 2	Spring Break – No School
April 19	Parent/Teacher Conferences 3:30 pm to 8:00pm
April 19-21	Spring Play - 7:00 pm @RBMS
TBD	Prom
May 28	Memorial Day – no school
May 30	Distinguished Scholars Banquet 5:30 pm (by invitation)
May 30	Senior Awards Program 7:00 pm (by invitation)
June 3	National Honor Society Induction
June 6	Baccalaureate 8:00 pm
June 6/7	3rd Trimester Finals/End of Trimester 3/Last Day of School
June 8	Graduation 7:00 pm

**FARMINGTON HIGH SCHOOL STAFF**  
**2017 - 2018**

**Administration**

Mr. Jason Berg, Principal  
Mr. Lowell Miller, Assistant Principal  
Mr. Dan Pickens, Assistant Principal  
Ms. Laura Pierce, Assistant Principal  
Mr. Bill Tschida, Athletics Director

**Administrative Support Staff**

Ms. Janice Carlson, Student Support Assistant Grades 11-12  
Ms. Kim Chambers, Registrar  
Ms. Karen Donnelly, Athletics/Activities Assistant  
Ms. Susan Hurtgen, Facilities Support Assistant  
Ms. Susan Swedin, Administrative Assistant  
Ms. Theresa Wolfe, Student Support Assistant Grades 9-10

**Agriculture**

Ms. Karli Savaloja  
Mr. Ken Schentzel

**Art**

Ms. Dawn Cherwinka  
Mr. Josh Hall  
Ms. Alyson Johnson  
Mr. Andrew Paul  
Ms. Hannah Rosenthal

**Business Education**

Ms. Amy Davelis  
Ms. Lois Luecke  
Ms. Roberta Stewart

**Chemical Health Counselor**

Ms. Lisa Lippold

**Custodians**

Mr. Mike Burton  
Ms. Colleen O'Hara  
Mr. Tony Klarus  
Mr. Curt Lee  
Mr. Zach Lundquist  
Mr. Paul Morgel  
Mr. Todd Tangen  
Mr. Mike Tuhy – Head Custodian

**English**

Ms. Ashley Anderson  
Dr. John Bertucci  
Ms. Beth Breiland  
Ms. Maria Cappechi  
Mr. Tom Doyle  
Ms. Kate Farmer  
Mr. Adam Fischer  
Ms. Megan LaChapelle  
Ms. Kelly Langdon  
Ms. Patricia Nygren  
Ms. Jill Pulk  
Ms. Sarah Stout  
Ms. Kim West  
Mr. John Williams

**ESL**

Ms. Rita Fleming

**Family/Consumer Science**

Ms. Sandi Fox  
Mr. Jason Kohlbeck  
Ms. Kate Peterson

**Guidance Counselors**

Ms. Alyssa Belko –Counselor (Ji-Mo)  
Ms. Chelsy Newman–Counselor (Sh-Z)  
Mr. Jerry Pfau – Counselor (Mu-Se)  
Ms. Louise Usanase –Counselor (Do-Je)  
Ms. Barbara Walker – Counselor (A-Di)  
Mr. Ron Williams – Academic Support

**Library / Media Center**

Ms. Katy Tabke, Media Specialist  
Ms. Darlene Donnelly, iPad Support

**Math**

Ms. Beth Beckman  
Mr. Loren Cartwright  
Ms. Tiffany Fearing  
Mr. Robert Flury  
Mr. Jon Heeren  
Mr. Adam Huppert  
Ms. Megan Johnson  
Mr. Tharen Johnson  
Mr. Jon Malin  
Ms. Cortney Meyer  
Mr. Mark Pickar  
Ms. Jennifer Snobeck  
Ms. Betsy Weis

**FARMINGTON HIGH SCHOOL STAFF (continued)**  
**2017 - 2018**

**Music**

Ms. Megan Dimich  
Ms. Erin Holmes  
Mr. Brad Mariska  
Mr. Brian Ohnsorg

**Nurse**

Ms. Janet Patience, RN  
Ms. Laurie Sullivan, Medical Secretary

**Paraprofessionals**

Ms. Amy Crocket  
Mr. Phil DeBruzzi  
Ms. September Dunst  
Ms. Pam Erickson  
Ms. Sarah Hertaus  
Ms. Geri Krepela  
Ms. JoAnn Lee  
Ms. Jeannette Makhoul  
Ms. Paulette McLaughlin  
Ms. Diane Orth  
Ms. Shan Pals  
Ms. Amber Shaeffer  
Mr. Byron Wolt

**Physical Education/Health**

Ms. Kelli Amie  
Mr. Shawn Anderson  
Ms. Jennifer Marshall  
Mr. Scott Meier  
Mr. Tim Merritt  
Mr. Shane Wyandt

**Police Liaison Officer**

Officer Tom Strese

**School Psychologist**

Mr. Kevin Frank

**Science**

Mr. Julian Buss  
Mr. Mark Froehling  
Ms. Sara Gabriel  
Mr. Zach Howard  
Ms. Celeste Kogl  
Mr. Jon Lund  
Mr. Doug Mead  
Mr. Lewis Miskowicz  
Mr. Tom Nygren  
Ms. Nicholas Sinn  
Mr. Rebecca Williams  
Mr. Mark Zeise

**Social Studies**

Ms. Katy Beckman  
Ms. Robin Carlson  
Mr. Jon Graff  
Mr. Matthew Grove  
Mr. Tom Hart  
Mr. Brian Helmstetter  
Mr. Jon Holmes  
Ms. Laura Huls  
Mr. Todd Karich  
Ms. Alison Laube  
Ms. Amanda Lund  
Ms. Brenda Lund  
Ms. Brenna Rice  
Mr. Corey Smith

**Special Education**

Ms. Jennie Asleson  
Ms. Rachel Baumann  
Mr. Ken Brooks  
Ms. Sara Byers-Platt  
Ms. Teresa Cook  
Ms. Jamie Duncan  
Ms. Pam Haley - Speech  
Mr. Steve Hoffman  
Mr. Marty Johnson  
Ms. Amy Lancaster  
Ms. Lisa Peters  
Ms. Heidi Revels  
Ms. Janice Rollag  
Ms. Kathleen Schmidt  
Ms. Heidi Walsh  
Mr. Michael Winters

**Technology Support**

Christy McGuffee

**Technology Education**

Mr. Randy Matthes– Video Assistant  
Mr. Spencer Elvebak  
Mr. David Stauffer  
Mr. Mark Toutge

**World Language**

Ms. Lisa Bliss  
Ms. Mauri Deer  
Ms. Renee Kothe  
Ms. Amy Leafblad  
Ms. Ashley Rudolph  
Ms. Nancy Schmiesing  
Ms. Amanda Schilling  
Ms. Aracely Thomas

# GENERAL INFORMATION

## ANNOUNCEMENTS

Student announcements and FHS News will be made via Schoology groups. All students will be placed in the FHS News and Announcements group and a grade specific group. Announcements are also emailed home to all parents on a regular basis. General information announcements are updated on the TV monitors throughout the building. The FHS website also includes general building announcements. If you have an email address associated with your Campus account, you are automatically part of our email distribution list.

## ACADEMIC/STUDENT SCHEDULE CORRECTION GUIDELINES

One week before each trimester begins there will be a five day schedule correction period. Students must complete a Schedule Correction Request form and return it to the Guidance Office by the required deadline. All requests for corrections require parent approval.

A great deal of time and effort is put forth to assure that students are scheduled for the classes that they and their parents request during the registration process. Therefore, all corrections must be for educational reasons only. NO schedule corrections are made after the designated week. Classes are not changed once the trimester has begun.

Student schedule corrections are made for the following reasons:

- a) process error
- b) a need to repeat a class
- c) online credit recovery eliminates the need for a class.

Schedule corrections are NOT made for requests for specific teachers or to change classes to a different period.

## AGE OF MAJORITY/STUDENTS EIGHTEEN YEARS OF AGE AND OLDER

Students who are 18 years old or older are still obliged to abide by all school district policies and the regulations outlined in this handbook. If it is verified by school administration that an 18-year-old student no longer lives at home and is living on his/her own, that student will be responsible for all communications that normally would be with the parents, including requests to be absent.

## EMERGENCY DRILLS- (Fire, Tornado, and Lockdown)

We are required by law to conduct **Fire Drills (5)** during the school year. We must be prepared in case of fire to leave the building in an orderly manner. You will be given detailed explanation of the procedure from your location by your immediate supervisor at the time of any drill. It is necessary that all books be left on the desk and all wraps left in lockers, unless instructions to the contrary are given you by your teacher/supervisor or over the Public Address System by the school administration. **Lock Down Drills (5)** are also required by State law. Instructions will be provided via FHS staff and the Public Address System. **Tornado Drills** and other safety procedures will be conducted as needed during the school year. Please follow all instructions for these drills.

## HEALTH SERVICES

Farmington High School Health office is staffed with a registered nurse and health secretary. The Health office is located in the back of the District Service Center offices on the first floor. If injury or illness should occur in school, the student should check into the Health Office and a parent/guardian will be contacted if your child needs to go home or their condition warrants contacting a parent/guardian. Students must have a pass/release from the office to leave for any reason, including reasons of illness. Students who leave the school without a pass will be considered unexcused.

*It is **important** for the nurse to be notified if your child has an injury or illness that could impact their school day. She is able to notify appropriate staff and arrange for accommodations such as use of the elevator, extended time to get to classes, rest periods in health office, etc.*

*If your student requires medication during the school day, either prescription or over the counter please see the Health Services page under Services on the Farmington Schools Web page for information and the required forms.*



## GENERAL INFORMATION (cont'd)

### IMMUNIZATIONS FOR GRADES 9 - 12

A new law went into effect in September 2014 requiring the administration of Meningitis Vaccinations for students in grades 7-12. ISD 192 as most other districts are phasing in this requirement. It is **highly recommended** that your high school student receive this immunization even though the district is not requiring it for school attendance at this time. It is currently required for students entering grades 7 and 8. Every student enrolled at FHS should have submitted immunization records indicating that their child has received a Tetanus Diphtheria Pertussis (Tdap) booster shot given after age 11 **and** 2 Measles, Mumps and Rubella immunizations given after age 1. Typically this has been taken care of when the students are in grade 7. Please see the Farmington Schools parent portal for the immunization record we have on file for your child.

*Minnesota Law requires students to be compliant with required immunizations or have a notarized exemption form on file in order to be enrolled in school. Legally, students can be excluded from school if their immunizations are not complete.*

### LUNCH ROOM

Each student has a food service account into which money must be deposited. Students will have several food options to choose from and may purchase a school lunch. Students may also bring a lunch from home. Milk may be purchased. *A la Carte* items may also be purchased on their account or pay by cash.

Lunch prices for the 2017-18 school year are as follows:

Breakfast - \$1.40

FHS Student Lunch - \$2.90

Premium - \$3.70

Milk - \$.40

Adult Guest Lunch - \$3.55

Applications for free and reduced price lunches are available in the high school office or from the Director of Food Service in the Business Office, located in the District Service Center. Completed applications should be returned to the Food Service Director, 510 Walnut Street, Farmington, MN 55024.

### LOCKERS

#### **GENERAL SCHOOL**

Each 9th and 10th grade student is assigned a locker. 11th and 12th grade students may request a locker through the 3rd floor office, but they will not automatically be assigned one. **DO NOT SHARE LOCKERS** with others. **DO NOT SHARE YOUR LOCKER COMBINATION** with anyone. Lockers are the property of the school district and under state law lockers can be inspected without notice, without student consent, and without a search warrant. Students are responsible for anything that is in their locker. With reasonable suspicion, school officials can search personal possessions (including vehicles parked on school property) if they believe the search will uncover evidence of a law or school rule violation. Students will be notified of a search of their personal possessions as soon as possible following a search.

**VALUABLE ITEMS SHOULD NEVER BE BROUGHT TO SCHOOL.** There is no obligation on the part of school to keep valuables safe. To avoid loss or theft, please adhere to this expectation.

### PE/ATHLETIC

Each student in PE/Athletics will be assigned a locker. Students need to provide their own lock and should never share their locker with another student. Students are responsible for anything that is in their locker.

### LOST AND FOUND

The lost and found items can be delivered to/collected from the second floor office.

### LEARNING COMMONS (Media Center)

#### **USE of THE LEARNING COMMONS**

1. The Learning Commons is to be used as a place to study, or for using the available resources for classroom assignments, research or leisure reading. Students do not need a pass to use the Learning Commons.
2. Students must sign in as they arrive.

### MEDIA & TECHNOLOGY FACILITIES

#### **Computer responsibilities include but are not limited to:**

1. Do not permit others to use your account(s). You are responsible for maintaining the integrity of all passwords that you may have.

## GENERAL INFORMATION (cont'd)

2. Fraudulent, harassing, obscene, threatening, and other inappropriate messages or uses of computer, networks, dial access capabilities, or the Internet must not be created, downloaded, or transmitted. This includes messages that might harass individuals or groups because of their age, race, sex, religious beliefs, sexual orientation, physical attributes, etc.
3. Do not access or attempt to access computer systems or data that you are not authorized to access.
4. NEVER give out personal or family information, such as phone numbers or addresses. NEVER arrange for a face-to-face meeting without parental supervision, and NEVER respond to abusive or suggestive messages. Report all such instances immediately to a teacher or staff member.

### **CHECK OUT**

1. Students are **REQUIRED** to use their current FHS picture ID card to check out resources for themselves.
2. Check out is for 2 weeks, and resources may be renewed once.
3. Students are responsible for all resources checked out on their card and are expected to return the resources by the due date.

### **NOTICES AND POSTERS**

Any notices to be placed on the bulletin boards or in the commons area must have the authorization of an administrator or organization staff advisor. Notices/posters shall only be placed in specified locations throughout the building. Ask second floor office staff for details.

### **PHONE CALLS AND MESSAGES**

Students will not be called from class for a phone call **(including from employers)** unless it is an extreme emergency. **There is a student phone in the main office for student use.** Students are asked to be considerate of others in the use of the phone. **Because of our large student enrollment we are unable to take personal messages for students.** Unless there is a medical emergency, (this does not include reminders for doctor appointments) classes will not be interrupted. Please make family arrangements before leaving for school each morning. ***Parents/Guardians please do not call your student's cell phone during class time.***

### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance is recited weekly Monday morning. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Refer to **ISD 192 Policy 531** for more information.

### **WEATHER EMERGENCIES**

When in doubt listen to radio station WCCO-AM 830, other metro radio stations, check the school and/or district websites, or call 952-985-1100. ***Additionally, in the event of a school closure or early release, parents will be notified via email and phone message through our automated calling system.***

### **STUDENT PARKING**

All students who park vehicles will be required to purchase a parking permit. The East (11th and 12th grade) and West (10th, 11th, and 12th grade) parking lots have been designated for student parking. There are 523 permits for the east lot and 213 permits for the west lot. These will be distributed on a first come, first served basis. Students may not park in spots designated for staff or visitors. Students are not to park in the South lots. Students who display reckless and unsafe driving behaviors may lose their privilege to park in the school lot and will forfeit their parking fee. Students using vehicles to skip school will lose their parking privileges for a period of time. As outlined in the permit form, ISD 192 assumes no liability for vandalism or theft involving student automobiles. **Permits are \$55 per trimester or \$130 for the year.** Permits will be prorated for students who obtain their license during the school year. Daily permits can be purchased for \$3 per day. ***Cars parked in the student lot without a permit are subject to up to a \$40 fine, immobilization, and/or towing. Additionally, cars may also be towed at the owner's expense.*** A parking lot attendant will be on duty during the school day. **Please see FHS parking regulations on the FHS website for additional information.**

### **STUDENT VISITORS**

Visiting students **are not allowed at FHS** during the school year except under very special circumstances approved by the Principal.

# ACADEMIC SUCCESS

## GRADUATION REQUIREMENTS

### **REQUIREMENTS FOR PARTICIPATION IN THE GRADUATION CEREMONY**

1. All seniors will be notified in writing by the counseling office prior to the beginning of the senior year as to the number of credits earned by the end of the 11th grade and the number of credits needed for graduation and the specific area requirements yet to be met. The policy pertaining to participation in the graduation ceremonies will also be stated in that notice.
2. Early in the 3<sup>rd</sup> trimester, the High School Principal will, by certified mail, notify any parents of senior students who have a continuing problem or a new problem of earning the necessary credits for graduation. Each student in this category will be seen by one of the counselors to discuss the problem.
3. Two weeks prior to graduation, the High School Principal will require that teachers of the seniors submit the names of any seniors who are in danger of failing or receiving an incomplete in a course required for graduation. The parents, as well as the students, will be notified immediately, by certified mail, of these failures/incompletes. They will be informed that these seniors in jeopardy cannot participate in graduation ceremonies, should this failure be for one or more of the credits required for graduation. Seniors will not be able to pick up their caps and gowns until all deficiencies are eliminated.
4. IN ORDER FOR A SENIOR TO PARTICIPATE IN THE GRADUATION CEREMONIES, HE/SHE MUST HAVE EARNED 53 OF THE 55 CREDITS REQUIRED. INCOMPLETES IN ANY OF THE REQUIRED CREDITS (NUMBER OR SPECIFIC DEPARTMENT) ARE UNACCEPTABLE IN LIEU OF A PASSING GRADE. Students must reach 55 credits and have completed all required FHS classes and State testing in order to officially graduate and get their diploma.
5. The High School Principal identifies the list of students with the adequate numbers and categories of credits that will graduate. The High School Principal, in cooperation with the Director of Special Services, identifies students on an IEP, who will continue receiving services, but will be allowed to participate in graduation activities with their peers. The participation of the student will be evaluated on a case-by-case basis. No diploma will be issued until student exits special education services based on meeting individual IEP goals or ages out.

**Any student can lose the privilege of participating in the graduation ceremony if they are part of planning, and/or carrying out an activity that could be construed as a prank to disrupt the educational process, that could cause harm or fear or disruption of the school day/activity or that involves trespassing on school property or the property of any school or district staff member. Additionally, such actions will result in consequences that may include suspension, expulsion or loss of other school privileges.**

## TRIMESTER GRADING POLICIES

1. A final grade will be determined by examining what the student has done in total over the entire trimester. A passing grade for the first half of a trimester is no guarantee of a passing final grade. Likewise, a failing grade for the first half of a trimester is no guarantee of a failing final grade.
2. An Incomplete (I) grade is allowed if the student and the teacher have created a plan for the student to complete the needed work in a reasonable amount of time. We want to provide students the time to complete course work, but it is the student's responsibility to work throughout the entire trimester. **If a student receives an Incomplete they are responsible for managing their workflow to complete all missing work to earn a grade/credit for the class.**
3. Student in grades 9-12 may have a summative assignment at the end of a trimester. Special policies regarding senior final testing at the end of third trimester will be announced. If the student does not take the summative assessment, the final grade is "Incomplete" if the student is absent with pre-approval from the administration. If the student is absent from the final test for any other reason, the value of the final assessment may be "0" and the trimester grade may be reduced to reflect a no credit final. It is recommended that the final test be used to clarify/adjust the final grade for the semester. Please note: Under very limited circumstances, and only when pre-approved are semester final exams given early.

## FINAL EXAM SCHEDULE

There will be final exams at the end of each trimester. Final Exam schedules will be posted prior to examination time.

## PROGRESS REPORTS, REPORT CARDS AND PARENT CONFERENCES

Parents have access to academic and attendance information through Family Web Access ([http://www.farmington.k12.mn.us/for\\_parents/family\\_web\\_access](http://www.farmington.k12.mn.us/for_parents/family_web_access)). Report cards are available to parents at the end of all marking periods on Family Web Access (FWA). FHS does not mail home report cards. Contact Theresa Wolfe (grades 9 and 10) at 651-252-2505 or Janice Carlson (grades 11 and 12) at 651-252-2513 if you need help accessing FWA.

# ACADEMIC SUCCESS (cont'd)

## PROGRESS TOWARDS GRADUATION

Students are required to have 55 credits AND have met all other graduation requirements to earn an FHS diploma. Students may participate in the graduation ceremony if they have 53 credits, but they will not receive their diploma until they have earned 55 credits.

The following chart is how FHS defines “progress towards graduation”:

	Fully On Track	Making Progress	Not Making Progress
<b>Year 1 (9th)</b>			
Trimester 1	5	4	3
Trimester 2	10	8	7
Trimester 3	15	12	11
<b>Year 2 (10th)</b>			
Trimester 1	20	16	15
Trimester 2	25	20	19
Trimester 3	30	25	24
<b>Year 3 (11th)</b>			
Trimester 1	35	30	29
Trimester 2	40	35	34
Trimester 3	45	40	39
<b>Year 4 (12th)</b>			
Trimester 1	50	45	44
Trimester 2	55	50	49

## PARENT TEACHER CONFERENCES

Conference dates and times are posted on the FHS website and on the school calendar.

**\*\*\*A reminder that conferences are not the only time that parents can contact or meet with teachers to discuss student academic progress. Parents are strongly encouraged to check FWA regularly to monitor the academic progress and attendance of their student\*\*\***

## STUDENT GRADING/EVALUATION/ACADEMIC RECOGNITION

### Academic Letters

The purposes of the Academic Lettering program are:

- A. Reinforcement of Academics among students/parents/community.
- B. Recognition of Academic Achievement.
- C. Motivation for Academic Excellence.
- D. Promote school Pride in our individual and collective Academic Achievement.

### Criteria for Earning an Academic Letter or other Academic Recognition:

- A. Eligibility for an academic letter is determined by cumulative Grade Point Average (GPA) of the previous academic year in the high school, i.e. in the fall of their sophomore year, sophomores receive a letter for their 9<sup>th</sup> grade GPA of 3.667 or higher, in the fall of their 11th grade year, 11th graders will be recognized for their 10th grade year, etc.
- B. After the initial letter is earned, students qualify for a pin if the cumulative GPA remains at 3.667 or better each succeeding year.
- C. Transfer grades count and post-secondary grades count, but a student must be in attendance at FHS for two full trimesters before becoming eligible for a Farmington High School Academic Letter.
- D. Community and school citizenship will be considered in determining the final recipients in the group of students academically eligible to receive academic letters.

## ACADEMIC SUCCESS (cont'd)

E. Final GPA to determine eligibility for members of the senior class for awards, scholarships, etc. are calculated at the end of second trimester for classes taken at the high school, and at the end of first semester for students enrolled at DCSTC, other Post-Secondary Enrollment Option institutions or any other semester-based institution. To be clear, *grades earned after second trimester are not used in GPA calculations for seniors for honors, awards, etc.* A reminder to seniors however, that the final GPA, calculated after grades are submitted at the end of third trimester, are often requested by colleges, universities, and other institutions. **FINISH STRONG!**

### GRADUATION CEREMONY HONOR CORDS

\*\*Based on cumulative GPA at the end of the 2nd trimester of the student's 12th grade year at FHS\*\*

- Graduating with a Cumulative Grade Point Average of 4.0 or above: Gold Honor Cords
- Graduating with a Cumulative Grade Point Average of 3.667 or above: White Honor Cords
- Graduating with a Cumulative Grade Point Average 3.0 or above: Orange Honor Cords

### DISTINGUISHED SCHOLARS

All students with a cumulative GPA of 4.0 or better who have also completed 3 or more college level classes will be recognized as Distinguished Scholars. **Cumulative GPA will be based on student's cumulative GPA after 2nd trimester their 12th grade year at FHS.**

### HONOR ROLL

Anyone qualifying by attaining an "A" or "B" average during a marking period should receive public recognition for that achievement.

The following are **Restrictions and Clarifications** regarding the Farmington High School Honor Roll:

1. Students receiving a "D" or "F" grade for a marking period will be automatically excluded from the Honor Roll.
2. Students with "I" grades are excluded from the Honor Roll until the "I" is converted into a regular grade.
3. A student must carry at least four (4) credits during a marking period to be eligible for the Honor Roll.
4. On a four (4) point scale for calculating grade point average (GPA) for any given marking period, a student must have a GPA of 3.667 or higher to qualify for the "A" Honor Roll, and a GPA of 3.0 to qualify for the "B" Honor Roll.

**\*Note: All Advanced Placement (AP), Senior to Sophomore (SCSU) and College in the Schools (CIS) Classes use weighted grades.\***

### SCHOOL SPONSORED TRIPS/TOURS

Organized trips to other states and/or countries during the school year are significant educational experiences. We encourage students to attend if they have the interest and the means. Global cultures often have a different viewpoint regarding student consumption of alcohol. Students must be aware that student consumption of alcohol or tobacco use in another country will lead to Minnesota State High School League penalties enforced upon those students upon their return, as well as school consequences for any alcohol, chemical or tobacco violation or other misconduct during a school sponsored activity. In order for students to participate in school tours, they must be in good academic standing, have no unexcused absences or excessive absences, and if there are health issues, the student must have a doctor's verification to travel. The school reserves the right to determine participation based on the health and safety of all involved in the trip.

### COUNSELING SERVICES

FHS has five counselors available to assist students with educational, social, personal, and vocational problems and/or questions. In addition, please see one of the counselors if you feel you qualify for any other service (special testing, special education, speech therapy, etc.) available from our own staff or through the special education department. See the counselors regarding questions on Open Enrollment, Post-Secondary Options, and the development of individual three-year educational plans. Parents and students are encouraged to make an appointment with one of our counselors to develop a student three-year high school educational plan.

A Chemical Dependency Counselor is available to students on a periodic basis. This counselor provides individual counseling as well as group counseling and parent support and education. Specific office hours are posted in the counseling office.

# **ACADEMIC SUCCESS (cont'd)**

## **CREDIT RECOVERY**

Students have an on-going opportunity to make up lost credit through on-line (Plato) credit recovery. FHS students seeking to make up credits should meet with their Counselor in order to plan a program to earn credits. Students are required to attend ongoing credit recovery sessions or their classes will be locked.

## **HOW TO GET INVOLVED**

### **HOMECOMING**

Homecoming activities at Farmington High School are designed to celebrate a positive school spirit among all the classes. Student Council and other student leadership groups take a leadership role in planning the week's events. Also, community groups, such as the Chamber, Community Action Council, downtown businesses and parents have joined in this team effort to make Homecoming safe, as well as an event in which the school and community can take pride. Students are encouraged to support and participate in the numerous activities planned during the week, such as the parade, jam the gym, football game, pep fests, coronation and float building contest.

### **STUDENT LEADERSHIP PARTICIPANT PENALTIES FOR CONTROLLED SUBSTANCE AND HARASSMENT/HAZING VIOLATIONS**

Students who are members of the leadership groups at FHS are held to high expectations of being role models. Students found to be in violation of controlled substances, hazing, or harassment may be suspended or dismissed from these organizations. Please refer to the organization's by-laws for additional information. The summer months are considered part of the upcoming academic year.

### **FINE ARTS AND NON-ATHLETIC EXTRACURRICULAR ACTIVITIES PENALTIES FOR CONTROLLED SUBSTANCE AND HARASSMENT/HAZING VIOLATIONS**

The following penalties will be enforced when Farmington High School students use or possess alcohol, tobacco, or controlled substances OR violate the MSHSL Code of Ethics, which includes the hazing/racial/religious/sexual harassment and racial/sexual/religious violence by-laws of the Minnesota State High School League while participating in the following activities:

#### **For Category II (Fine Arts) - Upon any violation during the calendar year:**

1. For the first offense, the student
  - a. Will not be allowed to participate in one performance/meet or 10% of the performances/meets, whichever is greater.
  - b. Undergo an informal evaluation with school chemical health counselor.
  - c. Attend a meeting with parents, Activities Director, and coach before being allowed to practice.
2. For the second offense, the student
  - a. Will not be allowed to participate in two (2) consecutive performances or meets or 20% of the performances or meets, whichever is greater.
  - b. Undergo a formal evaluation from a professional agency with recommendations, which may include a treatment program, attendance at required classes, community service, or other activities deemed necessary.
  - c. Attend a meeting with parents, Activities Director, and coach before being allowed to practice.
3. For the third offense, the student is dropped from the activity.

Students who participate in two or more concurrent extracurricular activities shall serve a suspension in each activity. Penalties shall be cumulative beginning with and throughout the student's participation in grades 9-12. A student shall be disqualified from all extracurricular activities for six additional months beyond the student's original period ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

***Additionally, students participating in school activities associated with Farmington High School, but do not fall under the jurisdiction of MSHSL, will be held to the same standard of conduct and consequences of the MSHSL.***

## HOW TO GET INVOLVED (cont'd)

All alleged violations will be thoroughly investigated by the Principal or Assistant Principal/Activities Director and validated before penalties are enforced. All student participants in the above named activities are hereby made aware of these penalties in this Student Handbook.

**Band and Choir additional requirements-** Upon any violation:

1. All participation in musical tours, competitions, contests, honors groups, etc., will not be allowed for one calendar year. Any nonrefundable deposit money for a school organized tour or trip will be lost at the student's expense.
2. If the violator is an officer of any musical organization, he/she will be immediately removed from office.
3. The violator will be ineligible for camp scholarships for the summer following the year of violation.
4. Deduction of letter points per semester:
  - a. First violation: Loss of 50% of letter points for the semester of violation.
  - b. Second violation: Loss of 75% of letter points for the semester of violation.
  - c. Third violation: Removal from all out-of class activities that are not tied to academic grade or credit.
  - d. No controlled substance violation will affect the academic grade or credit for any music student.

### **BAND/CHOIR PARTICIPATION**

Performances/concerts are a natural outgrowth of our instrumental and vocal programs. These performances are demonstrations of the skills learned in **regularly scheduled classes**. Therefore, these local non-MSHSL affiliated performances (concerts, marching band shows, and public performances of small groups) shall be mandatory for students. Refer to individual music course syllabi regarding student non-attendance at mandatory performances. Attendance on the day of a musical group performance is mandatory. Individual student attendance issues will be dealt with as needed on performance days by the music staff.

Student participation in MSHSL solo and small group ensemble contests is voluntary for students. Large group MSHSL contests (choir, band, Jazz Band, New Dimension), which are prepared for during class time, are mandatory for students.

### **FARMINGTON HIGH SCHOOL ATHLETICS & ACTIVITIES ACADEMIC ELIGIBILITY**

Information about MSHSL League Athletic and Activities eligibility requirements is included in the online registration process.

**The term "League sponsored activities" refers to practice/rehearsal as well as games/matches/meets/performances.**

**Student that are not eligible for league competition are also not eligible to participate in any scrimmages.**

**Minnesota State High School League** policies state that a student must be making adequate progress toward graduation and regularly attend school in order to participate in League sponsored activities. FHS criteria for "adequate progress" towards graduation can be found, under the Academic Success section of this handbook.

- ***Students who are not making progress are ineligible to compete in athletic or competitive activities until they have completed credit recovery classes or regular school day classes needed to get back on track. Students are expected to practice and attend competitions to support their team, but cannot participate.***
- ***Grade posting periods are 3 weeks long and the student will remain ineligible until the next grade posting to determine eligibility for the next three weeks. Failure to become eligible after three grade posting periods will result in being dropped from their activity or athletic team with the expectation that the student will focus their time and energy on making academic progress.***

Coaches, with the support of administration, will check the attendance each day before going to practice or a contest/activity.

- ***Students WILL NOT BE ELIGIBLE to participate in extracurricular/co-curricular events or practices due if they are unverified for one or more periods during the school day; or if a student is serving in school suspension or out of school suspension.***
- ***Any participant who is suspended from attending classes for disciplinary reasons is likewise suspended from practices and games during the period of suspension.***

# HOW TO GET INVOLVED (cont'd)

## CLUBS AND ORGANIZATIONS AT FHS

**Drama** - FHS sponsors a spring play, a fall musical, and a one-act play. The one-act play is entered into State High School League competition.

**Diversity Club** - This club is open to all students in grades 9-12 who are interested in promoting & celebrating diversity at FHS. One of the functions of the club is to help the exchange students adjust to the new school and community. Another function of the club is to develop a greater understanding of our differences in various groups at school.

**Environmental Club** – Join others interested in our environment by participating in meetings and activities. Creating and maintaining walking paths around the school ponds, energy awareness, and promoting recycling are some examples.

**FCCLA–HERO** - After-School: Open to students in grades 9-12. Focus is on leadership development. Students can choose individual and group projects of their own interest in the areas of their future career, personal and family development, technology, school and community needs. They will also participate in community service activities (one activity is helping at Lewis House). Students may also choose to participate in the State Leadership Conference. The group usually meets twice a month, after school. Social activities are included!

**The National FFA Organization** - FFA is a national organization for students interested in agriculture and leadership.

**GSA** – (Gay Straight Alliance) Open to all students to meet and promote a safe and healthy environment for all regardless of gender or sexual orientation.

**HERO Internship** - Open to students who are enrolled in the Service Occupations Class and Cosmetology Programs. The group usually meets during the day. Focus is on Career, Personal and Leadership development. Individual, group, and social activities are included. Students may do leadership projects in the career areas of community service, technology, food preparation (cake decorating, sandwich prep, food service, garnishes, etc.), child development, cosmetology, meal service/hospitality, career preparation (job interview) and entrepreneurship.

**LINK Crew** - Students who serve as Link Crew leaders are selected from the junior and senior classes to be mentors to the incoming freshmen. Extensive training is provided to the leaders during the summer. Training includes team building, cooperative group work and communication skills. The purpose of the mentoring is to assist sophomores in their orientation to a successful high school experience. The Link Crew program runs through the entire school year and focuses on both the social and academic aspects of high school.

**Mock Trial** - A competitive experience provided for FHS students in grades 9-12 who desire an enriched opportunity to prepare and present a courtroom case. Students will be competing with metropolitan students in this expanded opportunity.

**National Honor Society** - The Farmington Chapter of the National Honor Society was organized in 1958. Students in Grades 11 and 12 who meet the qualifications of leadership, character, scholarship and service are eligible for candidacy to the organization. A committee of faculty members makes the final recommendation for membership. The object of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and to encourage the development of character in pupils at FHS. Students will be removed from the National Honor Society for falling below the MSHSL & FHS standards by which they were admitted.

**One-Act Play** - Students in this activity can participate in a variety of roles in the production of one-act theatrical play. The group will perform in a competitive setting in both conference and section meets and may provide public performances as well.



## **HOW TO GET INVOLVED (cont'd)**

**Outdoor Club** – This is a group of teachers and students who meet periodically and brainstorm opportunities for experiencing the great outdoors. Hiking, biking, camping, canoeing and snowshoeing are some of the activities this group has enjoyed.

**Peers for Peers** - This organization is for students who want to take a leadership role in maintaining a positive school climate at FHS. Students in grades 9-12 are eligible to apply for activities are designed to promote understanding, acceptance, tolerance and compassion throughout the student body. Peers for Peers students serve as ambassadors for promoting a positive attitude and openness to accepting diversity and change.

**Prowler Press (Online School Paper)** - The *Prowler Press* is FHS's online newspaper published in conjunction with the FHS Yearbook classes. If you are interested in helping create this online publication please see the FHS Yearbook advisor.

**Robotics Team** - The FHS Robotic Team competes in the MN First Robotics competition. Early in the calendar year, the team receives its robot kit and parameters of the competition. The job is to then build a robot designed to accomplish the task for the year. This club represents a great opportunity for students interested in applied science and engineering to work with staff members and other students to build Farmington's entry into this statewide event.

**Speech** - Several types of public speaking talents can be developed in this activity. Students will practice to perfect their performances and then bring them to meets to compete against other schools. Conference and section competitions are available to team members.

**Student Council** - Is a student government body composed of all grade levels. The council members are selected through an application process by the past and current executive councils.

**Tiger Leadership Club (TLC)** - A group of selected students who are dedicated to co-curricular activities and act to encourage and assist peers in leading a chemical-free lifestyle. Participants work to create a caring atmosphere at FHS and are role models for not only their peers but for younger students as well. TLC students are active in service projects and leadership roles within the school and community.

**FHS Creates Change** – Organized during the 2013 WE DAY event held in St. Paul, FHS students continue the spirit of Global Change with actions designed to make a positive difference in the community and world.

**World Language Club** – Meet with others interested in world travel and promoting cultural understanding. Learn more from your World Language teacher.

**Yearbook** - The Tiger Yearbook is published by students with the support of FHS staff. The books are distributed in late May. Yearbook is offered as a class each trimester, but student do not need to be in the class to participate. Students are encouraged to talk to the Yearbook advisors if they would like to be apart of the Yearbook process.

**Youth Development** - Youth Development is a Community Education program that promotes leadership, decision-making skills, and youth service opportunity for district youth. High school students join middle school students and community adults in setting the direction for this program.

**Science Olympiad** – Students interested in anything science related are welcome to participate and compete against other schools with hands on activities and challenging projects.

# CONDUCT

## AFTER SCHOOL FUNCTIONS

Conduct at school sponsored after school functions will be the same as that expected during the regular school day. Improper behavior at sponsored after school activities will result in the same consequences as those listed in this handbook as if that behavior occurred during the school day.

## AFTER SCHOOL FUNCTIONS - DANCES

- \* When visitors are allowed to attend dances, they need to be signed up by 3:05 the day before the dance.
- \* Students may bring a guest from outside FHS but they must be under 21 and in at least the ninth grade to attend a most dances at FHS. Prom is the exception, students must be in 10th grade to attend Prom.
- \* All students must present a school ID/driver's license for admittance to a dance.
- \* Students under suspension may not attend dances.
- \* Dances will begin no later than 8:30 p.m. and end no later than midnight.
- \* Students are expected to be at the dance within one hour from the beginning time.

## ATTENDANCE (ISD 192 Policy 503)

The school board believes that it is not only the student's right but also his/her responsibility to be in school. Further, the school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. There is a school board policy that articulates this as its purpose. It encourages regular school attendance and recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators.

With this in mind, please make doctor, dentist, or other appointments on non-school time, whenever possible. Families are urged to schedule vacations in conjunction with school breaks and during the summer.

The school has the responsibility, under state law, to determine whether an absence is excused, and if not, to take corrective action, including disciplinary consequences.

### *Excused Absence Definition:* **Excused absences fall under these categories:**

- Family emergencies (serious family illness, injury or death)
- Medical appointments (the school reserves the right to verify)
- Student illness
- School sponsored activities
- Required court appointments
- Absences pre-approved by the administration

**Excused Absence Procedures:** When students are to be absent from school for all or part of the school day, or when students must leave school for an appointment, we ask parents/guardians to **call** the school (**NO NOTES**) to excuse the absence **ON THE DAY OF THE ABSENCE OR EARLIER** at (651-252-2505 for students 9<sup>th</sup> & 10<sup>th</sup> grades and 651-252-2513 for students in 11<sup>th</sup> & 12<sup>th</sup> grades). *All absences are considered to be unexcused until verified.*

When a student becomes ill during the school day, he/she must report to the nurse's or main office. The student will be issued a permit to leave the building if necessary. **Students must not leave the building when ill without the permission of and a pass from the nurse or one of the office secretaries or they will be considered unexcused.**

**Multiple Absences:** Any absence past the seventh excused absence may NOT BE EXCUSED unless medical documentation for that entire length of absence is provided or administrative approval granted. Please contact the school nurse or administration with concerns about extenuating medical concerns. It is the parent's responsibility to track a student's attendance.

**Unexcused Absences:** Any absences not identified in the listing of "excused absences" above are unexcused.

**Special Note:** Under district policy all vacation days and college visits are unexcused, unless pre-approved by the high school administration. **Unexcused absences MAY be granted excused status by administration on a case by case basis upon parent completion and submission of the Request to Waive Unexcused Status of Student Absence form available in the FHS attendance office or on the district website. The form MUST be submitted to the building administration no fewer than 5 school days before the intended absence.**

## CONDUCT (cont'd)

### Consequences for Unexcused Absences: PARENTS ARE NOTIFIED OF UNEXCUSED ABSENCE VIA THE AUTOMATED PHONE SYSTEM AND PARENT MONITORING OF THEIR STUDENT'S ATTENDANCE ON PARENT PORTAL.

- Consequences are assigned in an effort to change attendance behaviors.
- TRUANCY WILL BE FILED WITH THE COUNTY WHEN UNEXCUSED ABSENCES BECOME EXCESSIVE (According to the County, 7 is excessive)

### ATTENDANCE - TARDINESS

The purpose of a tardy policy is to stress that we value promptness to class at FHS, to help motivate students to get to class on time, and to help teachers secure more opportunity for instructional time.

**A student is tardy to class when he/she arrives in the classroom without a pass after the bell has rung.** In addition to classroom consequences set forth by the teacher, students who are habitually tardy will be referred to the assistant principal and individualized student expectations will be set forth along with additional consequences.

### ATTENDANCE - LEAVING THE BUILDING – (CLOSED CAMPUS)

**FHS is a closed campus.** According to School Board and high school policies, students are not allowed to leave the school building during the school lunch breaks or any other time during the school day unless they are in the Post-Secondary Option Program or other school sponsored or supported program, having received permission from a school administrator, community service coordinator or work program coordinator or possess an excused permit to leave as directed by parent/guardian and issued by school office personnel. Students found leaving the building will be referred to the office and will be assigned consequences (detention, Saturday School, ISS, loss of parking privileges, etc.) The parent /guardian will be contacted. Chronic violation of this policy will be considered insubordination and appropriate disciplinary actions will be taken.

### BEHAVIOR AND DISCIPLINE

For a comprehensive listing of consequences for behavioral offenses, please see the Handbook for Student Management which can be accessed on the FHS or the District Web Page.

### BEHAVIOR - ABUSIVE LANGUAGE

It is expected that language directed toward staff members and fellow students will be polite and appropriate. Profanity, obscenity, and vulgarity have no place in the school setting. This pertains not only to students as individuals, but also as a part of larger groups. Yelling offensive chants in the cafeteria or at athletic events is as inappropriate as if you were saying these words as an individual. Refer to the Handbook for Student Management on the FHS or District Web Page for possible disciplinary action.

### BEHAVIOR - DISRUPTIVE BEHAVIOR/INSUBORDINATION

Verbal, sexual, and physical abuse of others by students will not be tolerated. Behavior that is disruptive to the educational process will result in appropriate disciplinary action, which may involve detention, suspension, expulsion, or loss of privileges. Insubordination (failure to follow reasonable requests from a staff member) or crude and/or vulgar language toward, or in the presence of, staff members will result in disciplinary action. **Directions by Teachers, substitutes, and other members of the school staff must be followed.** A student may not always agree with the directions of a staff member, but the staff member has a position of authority that must be respected. Students have recourse in situations where they feel inappropriately directed, but they do not have the right to refuse the directions as given.

### BEHAVIOR IN THE LUNCHROOM

Each student is expected to behave in an orderly manner and to clean his/her dining area thoroughly. **Refusal to do so will result in disciplinary action,** including, but not limited to, removal from the lunchroom for a determined period of time. A student found to have stolen food or money in the lunchroom will be subject to any or all of the following penalties: police referral, in-school suspension, out-of-school suspension, detention, Saturday School, MSHSL Code of Conduct Referral and removal from the lunch room for a designated time. Restitution must be made and a fine may be assessed.

### BEHAVIOR - FIGHTING

Students fighting in the school building or on school grounds will be suspended for a length of time determined by the circumstances. Note of clarification: "Self-defense" includes walking or running away and reporting the incident, covering/blocking/holding another person to avoid being struck. Self-defense does not include use of fists or engaging in the physical altercation in any way. Doing so makes one a "mutual combatant" and subject to consequences for fighting.

## **CONDUCT (cont'd)**

### **BEHAVIOR - TAKING OR DISTRIBUTING VIDEO'S OF FIGHTING**

Students are not permitted to video or possess video of fights or altercations that occur at FHS. Sharing or uploading altercations creates a culture of encouraging video worthy altercations. Students who video altercations or are in possession of such video, will be assigned consequences.

### **BULLYING AND CYBERBULLYING (ISD 192 Policy 514)**

"Intimidation or bullying" means conduct that substantially interferes with a student's educational benefits, opportunities or performance occurring on or near school grounds, at a school-sponsored activity, on school-provided transportation, at any official school bus stop, or on a student's walking route to or from school. Intimidation or bullying includes an intentional gesture or a written, verbal, or physical act or threat that a reasonable person under the circumstances knows or should know has the effect of:

- (1) harming a student;
- (2) damaging a student's property;
- (3) placing a student in reasonable fear of harm to his or her person;
- (4) placing a student in reasonable fear of damage to his or her property;
- (5) presenting a sufficiently severe, persistent, or pervasive threat or action and creating an intimidating, threatening, or abusive educational environment for a student.

"Cyberbullying" is the willful harm inflicted through the medium of electronic text.

Examples include but are not limited to: sending threatening emails, posting derogatory comments about someone on a web site, sending harassing text messages, physically threatening or intimidating someone and/or spreading rumors about someone.

Students are reminded that they may be subject to school consequences for actions that may be considered to interfere with the educational process, learning environment, or school functions. This would include activity outside of school, during non-school hours, including vacations and holidays. There does not necessarily need to be police action, arrest or conviction of unlawful activity if the school finds evidence that unlawful activity has occurred. Refer to the Handbook for Student Management on the FHS or District Web Page for possible disciplinary action.

### **DISCIPLINE/ DISCIPLINARY ACTION OPTIONS/CONSEQUENCES**

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. Detention, lunch detention, in school suspension, and Saturday School are examples of consequences assigned for attendance and behavioral concerns. Failure to attend or successfully complete assigned consequences will result in additional and more significant consequences. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

### **DISCIPLINE - IN-SCHOOL SUSPENSION (ISS)**

Students who violate school rules or regulations may be placed in ISS by the school administration. Students in ISS are monitored continually by a supervisor with an emphasis made to modify behavior. While the student is in ISS, he/she will continue working on assigned coursework. Out-of-school suspension will be used on only rare occasions when a student must be removed from the building for infractions of a serious nature. However, students removed from ISS because of behavioral issues will be suspended out of school.

### **DISCIPLINE - ISD 192 POLICY ON STUDENT DISCIPLINE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy. A copy of the full policy can be obtained from the IDS #192 Superintendent's Office, 20655 Flagstaff Ave, Farmington, MN.

## CONDUCT (cont'd)

### DRESS CODE/ DRESS FOR SCHOOL

In the matter of student dress, we strive to maintain the standard that high school is like a job. If the clothing would not be appropriate for an office or retail position, then it is not appropriate for school. We ask the cooperation of parents/guardians when buying school clothing to please help our young adult men and women begin to prepare for the work world with appropriate school dress. Any students wearing clothing, etc. that is deemed by administration as inappropriate, will be asked to change or be sent home to change. Failure to do so will be considered insubordination.

No student will be allowed to attend school while wearing bizarre, obscene, or odd clothes that could cause disruption of the orderly academic process or clothes or grooming styles that constitute a health and/or safety hazard. Specifically, no article of clothing can convey obscene, racial, discriminatory or violent messages, gang affiliation, nudity, Satanism, swearing, cursing, liquor or tobacco promotions or logos, reference to illegal chemicals, statements or pictures demeaning to any group or person.

*"Class/Club/Team Shirts" must have prior administrative approval.*

### GANG BEHAVIOR

Any gang finger signing, written symbols, clothing or other indicators of gang activity is forbidden. Gang related activities will result in out of school suspension and/or expulsion from Farmington High School. Refer to the Handbook for Student Management on the FHS or District Web Page for possible disciplinary action.

### OFF CAMPUS BEHAVIOR

Student behavior or actions that occur off-campus that have a connection to the school may result in school discipline. It is important we serve as good neighbors to others in our community. Any student misconduct during school hours and extended school hours (after school activities) on property directly adjacent to the high school may result in criminal, civil and or school consequences.

### PUPIL FAIR DISMISSAL ACT (EXCERPT FROM)

Section 4. 127.29 Grounds for Dismissal

**Subdivision 1.** No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in a special class or assistance from other agencies.

**Subdivision 2.** A pupil may be dismissed on the following grounds:

- a) Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
- b) Willful conduct which materially and substantially disrupts the rights of others to an education.
- c) Willful conduct which endangers the pupil or other pupils, or the property of the school.

### POSSESSION, USE AND DISTRIBUTION OF CHEMICALS

Possession, use, and distribution of illegal mood-altering chemicals including alcohol is prohibited in all school buildings, on all school property, in cars on school property, at all school related functions off school property, and on school buses. Students found to be under the influence of alcohol or other mood-altering chemicals, having alcohol on their breath, or who are in possession (possession means to have on your person, in your car, in a purse or tote bag, or in your locker) of a mood-altering chemical or drug paraphernalia shall be immediately removed from class and parents will be notified. Potential consequences may include, but are not limited to: detention, Saturday School, in-school suspension, out-of-school suspension,, MSHSL Code of Conduct Referral and police referral.

**PRANKS:** Any activity that could be construed as a prank that could cause harm or fear or disruption of the school day/activity or that involves trespassing on school property or the property of any school district staff member will result in consequences that may include suspension (in-school and/or out-of-school), MSHSL Code of Conduct Violation or loss of school privileges such as dances/prom/graduation ceremony and possible expulsion.

# CONDUCT (cont'd)

## SCHOLASTIC DISHONESTY

First and foremost students must demonstrate the values of honesty. When faced with an opportunity to cheat or plagiarize, we want students to have the capacity to make the right choice. For those students who do "cheat", "take", or "plagiarize" someone else's work and make it his or her own, the consequences are defined below. Scholastic dishonesty which includes, but is not limited to cheating on a school assignment, test, plagiarism or providing work or answers to others is subject to disciplinary measures by the school district in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. § 127.26 through 127.39.

When cheating is observed, in any of its forms, the teacher will inform the Assistant Principal and they will work together with the student and parents to assign the appropriate consequences. Consequences will depend on the magnitude of the academic dishonesty and any previous occurrences of academic dishonesty. Consequences can include but are not limited to:

- Re-doing the assignment or exam with direct supervision
- Additional or alternative assignment
- MSHSL Code of Conduct Violation
- Saturday school (s)
- In school suspension
- After or before school detention
- Loss of Credit

## SMOKING

**DISTRICT 192 IS A "SMOKE FREE" DISTRICT. All adults and students are prohibited from smoking on District 192 property. This includes the possession or use of an "electronic nicotine delivery device" (ECigs).** Students found smoking, using an ECig or in possession of tobacco products in the school building, on the school grounds, or at school-related activities are in violation of district policy. Potential consequences may include, but are not limited to: detention, Saturday School, in-school suspension, out-of-school suspension,, MSHSL Code of Conduct Referral and police referral.

## USE OF TECHNOLOGY - CELL PHONES, iPADS AND OTHER ELECTRONIC DEVICES

Electronic devices are not to be used in any way that disrupts or detracts from the educational environment. Failure to surrender such devices upon a staff member's request will be considered insubordination.

The school assumes NO RESPONSIBILITY for the loss or theft of any electronic devices brought to school. If you are concerned about lost or theft, leave the device at home.

## Student Use of Cellular Telephones and Other Personal Electronic Devices

### **I. PURPOSE**

The purpose of this policy is to set forth expectations for appropriate use of existing and emerging personal electronic device technologies which students may possess, including but not limited to cellular telephones, digital picture/video cameras and/or camera telephones, iPods, MP3s, small computers (iPad), and other personal electronic devices capable of capturing, receiving, and/or transmitting voice, data, or images.

### **II. GENERAL STATEMENT OF POLICY**

Independent School District No. 192 holds high expectations for student behavior, academic integrity, and responsible use of existing and emerging technologies. Students who possess and/or use such devices as described in the previous section at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

### **III. STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL SPONSORED ACTIVITIES**

#### **A. Respect for the educational environment**

1. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
2. Students will not be allowed to leave class in response to any electronic devices.
3. Problematic use of electronic devices will be referred to administration for intervention and issuing of consequences.

#### **B. Respect for privacy**

1. Students shall not photograph or videotape other individuals (staff or students) at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances.
2. Students shall not e-mail, post to the Internet, or otherwise electronically transmit images of other individuals taken at

school without their expressed written consent.

3. Use of cellular telephones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

C. Assuring academic integrity

Students shall not use cellular telephones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

D. Compliance with Other District Policies

Use of cellular telephones or other personal electronic devices must not violate any other District policies, including those regarding student privacy, copyright, cheating, plagiarism, student conduct, acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

**IV. VIOLATIONS OF THIS POLICY**

Consequences for violations of this policy will be determined according to the District's Discipline Policy.

# **LEGAL INFORMATION AND SCHOOL BOARD POLICIES**

## **ISD #192 POLICIES, POLICY EXCERPTS & PUBLIC NOTICES**

### **Data Privacy/Annual Notification of Rights Protection and Privacy of Student Records (ISD 192 Policy 515)**

Pursuant to the requirements of the School District regarding the requirements of federal law, the following constitutes the School District's Annual Notification to parents and students regarding data privacy practices of the school district. The school district has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary, the policy provides:

#### **1. Privacy Rights**

Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian, or if the student is 18 or attends a post-secondary institution, the student. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space but which are set out in the complete policy.

#### **2. Directory Information Includes the Following:**

- Student's name
- Names of the student's parents
- Participation in officially recognized activities
- Weight and Height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most previous educational institution attended
- Photo of student, if available

Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more category of such information.

#### **3. Inspection of Records**

Parents of a student, or a student who is 18 or older, may request to inspect and review any of the student's educational records except those that are, by state and federal law, made confidential. If possible, the school district will comply with the request immediately and if not, within five working days. In certain special circumstances an additional five working days may be required in order to comply. Copies of records may be obtained at a reasonable fee as established by the school district.

#### **4. Challenges to Accuracy of Records**

A parent or student, age 18 or older, who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student, may request that the school district amend the records in question.

If the building Principal or Director of Special Education, within a period of 30 calendar days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a review of the request with Superintendent/School Board.

If, as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the record committing upon it and setting out any reason for disagreeing with the decision of the school district.

The decision of the Superintendent/School Board is the final decision of the school district and may be appealed under the provisions of the State Administrative Procedure Act, Minn. Stat. C15, relating to contested cases.

#### **5. Transfer of Records to Other Schools**

The school district forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent or student who is 18 years of age may request and receive a copy of the records that are transferred and may, pursuant to this policy, challenge the accuracy of the records. The district does not, however, notify parents, or students of age 18 or older, prior to such a transfer.

#### **6. Complaints for Non-Compliance**

Parents or students of 18 years of age or older who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, DC, 20201.

This review of the data privacy rights of student and parents in the educational records maintained by the school district is intended only to be a summary of the provisions of the "Protection and Privacy of Pupil Records" and applicable state and federal laws.

Requests for copies of the policy and questions should be addressed to: The Superintendent of Schools in this district.

#### **7. Special Services and Disclosure of Information**



If your child is evaluated to see if they are eligible for special education, the Farmington Area Public Schools will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) to find out if your child is on Medical Assistance or Minnesota Care. If you do not want the district to share your child's name and date of birth with DHS you need to let us know in writing at the time of consent for an evaluation. Send your request to: Special Services, 510 Walnut Street, Farmington, MN 55024. If you have any questions please call the Special Education office at 651-463-5020.

### **HARASSMENT**

Independent School District #192 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances and other forms of religious, racial or sexual harassment by any student, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances. If any student feels he/she is being discriminated against because of race, religion, sex, national origins or any other reason, he/she should report such discrimination to the building administrators or one of the counselors. It will then be forwarded to the Human Resources Officer for further investigation. A copy of the complete harassment policy can be accessed on the district website.

#### ***What behaviors could lead to harassment?***

A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

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

#### ***Examples of behaviors that could be considered harassing:***

1. Students making sexual gestures;
2. Students displaying sexually explicit materials in lockers, notebooks, etc;
3. "Depantsing", bra snapping, etc;
4. Writing harassing comments in textbooks, notebooks, etc;
5. Sexually descriptive notes or drawings;
6. Name calling, including references to race, ethnicity, religion or sexual orientation;
7. Teasing students about their body development or sexual activities;
8. Wearing offensive hats or t-shirts;
9. Students spreading sexual rumors about other students;
10. Words or actions that make you uncomfortable or hurt your feelings that are related to race, religion or sex.

#### ***What to do about harassment: REPORT IT OR IT WON'T GO AWAY***

If any words or action make you feel uncomfortable or fearful, you need to tell any teacher, counselor, principal, assistant principal, administrator or District Human Rights Officer: You may make a written report. It should be given to any teacher, counselor, principal, assistant principal or a Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take appropriate actions based on your report. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported. This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request. Multiple substantiated reports filed on one student will result in disciplinary actions as per the District Disciplinary Plan. Consequences for harassment will vary with the severity of the offense. These consequences may range from a warning to a recommendation for expulsion.

### **HARASSMENT AND VIOLENCE, POLICY PROHIBITING (ISD 192 413)**

It is the policy of Independent School District 192 to maintain a learning and working environment that is free from harassment and violence. The district 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 or disability. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication or regarding as defined in this policy. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formal or informal, verbal or written, or harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

## HAZING (ISD 192 Policy 526)

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, 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 created a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted are, calisthenics or other activity that subjects the student to any unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - c. 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.
  - d. 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 of dignity of the students or discourages the student from remaining in school.
- B. 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.

### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the building principal immediately.
- 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.

### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning suspension, exclusion, expulsion, transfer, remediation, termination or discharge. 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
- D. Fair Dismissal Act, school district policies and regulations.
- E. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participated in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **PLEDGE OF ALLEGIANCE (ISD 192 531)**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or the teacher's surrogate, or over a school intercom system by a person designated by the school principal or other person having administrative control over the school. Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice not to recite the pledge. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag in patriotic exercises.

### **WEAPONS (ISD 192 Policy 501)**

The purpose of this policy is to assure a safe school environment for students, staff and the public. **NO STUDENT OR NONSTUDENT, INCLUDING ADULTS AND VISITORS, SHALL POSSESS, USE OR DISTRIBUTE A WEAPON WHEN IN A SCHOOL LOCATION.** The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### **“WEAPON”**

1. 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: air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nun chucks, 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.
2. 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 non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
3. 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.
4. Incendiary devices such as cigarette lighters, matches, etc. used in a threatening, dangerous, or careless manner may be considered weapons.

**“SCHOOL LOCATION”** includes any school building or grounds, whether leased, rented, owned or controlled by school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

**“POSSESSION”** means having a weapon on one's person or in an area subject to one's control in a school location.

#### **EXCEPTION**

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 principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

#### **POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS**

While the school district takes a firm position on the possession, use or distribution of weapons by students, and similar position with regard to non-students, such a position is not meant to interfere with instructing or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### **CONSEQUENCE FOR WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district and the school take a firm position of in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
  1. Confiscation of the weapon.
  2. Immediate notification of police;
  3. Parent or guardian notification;
  4. Immediate out-of-school suspension;
  5. Further consequences as per district handbook on student management.
- A. Pursuant to Minnesota law, a student who brings a firearm as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- B. Administrative Discretion: While the school district and the school takes a firm position on the possession, use of, distribution of weapons by students, 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 or a recommendation by the building principal for lesser consequences.

**SEXUAL HARASSMENT OR SEXUAL VIOLENCE AS SEXUAL ABUSE**

Under certain circumstances, sexual harassment or sexual violence may constitute sexual abuse under Minnesota Statute 609.341, sub. 10 through 609.345; Minnesota Statute 609.321 through .324; or Minnesota Statute 617.246. In such situations, School Districts shall comply with Minnesota Statute 626.556, Reporting of Maltreatment of Minors. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged sexual abuse.

**SEARCH AND SEIZURE (ISD 192 Policy 502)**

The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by school rules or by law. School authorities may seize any illegal contraband, substance, or object; or any material or object that violate a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

**General Inspection** – School authorities will be making general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers, such as clothing, bags, purses, unless reasonable particularized suspicion exists.

**Locker/Storage Area Inspections** – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

**Personal Searches** – A student's person and/or personal effects (e.g., purse, book, bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

**Electronic Device Searches** – A student's personal and school owned electronic devices may be searched when a school authority has suspicion to believe the device is being used in connection to violation of any school policies including but not limited to chemicals, weapons, and harassment. Failure to cooperate will imply that the worst case suspicions are accurate and will result in consequences consistent with that infraction.

**Motor Vehicle Searches** - Motor vehicles driven by students and parked on or near school property during regular school hours or during school activities are subject to being searched when school officials have reason. Any student who refuses to submit to a reasonable search by school authorities will be subject to disciplinary action. School authorities may detain the student pending the notification and arrival of the student's parent(s) and/or law officials as appropriate.

School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**SPECIAL EDUCATION RECORDS RETENTION** - Notice is hereby given as to the length of time that a child's special education file will be maintained. The record will be retained until after a child's 21st birthday in accordance with the school district's retention schedule. At that time, the contents will be destroyed with the exception of the child's last IEP, last Evaluation Report, last Notice of Proposed Action, standardized and achievement test results related to special education, and the most recent information regarding the student's name, address, and phone number.