

# **Faribault Area Learning Center High School Student Handbook 2020-2021**



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Faribault, Minnesota 55021  
507.333.6187**

If you do not understand the information presented to you in this handbook,  
please contact the director through the main office of your child's school.  
Interpreter services can be provided for you.

Spanish

SI NO COMPRENDE LA INFORMACION PRESENTADA EN ESTE AVISO,  
HAGA EL FAVOR DE PONER SE EN CONTACTO CON LA INSTRUCTORA DE  
"INGLES COMO SEGUNDA LENGUA" A TRAVES DE LA OFICINA PRINCIPAL  
DE LA ESCUELA DE SU HIJO/A. SERVICIOS DE INTERPRETES LES SEVAN  
FACILITADOS.

Somali Waalidiinta

Haddii aadan fahmin akhbaartan, ku saabsan xaaladda ardaga fadlan la xiriir,  
Dugsiga carrurtaadu dhigato, amma macalinka (ESL) Dugsiga Ayaa  
kuu diyaarinayo turjubaan wax kuu rasiro.

Cambodian

Nuer

Mi ci láári lín rey gɔɔra neme, jin we kã laät tin lät kã ESL, ke duɔp máktápã duel  
gɔr kã gaan. Ba luuc thuɔk riali kã ka kuii du.

ប្រសិនបើអ្នកមិនយល់ក្រសួងស្នេហា  
ដែលស្នេហាអ្នកស្នេហាអ្នក ស្នេហា  
ដែលមិនយល់ក្រសួងស្នេហា  
អ្នក (E.S.L) ក្នុងនាមៈ ការប្រកាស  
ក្នុងរបស់អ្នក ក្នុងនាមៈអ្នកបកប្រែ

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*The FALC-HS is a personalized alternative high school program designed to meet the needs of students who for a variety of reasons are not successful in the traditional school setting. It was created in 1975 to meet the needs of a changing student population. Graduation from high school leading to post-secondary education or gainful employment remains the primary focus of the FALC-HS. Students earn a Faribault High School diploma or a diploma from their home school district.*

## **ADMISSION PROCEDURES**

Referrals for enrollment in the FALC-HS may come from a principal, counselor, the student or his/her parent or guardian. Referrals should be directed to the FALC-HS Director who will evaluate the student for admission. Prospective students must have completed a majority of their ninth grade classes and meet state ALC program requirements. After completion of an interview and determination of qualifying for programming, a continual learning plan will be developed.

## **ADMISSION OF NON-RESIDENT STUDENTS**

Faribault School District #656 is an open enrollment school district. Students who wish to attend classes in the FALC-HS must follow the same admission procedure as local residents.

## **ATTENDANCE POLICY**

A student enrolled full time in the FALC-HS can earn up to eleven credits per year. Full time students can attend classes Monday through Friday between 8:00 a.m. and 3:05 p.m. Full-time students are expected to be in school on a daily basis. According to Minnesota State Statute 120A.00, subdivision 5 states that every child from age 7-18 must be enrolled and attend a school until the child has graduated. Students need a minimum of 34 seat hours each quarter to earn .25 credit.

Student attendance is available via parent portal; we will make reasonable efforts to contact students, parents or guardians when a student misses school. However, this responsibility is that of the student as program participation at the ALC is structured as a young adult program. Students should notify the office when absent.

Credit recovery for full time high school students is located at FALC-HS.

## **CLASSES**

Students at the FALC-HS earn credits in English, Social Studies, Science, Math, Health, Physical Education, Vocational Seminar, Work Experience, and a variety of elective classes that meet the requirements for a Faribault High School diploma. All efforts are made to keep class sizes small. Grading is non-competitive, thereby affording each student the opportunity to progress at his/her own speed. Individual study is available for serious students to make-up credits needed to graduate from high school.

Student attendance is vital to credit completion. Students are only allowed to miss 3 class periods per quarter to be considered eligible to earn credit during that quarter.

Symposium is an opportunity offered at the end of quarters 2 and 4 for students to obtain elective credit. Symposium classes are offered on a block schedule; three hours per class each day for ten days. There will be a morning and afternoon session. Students are encouraged to attend one or both sessions of symposium to gain credit and explore other opportunities. Students under the age of 18 are required to attend at least one session per the Attendance Policy unless otherwise indicated by a parent. Students are only allowed to miss 1 three hour class period to be considered eligible to earn credit during that symposium term.

## **CONTINUAL LEARNING PLAN (CLP)**

To attend an ALC, the state requires a student to have a CLP on file. This plan is basically a roadmap for success. We encourage students to use their CLP to outline their goals and objectives to better help them plan their future.

## **DRESS CODE**

See Dress Code—Basic Philosophy section located on page 8



## GENERAL PROCEDURES AT THE ALC

### *Leaving the Building*

If a student leaves the building they may not return for the rest of the day unless they have permission from a staff member. We are a closed campus. Please plan appointments and food needs accordingly. If a student becomes ill or injured during school they must notify the office before going home.

### *Tobacco/E-Cigarettes/JUUL on School Grounds*

Tobacco use is not permitted anywhere on school grounds. If a student leaves the building to use tobacco on school property or in a vehicle they will be asked to leave for the remainder of the school day. Please refer to pages 9-10 for student discipline policies.

### *Cell Phones*

Cell phones are not to be used during class instructional time. Students will not be allowed to use their phones in any manner that may be determined as interfering or disrupting the education of others.

### *Building Safety & Security*

Maintaining a safe educational environment for all students is our first priority. Front doors will be closed at 8:20 a.m. daily. All visitors or tardy students will need to be buzzed into our building. Students are to uphold and maintain a safe setting by using the buzzer system appropriately for building access.

## FALC GRADUATION REQUIREMENTS

				<b>Total</b>	<b>22.0 Credits</b>
English	4.0 Credits	Health	0.5 Credits		
Social Studies	3.5 Credits	Physical Education	1.0 Credits		
Math	3.0 Credits	The Arts	1.0 Credits		
Science	3.0 Credits	Electives	6.0 Credits		

## NON-CUSTODIAL PARENTAL RIGHTS TO INFORMATION

Custodial and Non-Custodial parents have the right to make inquiries and be informed about their child's educational program and progress in school. Custodial and non-custodial parents may visit school at any time and attend conferences as a matter of statutory right regardless of the desires or requests of the other parent.

The law states: Family Law-Chapter 668, Sec. 12, Subd 3 Custody Order (a) Upon adjudging the nullity of a marriage, or in a dissolution or separation proceeding, or in a child custody proceeding, the court shall make such further order as it deems just and proper concerning: (1) the legal custody of the minor children of the parties which shall be sole or joint; (2) their physical custody and residence; and (3) their support. In determining custody, the court shall consider the best interest of each child and shall not prefer one parent to the other solely on the basis of the sex of the parent. (b) The court shall grant the following rights of each of the parties unless specific findings are made under paragraph (c) and every custody order must include the following notice of the parties:

Each party has the right of access to and to receive copies of school, medical, dental, religious training, and other important records and information about the minor children. Presentation of a copy of this order to the custodian of a record or other information about the minor children constitutes sufficient authorization for the release of the record or information of the requesting party. Each party shall keep the other party informed as to the name and address of the school of attendance of the minor children. Each party has the right to be informed by school officials about the children's welfare, educational progress and status, and to attend school and parent-teacher conferences. The school is not required to hold a separate conference for each party.

In case of an accident or serious illness of a minor child, each party shall notify the other party of the accident or illness, and the name of the health care provider and the place of treatment. Each party has the right to reasonable access and telephone contact with minor children. The court may waive all or part of the notice required under paragraph (b) if it finds that it is necessary to protect the welfare of a party or child.

Staff at Faribault Area Learning Center will, on request, send report cards and hold conferences with a non-custodial parent, unless there is a court order or legally binding instrument prohibiting such contact. Our school complies with the Family Education Rights and Privacy Act of 1974. If you desire to have a copy of your child's report card sent to a non-custodial parent, please notify us.

## **POST SECONDARY ENROLLMENT OPTIONS (PSEO)**

ALC students are eligible for PSEO. FALC students are also eligible for FALC LIFE-long learning program. LIFE allows ALC students to attend South Central College, Faribault, and work on both their high school diploma and their degree at the same time without having to meet all PSEO entrance criteria. Please see the FALC website for more information.

## **SEVERE WEATHER PROCEDURES**

The school will be closed if it is determined that the weather and roads are in such a condition that the safety and health of the students would be endangered.

On days when schools will not operate because of severe weather, announcements will be made over radio stations KDHL (920) and WCCO (830), as soon as a decision can be reached. An attempt will be made to make a decision on the closing of school prior to 6:00 AM. Public and parochial schools will be treated the same. Exceptions will be announced separately.

If a storm develops during school hours, students may be sent home early.

When school is closed because of inclement weather, all activities and practices are likewise cancelled.

If school is cancelled during the day, there will be no evening classes. Announcements will be made over the radio stations KDHL and WCCO.

## **STUDENTS FROM NEIGHBORING DISTRICTS**

Students may make special arrangements with their home district to complete that diploma instead of earning a Faribault diploma. Students need to contact the counselor from their home district and make these arrangements themselves. The ALC will send transcripts to other districts as requested.

## **STUDENT RECORDS**

Parents and students may view their records upon written request to the Director. A maximum of ten days will be required to accumulate all recent information in preparation for the review. All student records will be treated in accordance with the provisions to Public Law 93-390, passed by Congress in 1974, and the laws of the State of Minnesota.

## **STUDENT RIGHTS**

Students have the right to:

- A meaningful education and supportive learning environment
- The maintenance of high educational standards
- A safe building and sanitary facilities
- See their personal file, cumulative folder, and transcript
- Be involved in school activities without being subject to discrimination on any basis providing they meet qualifications of sponsoring organizations

A right of appeal: If a student feels their rights have been violated, they should first bring the matter to the attention of the Director, unless the alleged violation involves this person. If the Director is involved or an appeal of the Director's decisions is desired, the case may be brought to the Superintendent of Schools, and a further appeal may be made to the Board of Education at their next regular meeting.

A student may appeal their case in court without going through the administrative process outlined above, but the court may require the student to first exhaust those channels within the local system. The local Board of Education also has the right of appeal.

## **STUDENT HEALTH**

### ***MEDICATIONS AT SCHOOL***

All medication must be administered through the front office. Tylenol and ibuprofen can be administered by school personnel, with written parental authorization, up to a maximum of 5 times a month. Student will need to have their own supply in the front office. All other medications require Doctor's authorization and signed by a guardian/parent (18 yr. and over can sign for him/her self). The school district does not supply Acetaminophen (Tylenol) and Ibuprofen (Advil).

All other medications that are administered by school personnel must be:



- 1) Accompanied by a physician order. The physician order will state medication, dosage, time, duration, and medical reason for medication, other medications this student is taking and side effects of medications.
- 2) Administered only if parent has signed a medication authorization form.
- 3) In the original container marked with the student's name, medication name, dosage, times to be given, and route of administration.
- 4) The controlled substance medication will be brought to the school and picked up at the school by an adult. Please see school board policy 516 for more information.

### ***SELF ADMINISTRATION OF EMERGENCY MEDICATIONS***

Inhalers and EPIPEN's may be carried by a student at the ALC if the proper forms have been completed, are on file in the front office and school personnel has determined the student is able to administer them safely. The school nurse or administration has the right to remove self-administration for any student at their discretion. This does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

### ***ALLERGIES***

Parents/Guardians of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical requirements needed for the student.

### ***HEALTH CONDITIONS***

Notification of Health Conditions is the parent's responsibility at the beginning of each school year and throughout the school year to inform the child's teacher, building nurse or principal if there are medical conditions that require special measures such as dietary or activity restrictions at school for the student.

### ***DISPOSAL OF UNUSED MEDICATION***

All unused, discontinued, or expired medication will be disposed of after 2:30 pm on the last day of school if a parent/guardian has not picked it up.

### ***SPECIAL EDUCATION***

Faribault School District is committed to fulfilling the obligations of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act. The fundamental principle behind these federal laws is that students with disabilities are provided a free and appropriate public education in the least restrictive environment. This means that the district has systems in place to identify, evaluate and provide educational services to students with disabilities in a manner that is similar to their non-disabled peers as deemed appropriate.

Parents and students have a right to request an evaluation if they suspect the student has a disability that affects their educational process. The district employs licensed special education teachers, therapists and psychologists to conduct evaluations. Parents and students have a right to be part of the educational team that determines the methods of evaluation, the interpretation of the evaluation results and the development of the Individual Education Program (IEP) or 504 Plan, should one be required. Parents and students who have questions regarding the process can contact the Director of Special Education at 333-6002.

### ***TENESSEN WARNING***

The Minnesota Government Data Practices requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district;
2. Whether the individual may refuse or is legally required to supply private data; and
3. Any known consequences arising from supplying or refusing to supply private data; and
4. The identity of other persons or entities authorized by a state or federal law to receive the data. Minn. Stat. 13.04 Subd. 2.

## TRANSPORTATION

Students may request to utilize bus transportation provided by Faribault Transportation. Student transportation times will remain the same throughout the school year, regardless of term. *Students are encouraged to attend all day and align their requested transportation with our full day symposium schedule.*

## VISITORS

The Director or the administrative designee must grant permission for any visitors to be in the school. All visitors must check in at the office.

## DRESS CODE—BASIC PHILOSOPHY

A correlation exists between good grooming, personal attire, personal/public respect, and student achievement. A similar relationship exists between student dress and acceptable standards of conduct. The School District has a legitimate educational interest in promoting respect for authority, decency and civility among students and in protecting the health and safety of its students. This dress code is designed to allow for student comfort, while maintaining an environment conducive to learning and appropriate for the educational setting in the Faribault Public Schools.

Recognizing these relationships and educational interests, the following dress code applies to both sexes and will be enforced at school and school-sanctioned activities. Any apparel, hair style, cosmetics, or jewelry—even if not specifically mentioned on the next page—which poses a threat to the health or safety of the student or others, or disrupts the educational process, is not acceptable. Our schools are a place for the business of education; students' grooming and dress must be appropriate to both the school setting and the weather. Exceptions to the enforcement of this dress code may be made in exceptional circumstances; for example, Prom or other school sanctioned activities. Students will be notified in advance of the activity of the dress code provisions which may be relaxed for the activity.

## STANDARDS FOR STUDENT CLOTHING

1. Clothing must not pose a threat to the health or safety of the student or others.
2. Clothing or markings to the body must not include words or visuals that are sexually suggestive, profane, abusive, degrading, or discriminatory; clothing or markings to the body must not display or promote the use of drugs, alcohol, tobacco or other activities or products that are illegal to minors.
3. See-through or sexually suggestive apparel which exposes the body in an inappropriate/suggestive manner may not be worn. Underwear must not be visible.
4. Headgear, including hats, bandannas, hoods, and sunglasses, may not be worn in the school building except with the approval of the building principal.
5. Spiked and chain-linked jewelry/accessories may not be worn.
6. Clothing is not a substitute for a backpack. Students are not to carry items that cause pockets, etc. to be bulky.
7. No gang-related apparel, clothing, jewelry, insignia, colors, paraphernalia or materials may be worn on or carried on campus or at school-sanctioned activities.
  - a. a. For the purposes of this policy, "gang" is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, that:
    - (1) has, as one of its primary activities, the commission of one or more of criminal offenses;
    - (2) has a common name or common identifying sign or symbol; and
    - (3) includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.

A parent/guardian may be asked to bring in alternative clothing.

Headgear, inappropriate accessories, and electric equipment, worn or carried, can be confiscated by ALC Staff for a period of time determined appropriate by staff and may be, but not limited to the entire day.



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

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

### Why statewide testing?

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

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

### Why does participation matter?

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

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

### Academic Standards and Assessments

#### What are academic standards?

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

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

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

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

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

#### ACCESS and Alternate ACCESS for English Learners

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



## Why are these assessments effective?

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

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

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

## Are there limits on local testing?

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

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

## What if I choose not to have my student participate?

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

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

## When do students take the assessments?

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

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

## When do I receive my student's results?

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

## How much time is spent on testing?

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

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

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

## Where do I get more information?

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





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

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

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

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

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

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

**I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."**

**If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

## **POLICIES**

*The following are a summary of some of our school policies. All policies are available on our district website at [www.faribault.k12.mn.us](http://www.faribault.k12.mn.us)*

### ***EQUAL EDUCATIONAL OPPORTUNITY POLICY No. 102***

The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

### ***HARASSMENT AND VIOLENCE POLICY No.413***

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

### ***TOBACCO-FREE ENVIRONMENT POLICY No. 419***

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

#### ***GENERAL STATEMENT OF POLICY***

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

#### ***TOBACCO AND TOBACCO-RELATED DEVICES DEFINED***

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.

B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any tobacco product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.



C. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

D. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

#### **EXCEPTIONS**

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and 419-3 Drug Administration for sale as a tobacco-cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

#### **ENFORCEMENT**

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

### **STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES POLICY – No. 500.10.1**

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

### **SCHOOL WEAPONS POLICY – No. 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 except as provided in this policy. 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.



### ***SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON POLICY – No. 502***

The purpose of this policy is to provide a safe and healthful educational environment by enforcing the school district's policies against contraband. Desks – School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Personal Possessions and Student's Person – The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### ***STUDENT DISCIPLINE POLICY - No. 506***

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. The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

### ***BULLYING PROHIBITION POLICY - Policy No. 514***

#### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. 514-2

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or



tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred. Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district 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

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume



liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### **V. SCHOOL DISTRICT ACTION**

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited



conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs



available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

### **VIII. NOTICE**

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### ***INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES - No. 519***

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

### ***STUDENY SURVEYS POLICY - No. 520***

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.



### ***STUDENT SEX NONDISCRIMINATION POLICY - No. 522***

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

### ***TECHNOLOGY & INTERNET ACCESS POLICY – No. 524***

The purpose of this policy is to set forth policies, parameters, and guidelines for access to the school district electronic technologies, use of the district network, and acceptable and safe use of the Internet, including electronic communications and social networking tools. In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other online resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

*Please see the website for a comprehensive outline of this policy.*

### ***Faribault Public Schools “Bring Your Own Device” (BYOD) Guidelines***

Students using personal mobile devices on the Faribault Public Schools network are still subject to the District’s Acceptable Use Policy 524 (AUP). Violation of this policy may result in disciplinary action and/or loss of privileges.

Faribault Public Schools recognizes that using digital technologies can enhance student learning experiences and facilitate the development of 21st century skills. The Faribault School’s BYOD program will provide an opportunity for students to bring their own mobile devices to school to use in the classroom. The purpose of allowing a BYOD environment is to continue to develop our digital learning initiative and to empower students to take a more active approach to their personal learning. Faribault Schools will provide Internet access to the ISD 656 guest network for the use of mobile devices. Students who choose to participate in the BYOD program must follow the Acceptable Use Policy and the Bring Your Own Device Guidelines.

### ***HAZING PROHIBITION POLICY - No. 526***

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### ***STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS POLICY - No. 529***

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

### ***IMMUNIZATION REQUIREMENTS POLICY - No. 530***

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

***WELLNESS POLICY - No. 533***

The purpose of this policy is to ensure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating and physical activity. The school district recognizes that mental wellness and physical wellness are inseparable; that wellness is more than the absence of illness; that wellness is a resource and fosters student attendance and learning.

***MULTICULTURAL / GENDER-FAIR CURRICULUM POLICY – No. 600.1***

The Board of Education of the Faribault Public Schools affirms its commitment to provide equal educational opportunities to all students attending District schools, regardless of their sex, race, disability, or socioeconomic background. The School Board and Administration will work with District Staff, community members and others to develop a written plan to assure that curriculum developed for use in District schools is done in conjunction with the State Board of Education adopted Multicultural/Gender-Fair Curriculum Rule (3500.0550), so that students and staff gain an understanding and appreciation of:

- the cultural diversity of the United States, which reflects the contributions by, and roles open to Americans of all races and cultures with special emphasis on American Indians/Alaskan Natives, Asian Americans/Pacific Islanders, Black Americans, and Hispanic Americans.
- the historical and contemporary contributions of women and men to society; and
- the historical and contemporary contributions to society by persons with disabilities in society.

The curriculum developed shall provide learning experiences and appreciation of all cultural heritage's, human dignity, cultural diversity, and development of individual self-worth for students and staff; and shall promote experiences in multicultural, gender-fair activities which prepare the students to live productively in a multicultural, pluralistic society.

***VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES POLICY – No. 903***

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.



# 2020-2021 Faribault ALC School Calendar

**NO SCHOOL**  
 End of Term Day   
 Conferences   
**Field Day**  
**FINALS**  
 All Quarters=37 Days  
 Group A Group B  
 Flex

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
Su	M	Tu	W	Th	F	Sa
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Dates to Remember:**  
 September 7: NO SCHOOL  
 September 8: First Day of School  
 October 5: Conferences; 3:30-8:30pm  
 October 14-16: NO SCHOOL  
 November 2: Last Day of First Quarter  
 November 3: Start of Second Quarter  
 November 9: NO SCHOOL  
 November 25-27: NO SCHOOL  
 December 7: Conferences; 3:30-7:30pm  
 December 23-January 1: NO SCHOOL  
 January 8: Last Day of Second Quarter  
 January 11-25: Symposium 1  
 January 18: NO SCHOOL  
 January 26: Finals Day  
 Graduation @ 1pm  
 January 27: First Day of Third Quarter  
 February 1: NO SCHOOL  
 February 12: NO SCHOOL  
 February 15: NO SCHOOL  
 February 25: Conferences; 3:30-8:30pm  
 March 15-19: NO SCHOOL  
 March 30: Last Day of Third Quarter  
 March 31: Start of Fourth Quarter  
 April 27: Conferences; 3:30-7:30pm  
 May 20: Last Day of Fourth Quarter  
 May 21: Field Day  
 May 25-June 7: Symposium 2  
 June 8: Finals Day  
 Graduation @ 1pm

**!!Reminder!!  
 Call the Office @ 507.333.6187  
 to report a student absence.**

**FLEX DAYS : Designed for students to seek help as needed! Set an appointment or come in for help with an assignment. If you need a quiet place to work or access to technology.**

*All students are expected to be at school during their scheduled class time(s) every day!*



## 2020-2021 Faribault ALC Schedules & Staff Contact Information

Name	Phone	Position	Email
Dinse, Vonna	333.6186	Director	vdinse@faribault.k12.mn.us
Bloomquist, Abby	333.6046	English	abloomquist@faribault.k12.mn.us
Casteel, Heather	333.6044	Vocational Sem.	hcasteel@faribault.k12.mn.us
Coleman, Brian	333.6041	Service Learning	bcoleman@faribault.k12.mn.us
Forsberg, Kat	333.6064	Science	kforsberg@faribault.k12.mn.us
Fuchs, Mallory	333.6104	Chemical Health	mfuchs@faribault.k12.mn.us
Jarvis, Jackie	333.6043	Art	jjarvis@faribault.k12.mn.us
Knudson, Candace	333.6066	Special Services	cknudson@faribault.k12.mn.us
Maas, Brian	333.6044	Math	bmaas@faribault.k12.mn.us
Mitchell, Josh	333.6082	Phy. Ed / Health	jmittchell@faribault.k12.mn.us
Payne, Jana	333.6187	Admin. Asst	jpayne@faribault.k12.mn.us
Roessler, Shane	333.6028	Counselor	sroessler@faribault.k12.mn.us
Suss, Stephen	333.6046	Social Studies	ssuss@faribault.k12.mn.us

*It is the practice of Faribault Public Schools to require a criminal history background check on prospective employees and volunteers for all co-curricular and extra-curricular positions in the District.*

Quarter Class Periods	
1	8:00-8:42
2	8:43-9:28
3	9:29-10:14
4	10:15-11:00
Lunch 11:00-11:15	
5	11:16-12:01
6	12:02-12:47
7	12:48-1:33
8	1:34-2:19
9	2:20-3:05

2 Hour Late Start	
Quarter Class Periods	
1	10:00-10:31
2	10:32-11:03
Lunch 11:04-11:19	
3	11:20-11:51
4	11:52-12:23
5	12:24-12:55
6	12:56-1:27
7	1:28-1:59
8	2:00-2:31
9	2:32-3:05

FINALS	
January 27 & June 9	
Symposium A:	8:20 am - 10:15 am
Symposium B:	10:20 am - 12:10 pm

Symposium	
A	8:20-11:20
Lunch	11:20-11:50
B	11:50-2:50

In the event of a 2 hour late start during Symposium, we will start period A at 10:00am, then follow as normal.

Facebook: Faribault Area Learning Center Updates



Twitter: Faribault ALC @Faribault ALC



WANT TO KNOW HOW YOUR STUDENT IS DOING IN SCHOOL?

CHECK PARENT PORTAL!!!

PARENT PORTAL

Infinite Campus