

# Faribault High School

## 2022-2023 Student Handbook



**330 Ninth Avenue SW Faribault, MN 55021**

**Phone: 507-333-6100**

**Fax 507-333-6248**

**[www.fhs.faribault.k12.mn.us](http://www.fhs.faribault.k12.mn.us)**

**#BELONG**



# **FALCON P.R.I.D.E.**

**P - We Are PRESENT & PREPARED**

**R - We Are RESPECTFUL**

**I - We Are INVESTED**

**D - We Are DETERMINED**

**E - We Seek EXCELLENCE**

**#WE ARE FARIBAULT**

## **Mission of Faribault High School**

"To be a trusted community resource, which provides life-long learning opportunities in a safe, nurturing, and optimistic environment."

## **Faribault Falcons Fight Song**

The Faribault Falcon team is hard to beat,  
They're just 100-par from head to feet,  
They've got a style of play that's mighty sweet,  
And when you see them play, you'll say,  
You're bound to say, you'll say now,  
There's a team we're proud to know,  
They've got that good old Faribault pep and go,  
And when you see them play, you're bound to say,  
You've got to go, gang go!

**#BELONG**  
**#WeAreFaribault**  
**#FalconPRIDE**

## Faribault High School Phone Numbers

Superintendent - Jamie Bente	507-333-6010
Principal - Joel Olson	507-333-6100
Assistant Principal - Ryan Wynn	507-333-6100
Assistant Principal – Amy Bouma	507-333-6100
Activities Director – Kevin Kleiner	507-333-6210
CTE and WF Coordinator – Molly Titchenal	507-333-6104
Chemical Health Specialist – Brianne Zabinski	507-333-6166
Integration Coordinator – Heidi Oanes	507-333-6009
Registrar – Shelly Fritz	507-333-6207
Director of Special Education – Robert Dehnert	507-333-6002
Asst. Dir. of Special Education - Kari Woyda	507-333-6035
Student Success Coordinator – Katherine Schultz	507-333-6018

### Counselors:

Dawn Peanasky (A-D)	507-333-6200
Emma Balow (E-K)	507-333-6200
Faith Ahmed (L-Q)	507-333-6200
Michelle Breun (R-Z)	507-333-6200

School Psychologist - Ana Silva	507-333-6219
Social Worker - Jim Phillips	507-333-6294
Nurse - Terra Boyd	507-333-6286
School Resource Officer - Josh Sjodin	507-333-6218
Food Service – Cathy Hammerschmidt	507-333-6773

Somali FACES - Abdimutalib Abdullahi	507-333-6108
Hispanic FACES - Dora Mata	507-333-6173
Family Literacy Specialist - Affey Sigat	507-333-6217

<b>Attendance Line</b>	<b>507-333-6102</b>
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## **7 Period Day Schedule**

Period 1    8:15-9:06  
Period 2    9:10-10:00  
Period 3    10:04-10:54  
Period 4    10:58-12:22

**A LUNCH** 10:58 -11:24  
Class 11:27-12:22

Class 10:58 -11:24

**B LUNCH** 11:27 -11:53  
Class 11:57 - 12:22

Class 10:58-11:53

**C LUNCH** 11:57 -12:22

Period 5    12:26-1:17  
Period 6    1:21-2:11  
Period 7    2:15-3:05

# Academic Information

**FULL TIME STUDENT STATUS:** All students must be enrolled in a minimum of six of seven classes. Students may only have one study hall per semester.

## **GRADUATION REQUIREMENTS**

Graduating from high school is an important milestone, a “rite of passage” which marks the successful beginning of adulthood. The young graduate is viewed as a person who has achieved an important goal and is therefore ready to accept new challenges—job training, college, career, marriage, family, home, financial obligations and other adult responsibilities. A diploma is a “key” which unlocks the door to many new opportunities and is the foundation upon which the graduate can build a solid future.

In order to graduate from Faribault High School, a student must earn the following credits:

**Required courses:** See FHS Registration Guide for requirements for required courses.

English	4.0 credits
Social Studies	3.5 credits
Math	3.0 credits
Science	3.0 credits
Health	0.5 credits
Physical Ed.	1.0 credits
Electives	7.0 credits
<b>Total Required</b>	<b>15.0 credits</b>
<b>Total Electives</b>	<b>8.0 credits</b>

**Total Needed to Graduate 23.0 credits**

## **FHS ACADEMIC HONOR REQUIREMENTS**

“A” Honor Roll (quarterly)\*\*.....Need GPA between 3.50 and 4.00.

“B” Honor Roll (quarterly)\*\*.....Need GPA between 3.00 and 3.499.

**\*\*A student must have 5 gradable classes between FHS/FALC/FOA to be eligible for Honor Roll.**

## ACADEMIC HONOR STUDENTS

**Valedictorian:** Highest grade point average for a minimum of seven semesters of coursework.

**Salutatorian:** Second highest grade point average for a minimum of seven semesters of coursework. (Provided there is no tie for valedictorian)

**Honor Graduate: (Gold Cord)** A student needs to achieve a cumulative GPA of 3.50 or above for the school year for the first seven semesters of the student's academic career to earn the honor of wearing a gold cord at graduation. To determine eligibility for gold cord status, a student's cumulative GPA will NOT be rounded to the nearest tenth (i.e., 3.499 will not qualify).

**\*In order to qualify for valedictorian/salutatorian and/or honor student status, the student must attend full-time at Faribault High School for his/her entire senior year. Senior transfer students who are enrolled prior to graduation, meet all necessary graduation requirements, and earn all appropriate credits will be given a diploma from Faribault High School.**

A student must have 5 gradable classes each semester during the first seven semesters to be eligible for Honor status. Any course taken on a pass/no credit basis, will not qualify as a gradable class. The only exception would be a foreign exchange experience, which would have multiple "Pass" credits.

## TRANSFER STUDENTS

Students who transfer into the Faribault School District during their senior year must meet the following criteria in order to receive a diploma.

1. The student must attend for at least one full semester of their senior year as a fulltime student before graduation.
2. The student must meet all diploma requirements of the Faribault School District. Transfer students who meet diploma requirements will qualify for all academic honors provided by the district. In order to qualify for valedictorian/salutatorian honors the student must attend full-time at the Faribault High School for their entire senior year.

Students who transfer into the Faribault High School during the last semester of their senior year will have their grades recorded on an official transcript that will be forwarded to their previous school. These students will not receive a Faribault diploma but may elect to return to their previous school to participate in their commencement ceremonies. Student who transfer from Faribault High School in their last semester of their graduation year will be allowed to transfer back credits earned at their current school and participate in the commencement ceremonies from Faribault High School.

## **POSTSECONDARY ENROLLMENT OPTIONS (PSEO)**

### **STEP 1 (DISTRICT REQUIREMENT)**

#### **Dissemination of Information**

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year (whichever is earlier), a district must provide up-to-date information on the district's or charter school's website and in materials that are distributed to all students and their parents in grades eight through grade 11 about the program, including information about enrollment requirements and the ability to earn postsecondary credit.

[FHS Website \(Counseling Page\)](#)

### **STEP 2 (STUDENT/FAMILY REQUIREMENT)**

#### **Notification of Intent to Enroll**

To assist the district in planning, public school students are required to inform the Faribault High School Counseling Department of their intent to enroll in PSEO courses during the following school year by **May 30**. Students who do not notify the enrolling district by May 30, and want to continue in PSEO, the family will be responsible for the postsecondary tuition expense.

[MDE PSEO Information](#)

## **PARKING LOT & PERMIT INFORMATION**

There are limited spaces for student parking. Please be aware of the following informational items in regard to parking for the school year:

1. All students who would like to use the parking lot will be assessed a ***\$50.00 per semester non-refundable fee***. Students will need to present their valid driver's license, two forms of paperwork and the \$50.00 fee to receive their permit. This permit **MUST** be attached to the windshield and visible at all times while parked in the school parking lot.
2. Parking Permits will be sold online from the Student Portal in the school store. Parking Permits are \$50. You will be required to fill out a permit form linked in the description of the permit purchase page. The form must be filled out completely and signed by a parent/guardian or your permit will not be issued. Parking permits can be picked up at the main office from August 22-August 26, 1-3:30pm. You must possess a valid MN driver's license and have it with you in order to receive a permit. Permits must be picked up in person only. Please talk to the main office if you are unable to purchase online.
3. Parking permits are limited and are sold on a first come/first served basis. Sale of parking permits will cease when the parking lot limit is reached.
4. Students and staff will be assigned to separate parking areas. Students will park in the large east lot only. The lot near the tennis courts are for staff only and student cars may be towed if they restrict staff access.



5. **Driving in the parking lot at a reasonable speed and in a safe manner is required. If the police liaison officer, school staff, or other community member witnesses reckless driving, your permit could be revoked immediately as determined by the school administration.**
6. The cost to replace a lost permit is \$10.00
7. Loss of parking privileges without refund is a potential consequence for failing to adhere to school rules and policies unrelated to driving and/or parking. Loss of parking privileges without refund is also a potential consequence for students who leave campus during class or lunch/homeroom.
8. By parking a vehicle on school property, it becomes subject to search upon reasonable suspicion by school officials without the owner's consent, without a search warrant, and with no notice to the owner. This includes the glove compartment, trunk, and any locked containers within the vehicle.
9. Faribault Public Schools accepts NO responsibility for loss of personal property or damage to your car. Keep your car locked and do not leave valuables in it.
10. Unauthorized parking will result in a warning (1<sup>st</sup> offense), meeting with school administration (2<sup>nd</sup> offense), and the vehicle being towed at the owner's expense (3<sup>rd</sup> offense).

## **LUNCH PROCEDURES**

### **General Consideration**

Since 60 to 70 percent of the student body is in class during each lunch period, it is necessary that the procedures for going to and coming from lunch be followed so instruction is not disturbed. Please cooperate with us as we attempt to protect the instructional time of your fellow students.

### **Student Responsibilities**

Throw all trash in the proper containers and return all trays and dishes to the designated areas. Students must clean the area where they eat. Every student is responsible and accountable for ensuring the trash and trays at their table are policed. Students will not be allowed to walk the hallways during their lunch period. Such movement in the hallways would disturb those students in class. Disciplinary action will occur when a student is found to be irresponsible.

### **Leaving the Cafeteria**

Students will remain in the cafeteria or the North Gym hallway up to the bottom of the stairs until alerted to leave by a bell or staff member. Students with appointments scheduled during lunch may leave the cafeteria with an E-Hall Pass.

**Students are not allowed to bring outside food nor order or receive take out food and have it delivered to the school at any time during the school day.**

## SCHOOL MEAL COSTS

Breakfast.....	\$1.80
Main Lunch.....	\$2.85
Premium Lunch (includes deli, pizza, creations stations).....	\$3.35

## 2022-2023 JUNIOR/SENIOR PROM – Saturday, May 6, 2023 – Faribault High School

The cost to attend is \$85 per person. 10<sup>th</sup> graders can attend if asked by a Junior/Senior. Guests that are not FHS students will need to get permission to attend from an administrator.

Permission forms are available in the main office.

## **General Athletics/Activities Information**

Participation in extracurricular activities is a voluntary activity. It is a privilege to participate in these activities and, therefore, there is a higher standard of behavior for those students who choose to participate. It is hoped that students develop healthy habits, learn important life lessons, and develop a commitment to their activities both physically and mentally. These activities (which include DECA, Math Team, Science Team, Clay Target Team, Robotics, Student Council, and Fine Arts) are an integral and valuable part of a student’s educational experience.

There are many positive outcomes that can be gained through participation in various activities. Students are encouraged to develop appropriate sportsmanship, self-discipline, respect for other participants, and positive character. This activity expectation should help teach student participants that there are important consequences for personal actions and rule violations. Students are expected to follow the activities academic eligibility procedure. Students are expected to follow the Faribault Public Schools code of conduct.

## **Athletic/Activities Attendance Policy**

**STUDENTS:** In order to maintain eligibility to practice, rehearse, compete or perform in any FHS co-curricular activity, the student must attend class all 7 periods. Pre-arranged absences with the approval of the Principal, Assistant Principal, or Activities Director will be considered an exception to the policy. All coaches/advisors are to explain this rule to the participants at the beginning of their season. Coaches/Advisors are expected to enforce this policy. If absences are not cleared by a parent/guardian, the absence will be considered unexcused and/or truant.

## **EXCUSED ABSENCES**

The school reserves the right to require medical verification in cases where student absences are excessive. The amount of classroom instruction and work missed can be overwhelming and is critical for future success.

Families are encouraged to notify the school in the event of a pending absence. It is the student's responsibility to inform their teachers of the absence and make arrangements to make up their work in a timely manner.

### **EXCUSED/UNEXCUSED ABSENCES**

**Excused absences include** - illness or medical appointment (that cannot be made outside of the school day), post-secondary school visits, family vacations/outings (with a parent/guardian), family emergencies verified by a parent/guardian (serious family illness, injury or death), absences caused by participation in school sponsored activities.

**Unexcused absences include** but are not limited to oversleeping, car trouble, non-medical or dental appointments. Unexcused tardiness for more than fifteen minutes is considered an unexcused absence.

### **If absences are Unexcused or Truant:**

\*Students that have an unexcused or truant absence will receive no credit from their teachers for the activities performed on the day of the absence.

\*Students with unexcused absences or trancies will be given appropriate consequences by their Assistant Principal. Consequences will be progressive with succeeding unexcused absences and trancies.

### **Disciplinary Action**

#### **Faribault High School Activities Code of Conduct Policy**

Participation in the MSHSL and Faribault Activities programs is a privilege, not a right. Along with the privilege of participating in the programs, comes the responsibility to abide by behavior expectations, and to conduct oneself appropriately as a representative of yourself and your activity. As a member of Faribault High School and the Faribault community, you are expected to abide by all school rules, MSHSL rules, and local and state laws. More specifically, you are to:

1. Respect the rights and beliefs of others and treat others with courtesy and consideration.
2. Be fully responsible for your own actions and the consequences of those actions.
3. Respect the property of others.
4. Respect and obey the rules of your school and the laws of your community, state, and country.
5. Show respect to those who are responsible for enforcing the rules of your school and the laws of your community, state, and country.

**Examples of Violations of this Code include, but are not limited to:** violations of the FHS student discipline policy that results in a school suspension, insubordination, theft, cheating, unsportsmanlike conduct, or serious or repeated offenses, hosting a gathering where illegal, mood-altering chemicals are present or being used, or Racial/Sexual Harassment and Hazing violations not covered under MSHSL rules.

**Consequences:** Consequences for violations of this Code include, but are not limited to the following or a combination of the following:

1. Conference with coach and/or Activities Director, Principal, or Asst. Principal, and parents.
2. Suspension from a sport or activity for one or more games/events/performances.
3. Suspension from a sport or activity for one or more calendar weeks.
4. Permanent suspension from a sport or activity.
5. Coaches and advisors, with prior approval of the Activities Director, may establish discipline/behavior expectations which may be more stringent. These must be on file in the Activities Office and they must be shared with athletes and parents before the season begins.
6. The level of consequences will be determined by the seriousness of the offense and the offender's past record.

### **Student-Athlete Suspensions**

Coaches and advisors may not suspend student-athletes without approval from the Activities Director and School Administration. Coaches looking to suspend a student-athlete for any period of time must meet with the Activities Director and provide written documentation of the important details of the situation.

### **Academic Eligibility Policy**

The purpose of this academic eligibility policy is to monitor, motivate and assist the students who participate in co-curricular activity programs, in order for the student to be academically successful. While the school's co-curricular programs are a vital part of the total education of our students, our primary mission is academics.

Students will be on academic probation if they receive:

1. More than one (1) failure on quarter grades in any courses currently enrolled, at the end of 1<sup>st</sup> & 3<sup>rd</sup> quarters.
2. One (1) or more failures on semester grades in any courses currently enrolled.
3. **Academic Probation:**
  - a. The student will enter a period of 10 school days of academic probation. During academic probation the student is fully eligible. If the student is making successful progress (passing) all classes after 10 school days they are no longer on academic probation.
    - i. Students will be assigned for a specific amount of time and/or class grade with their academic counselor.
    - ii. The focus will depend on what the student athlete shares is getting in the way of his/her academic success.
  - b. If the student is failing in one or more classes after the initial period of 10 school days, they will become academically ineligible. When declared academically ineligible, the student will be ineligible until all grades are above passing. If the student falls below passing, the student will be ineligible once again.
4. Academic Ineligibility
  - a. While academically ineligible a student may practice with the team or activity but may not participate in MSHSL interscholastic athletic, academic, or performing arts competitions. The same consequence is in effect for those students participating in non-MSHSL activities (no public performance) for the duration of the consequence. If a student regains eligibility

after a period of ineligibility the student is not guaranteed his/her original role. The role will be determined by the coach/advisor/director.

5. Enforcement Procedures:
  - a. Grades of all co-curricular participants will be checked at the end of each quarter and semester by the Activities Office.
  - b. As soon as grades are released at the end of each grading period, students who will begin probation, will be notified, as will their parent/guardian and coach/advisor.
  - c. A student who is returning to Faribault High School after having dropped out, or is transferring from Faribault High School to the ALC after dropping out, or is returning to the ALC after having dropped out and had more than one failing grade for the last full quarter of six or more credit-bearing classes is academically ineligible. A student in these situations must complete a full quarter of work carrying six classes with no failures to be eligible for participation in co-curricular activities.
  
6. Additional ALC Policy:
  - a. The following pertains to students of the Alternative Learning Center (ALC) who are participants in the Faribault High School (FHS) Activities Department.
  - b. ALC students must maintain a completion rate of 60% of the hours required each quarter in order to remain eligible to participate.
  - c. If a student transfers from a FHS class to an ALC class the grade they are earning in the FHS class transfers with them. That grade will be averaged in with the ALC grade for the quarter or semester. A student cannot transfer to the ALC in an attempt to remain academically eligible.
  - d. At the end of each quarter and semester, the ALC will report to the Activities Office the names and completion rates of all ALC students participating in FHS Activities programs. Those who fall below the 60% completion rate will become academically ineligible.
  - e. Students not carrying a full course load each quarter will be ineligible until the student is enrolled in six credit-bearing courses.
  - f. The person responsible for the education of a homeschool student must inform the Activities Director if the student is making unsatisfactory progress toward graduation. This information must be sent at the end of each grading period, if the student is a participant in any Faribault High School co-curricular activity
  - g. Incompletes: An incomplete(s) not changed to a passing grade(s) by the end of the second week of the succeeding quarter will become a Failure for the purposes of Academic Eligibility. If this results in ineligibility, the student will be ineligible for the remainder of that quarter. Ineligibility will be waived if the student does not have an incomplete at the end of the succeeding quarter and does not have more than one failing grade. Exceptions may be made for incompletes which are caused by extenuating circumstances.
  
7. Exceptions to the above will be made in the following circumstances:
  - a. Students on 504 plans or in special education may have different standards written into their plan upon the approval of the student's counselor, special education teacher, the Activities Director and Principal. Eligibility standards for these students may be waived if that student has made every possible effort to meet the standards.
  - b. A plan different from the above could be written to meet the individual needs of a particular student. This would only occur if it could be shown that the above plan is not working or has not worked, or in some other way is inappropriate. Such a plan must be approved by the parents/guardians, Activities Director and Principal.

## **From The Minnesota State High School League: RESPONSIBILITY FOR SPECTATOR CONDUCT**

In order to elevate standards of sportsmanship and encourage the growth of responsible citizenship among the students, member schools, fans and school personnel, the MSHSL held a Sportsmanship Summit and asked student participants to identify behavior expectations they felt should be in place at every school event.

These minimum behavior expectations provide a foundation upon which member schools, conferences, administrative regions and the League's Board of Directors can build specific guidelines for activities under their control.

**MSHSL Bylaw 409, RESPONSIBILITY FOR PARTICIPATING TEAMS, STUDENTS AND SPECTATORS**, speaks to this issue, directly, and Bylaw 409-2 specifically states that, "School officials shall be held responsible for the proper conduct of teams, team members, students and home spectators regardless of where the contest is being held."

In all MSHSL activities, each participating school shall designate a person or persons from that school to serve as crowd control supervisors or chaperones. MSHSL tournament staff may require school administrators to contact the tournament manager prior to the start of the tournament game so that they can be immediately contacted to respond to behavioral issues regarding their team members, students and/or spectators at the tournament site. Each supervisor or chaperone should be immediately identifiable to the students and to the tournament site ushers and other security personnel. This will help to coordinate crowd control between school supervisors and tournament site personnel.

### **MSHSL MINIMAL BEHAVIOR EXPECTATIONS FOR REGULAR AND POSTSEASON TOURNAMENT COMPETITIONS**

- Respect the American flag and the National Anthem.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school and/or tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, "white" boards or other similar items contest/tournament officials deem to be in poor taste will be removed. Signs on sticks, balloons, or any other type of artificial, celebratory items are not permitted.

- Artificial noisemakers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed. Laser lights are strictly prohibited.
- THANK YOU for supporting your student athletes and fine arts participants and for providing a positive environment in which educational activities are conducted.

## **ATHLETIC FEE SCHEDULE**

Regular fees:

- Tier One: Hockey, Gymnastics \$210
- Tier Two: All other sports – athlete’s 1st/2<sup>nd</sup> season \$170
- All other sports – athlete’s 3rd season \$110

Reduced lunch qualifiers (80% of regular fee):

- Tier One: Hockey, Gymnastics \$170
- Tier Two: All other sports athlete’s 1st/2nd season \$138
- All other sports – athlete’s 3rd season \$90

Free lunch qualifiers (60% of regular fee):

- Tier One: Hockey, Gymnastics \$130
- Tier Two: All other sports athlete’s 1st/2nd season \$106
- All other sports –athlete’s 3rd season \$ 70

**\*\*Athletics fees increase by \$10 if specific registration deadlines are not met. Please check [www.faribaultfalcons.com](http://www.faribaultfalcons.com) for further details.**

## **ACTIVITIES FEES**

- Theater/One Act Play/Robotics (Grades 9-12) - \$55 per activity
- Math/Science Team (Grades 9-12) - \$55 per activity
- Fine Art Fee Schedule (Grades 9-12) - \$55

## **REFUND POLICY**

Students who are cut or quit the sport or activity are subject to the following refund guidelines. Students who are found to be appropriately dismissed by school administration are not subject to refunds:

1. During the first 2 weeks of the season – 100% refund
2. After the first 2 weeks, within the first 25% of the season – 75% refund
3. Within the first 25%-50% of the season – 50% refund
4. After 50% of the season – No refund

Refunds must be requested in writing and submitted to the Activities Office and must be received by the end of that sport’s season.. A link to the refund forms are available online at [www.faribaultfalcons.com/documents](http://www.faribaultfalcons.com/documents). Refunds will only be processed when all

equipment/school materials have been turned in and the student has been cleared by the coach/advisor.. The administration reserves the right to deny refund for extenuating circumstances (property damage).

## **Faribault High School Attendance Policies**

[Faribault Public School Attendance Policy No. 503](#)

### **I. Attendance Policy**

The staff at Faribault High School believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. Because learning is inevitably lost when a student fails to attend class, this policy is intended to be positive and not punitive.

### **II. Leaving Campus**

Faribault High School students are expected to remain on campus for the entire school day unless they are a Senior during lunch and/or a Study Hall, participate in a school-related event with administrative approval, attend FOA or FALC part-time, or they have permission from their guardian and approval from administration to leave campus. Failure to follow these expectations may result in consequences under the campus truancy policy seen below.

### **III. Campus Truancy**

In addition to our unexcused absence interventions, students that are chronically tardy and absent *while on campus* will be subject to the following consequences:

**1st Offense:** Meeting with Administration and Phone Call Home

**2nd Offense:** Falcon Reserve (In School Suspension) for one class period

**3rd Offense:** Falcon Reserve (In School Suspension) for entire school day

**4th and Subsequent Offenses:** Falcon Reserve (In School Suspension) for the entire school day and meeting with School Administration and family.

### **IV. FOA Daily Attendance**

Attendance for Falcons Online Academy consists of making regular and consistent progress towards completion of coursework, responding to emails, and attendance at their weekly Mentor Meetings with their assigned mentor teacher to monitor engagement and work completion. Students are also expected to maintain work completion pace as outlined in the online learning platform. To remain in good standing for attendance, students must attend 5 of 7 days each week. The days are flexible for each student; staff and mentor teachers will be available to students Monday-Friday during regularly scheduled school days. When students are >10% behind in work completion, they are at Moderate Risk of Failure.



## V. MAKE-UP POLICY

### A. Excused and Unexcused Absences

Students who miss work (including assignments, labs, and exams) as a result of an excused absence will have an opportunity to make up the work and receive credit. Failure to make up work will result in no credit being given for that work. Make up work can be turned into the instructor up to the assessment that measures the learning that assignment was meant to impart for full credit. Each teacher will have the authority to extend this deadline at their discretion. Exceptions to this rule may be granted if a student has missed more than ten consecutive school days because of an injury or illness or other condition beyond the student's control.

### B. Extra Credit Assignments

Extra credit will not be offered to any student in any class. Students wishing to improve their grade should talk to their teacher about completing missing work, re-doing assignments that are tied to essential learning, and/or re-taking assessments or exams.

## VI. NOTIFICATION

Every student will be given a copy of this attendance policy at the start of the school year. In addition, each teacher will review this policy with their students at the start of each quarter. A copy can also be found on the high school webpage. Unverified absences and tardy notification will be made daily to parents through the school's automated dialer system. The report card will notify students and their parents of the number of unexcused absences accumulated at the end of each quarter. Students and parents are entitled to appeal attendance issues. A copy of this policy will be included in the Student Handbook and is available from the principal's office upon request.

## VII. ATTENDANCE RECORDS

Every classroom teacher will maintain attendance records in which all classroom absences and unexcused tardies are recorded.

## VIII. ABSENCE REPORTING AND CRITERIA

A doctor's note may be required for absences due to illness that exceed four (4) consecutive days or seven (7) cumulative days in a quarter. With the exception of students who are emancipated from their parents, all students must provide the building principal with a note, which is signed by the student's parent/guardian, or personal telephone call, which states a valid reason for the absence. **An emancipated student is one who does not live with and also is not economically dependent upon his or her parent, guardian, family member or other adult.** An emancipated student must also provide the building principal with a note stating a valid reason for the absence but may sign the note himself or herself. **If a student fails to provide the principal with such a note before or upon the student's return to school or within the next two school days, the absence will be counted as unexcused.** An absence will be excused if the student provides a timely notification (within two school days) which is signed or verified

by a parent/guardian and states that the absence is/was a result of School Board Policy and FHS Procedures.

**Suspension** Absence from class as a result of an in-school or out-of-school suspension is counted as excused.

**Unexcused Absence** Any absence, which is not excused under this policy, will be counted as unexcused.

Examples include:

1. Leaving school without permission.
2. Any absence that does not meet the criteria specified in an excused absence.

Examples of situations that would be unexcused include oversleeping, a malfunctioning alarm clock, problems with a car, missing the bus, shopping, visiting friends, or an appointment at a tanning booth.

**Excused Tardies** If a student is tardy to class but has a written note from a teacher, counselor, nurse, school psychologist, or school administrator, the tardy will be excused. If a student arrives to school late and has a valid excuse signed by a parent, a school administrator will provide the student with a written note excusing the tardy. An excuse signed by a parent will be deemed valid if it states that one caused the student's tardiness or more of the conditions listed above, which give rise to an excused absence.

**Unexcused Tardies** Any tardy which is not excused under this policy will result in ISS.

**False Excuses** Any student who submits a false excuse or forges the signature of a parent/guardian or school personnel on an excuse will be suspended from school.

### **Extended Absences**

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn and must formally re enroll to be admitted to school.
2. No credit is earned during the time a student is not enrolled.
3. Students under 17 years of age that have any combination of 7 unexcused absences may result in a Truancy Petition being filed with the Student Attendance Review Board (SARB) of the Rice County District Court, Juvenile Court Division.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed according to the make-up policy guidelines.
5. If a student experiences an extended, long-term illness, they might be eligible for homebound instruction. Parents should contact the counseling department or the Principal to make these arrangements.

# **Student Procedures/Health Information**

The health office is open from 7:30 a.m. – 3:30 p.m. on school days. The building nurse can be reached at 333-6286.

Parents have the primary responsibility for their children's health. The building nurse does not medically diagnose or prescribe. Parents who are in doubt as to the condition of their child should consult a physician. The school nurse should be informed of any health conditions the student may have and may request further documentation for the student's health file.

## **WHEN TO STAY HOME**

Students should stay home and will be asked to go home if any of the symptoms below are present.

- A fever over 100 degrees (stay home 24 hours after temperature is back to normal without fever reducing medicine)
- Vomiting or diarrhea (stay home 24 hours after last episode)
- A new persistent cough that occurs multiple times a day
- Any undiagnosed rash
- Strep throat (return to school 12 hours after antibiotics are started)
- Any undiagnosed draining wounds
- A positive COVID-19 test (stay home (isolate) until all three of the following are true: it's been 5 days from symptom onset or date of test, and their symptoms have improved, and they have had no fever for 24 hours)

**Parents must inform the school within 24 hours if their child has an infectious disease.**

These may include but are not limited to: head lice, ringworm, scabies, impetigo, chicken pox, and pink eye.

## **LEAVING SCHOOL**

All students, regardless of age, who become ill during the school day, are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parents/guardians **prior to leaving** the building. Failure to properly check out with the nurse's office or main office will cause the student to be unexcused.

## **PHYSICAL ACTIVITY RESTRICTION**

The school nurse may excuse a student one time from physical activity due to illness or injury. If a student requires longer or further restrictions from a class the nurse may require a doctor's note determining duration and specific restrictions.

## **MEDICATIONS AT SCHOOL**

All medication must be administered through the school health office. Tylenol and ibuprofen can be administered by the school nurse, with written parental authorization, up to a maximum of 5 times a month. Students will need to have their own supply in the health office. All other medications require Doctor's authorization and signed by a guardian. **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 the 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.

**\*To examine the entire Student Medication policy please visit the district website, click on "District", "School Board", "School Board Policies", and then "Policy 516 – Student Medication".**

## **SELF ADMINISTRATION OF EMERGENCY MEDICATIONS**

Inhalers and EPIPENS may be carried by a student at the high school level if the proper forms have been completed, are on file in the health office and the building nurse has determined the student is able to administer them safely. The building nurse or administration has the right to remove self-administration for any student at their discretion.

## **ALLERGIES**

Parents 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.

## **LATEX FREE**

Faribault Public Schools are latex free environments. Please do not bring any latex containing products into any of the buildings. Only Mylar balloons are allowed inside the school buildings.

## **IMMUNIZATIONS**

Minnesota Law requires that all students be up to date on their immunizations or have an exemption on file in the health office. The school nurse will send home requests for student immunization records as needed. If the student does not meet this requirement, they may be held out of school per the district immunization policy.

**\*If your child has a health or medical condition that could potentially cause a life-threatening emergency while being transported by school bus, it is the parent's responsibility to notify the Faribault Transportation Company at 507-333-6001 or 507-334-5121.**

## **School Board Policies**

The following school policies are to be observed and followed by all students per the School Board. Please click the highlighted policy to fully examine the policy and its details.

[Bullying Prohibition Policy: Policy No. 514](#)

[Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process: Policy No. 522](#)

[Internet Acceptable Use and Safety Policy: Policy No. 524](#)



Before I make a post, I pledge to ask myself:

**Who will be able to see what I post?**

**Will anyone be embarrassed or hurt by it?**

**Am I proud of what I'm posting?**

**How would I feel if someone posted it about me?**

ALL FALCONS need to use common sense when posting on the internet, texting, or tweeting. Any posts that are related to school, harmful to students, or cause a disruption of the school environment are subject to potential school consequences.

# **Faribault Public Schools**

## **Personal Mobile Device Guidelines**

**Students using personal mobile devices on the Faribault Public Schools network are still subject to the District's Acceptable Use Policy (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. This is why all students have access to a school issued personal device (i.e. iPads). Faribault Public Schools also wishes to promote digital wellness and positive digital citizenship for every student. While students are allowed to bring personal mobile devices (i.e. cell phones) with them to school, Faribault High School DOES NOT allow students to use these devices in academic spaces or have them outside their backpacks while in the classroom. Our goal is to utilize the school issued personal devices to enhance student digital learning and to empower students to take a more active approach to their personal learning while, at the same time, eliminate distractions to learning. Students who choose to bring a personal device must only use it during passing time or other non-academic time, and follow the Acceptable Use Policy and the Mobile Device Guidelines at all times.

It is the responsibility of each student to know and adhere to this policy regarding personal devices. The classroom teacher and school administration shall exercise authority to enforce this policy. Staff will have the final decision if a device needs to be surrendered due to misuse. All students in grade 9-12 will be enrolled in our 1:1 FLITE plan and will be issued a school owned device to use in the classroom. Educators shall make clear this schoolwide policy in their classrooms verbally and through a class syllabus.

### **Staff Guidelines**

Faribault Public Schools staff will be responsible for monitoring student personal device use as well as student use on the wireless network with school owned devices. FPS staff will have the authority to grant students permission to use personal devices if they feel it is needed for educational purposes. Educators shall communicate appropriately with administrators and parents if students violate the Acceptable Use Policy (524) or this Personal Mobile Device Guideline.

### **Consequences for Unauthorized Use**

Unauthorized personal mobile device use will result in confiscation of the device and potentially additional school consequences.

- A first offense confiscation of a personal mobile device will result in the school administration keeping the phone for the remainder of the day and giving it back to the student at the end of the school day.
- A second offense confiscation of a personal mobile device will result in the school administration keeping the phone until a parent or guardian picks the phone up from school.

- A third offense (and subsequent) confiscation of a personal mobile device will result in the school administration keeping the phone until a parent or guardian picks the phone up from school along with other forms of school discipline such as loss of privilege of possessing a cell phone at school, ISS, restorative justice, and/or ISS.

### **Non-Acceptable Uses**

- Personal devices must not be physically connected to the district wired network and cabling infrastructure.
- The use of 3G, 4G, LTE or any other wireless network while on school premises is prohibited. All non- district owned devices must use the “ISD 656 Public Access” while on school grounds.
- Mobile devices will be not given access to print to district printers and/or copiers.
- Users will not use electronic technologies to take photos or record video of a person or persons on campus without prior consent from an individual or teacher. Students may not print, post, transmit or distribute photos and video without prior consent. Personal devices are not allowed in bathrooms or locker rooms.
- Student users shall not access applications such as email, chat, blogs, or social networking (i.e. Facebook, twitter etc.) while at school unless specifically for educational use and when in the presence of school district staff.

### **Theft, Damage or Repair**

The Faribault Public School district shall **NOT** assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to school. The district shall not be held responsible for lost, stolen or damaged devices or for any malware acquired while on the guest network. All devices should have virus software installed with the latest virus definitions. Students should not leave mobile devices unattended and should keep them secured when not in use. The use of passwords and lock codes are strongly encouraged.

### **Technology support**

It is the student’s responsibility to connect to the network. FPS staff members shall not provide technical support for any non-district owned devices. The district will not be responsible for financial obligations arising through unauthorized use of the district’s educational technologies or the Internet. Faribault Public Schools reserves the right to inspect any personal device at any time if it is suspected of causing technology/network problems or if it is used inappropriately.

### **Etiquette**

Audio requirements – All device ringers must be off and sound must be muted or headphones/earbuds used.

School issued mobile devices (iPads) should be fully charged prior to school and used in battery mode while on premises.

The Children’s Internet Protection Act (CIPA) requires all network access to be filtered while in a public



school. All devices connected to our network will still abide by our Internet filtering policy. Any attempt to bypass the schools network filters will be a violation of our Acceptable Use Policy.

**All guidelines apply anytime on school grounds or during any school related activity. This includes before/after school, during classroom time, school related activity or field trips, sporting events and on school buses.**

## **RULES ON THE BUS**

1. Respect and obey the bus driver at all times.
2. Cross ten (10) feet in front of the bus when crossing a roadway.
3. ONLY Riders assigned to the bus can ride.
4. Be on time at the designated bus stops.
5. Keep all your articles and school supplies in a backpack on your lap and keep the aisle clear at all times.
6. Make room for others needing a seat. Respect other students and their property at all times.
7. Keep your hands and head inside the bus. Windows open to halfway only, with the driver's permission.
8. Remain seated facing forward at all times.
9. Absolutely no tampering with the bus radio, controls equipment or exit door.
10. Talk quietly and use appropriate language.
11. Video or picture taking of any kind on the bus is strictly prohibited.
12. No weapons or dangerous objects on the bus i.e, skate boards, pets, glass, knives, etc.
13. No eating, drinking, smoking, or use of tobacco or drugs.
14. No fighting, harassment, intimidation, or horseplay.
15. Do not ignite matches or start a fire.

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school busses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

#### **School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School Office in a timely fashion and in written form so parents may be notified.

#### **Rules at Bus Stop and Boarding the Bus**

1. Go directly from your house to the bus stop; arrive at the bus stop 5 minutes before your scheduled pick up time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.

4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.
6. Get on the bus in single file and hold onto the rail to keep from slipping, falling or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.
10. No pets i.e. live insects, reptiles or animals are allowed on the bus.

### **Exiting the Bus**

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, **DO NOT GO BACK TO PICK IT UP!**
3. Walk 10 steps on the sidewalk or the side of the road way away from the bus. Always walk in front of the bus.
4. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

### **Consequences**

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

#### **1. K-12 Students.**

1st offense - warning

2nd offense – 3 school day suspension from riding the bus

3rd offense - 5 school day suspension from riding the bus

4th offense -10 school day suspension from riding the bus

Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

#### **2. Other Discipline.**

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

#### **3. Records.**

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

#### **4. Vandalism/Bus Damage.**

Vandalism to bus property or property of other students, not only will result in suspension from riding the bus, but also require payment for the damages to the director of the bus operation before re-admittance of bus riding privileges.

5. Notice.

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

6. Criminal Conduct.

In cases involving criminal conduct (for example, assault, weapons possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

### III. PARENT AND GUARDIAN INVOLVEMENT

#### Parent/Guardian Responsibilities for Transportation Safety

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding or after leaving the bus.
6. Support any procedures for emergency evacuation as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

#### Parent and Guardian Notification

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

#### ISD #656 and Faribault Transportation Company Student Bus Misconduct Procedures

*The following procedures shall describe the process and specify titles of individuals responsible for: identifying misconduct, investigating misconduct; recommending discipline; implementing discipline; notifying a disciplined student's parents of the specific misconduct the student engaged in and any disciplinary action respondents take; and enforcing discipline.*

If an employee of the bus company believes that a student has engaged in misconduct in violation of any district policy, including the bus rules, the bus driver shall report the incident to the following district administrator responsible for addressing student misconduct:

- Related to a high school student – to the FHS Assistant Principal
- Related to a middle school student – to the FMS Principal
- Related to an elementary school student – to the Principal of that student's elementary school

The bus company will take all reasonable steps to preserve relevant evidence, including any photos, GPS data, and video related to the incident. The bus company will provide that information and the names of any witnesses to the district administrator responsible for addressing student misconduct.

The district administrator will conduct an appropriate investigation of the incident, including reviewing relevant photo or video evidence and speaking with the involved student(s). If the student's first language is not English, the district administrator will speak to the student with a translator. The district administrator will then use his/her judgment to make recommendations regarding student discipline in accordance with District Policy #506, which includes a general preference for progressive discipline when appropriate.

If it is determined that discipline will be enforced, the district administrator shall notify the student's parent of the nature of the incident and an explanation of the disciplinary action taken in the parent's native language. The district administrator shall be responsible for making final decisions regarding suspension or revocation of a student's bus riding privileges. The bus company shall be responsible for enforcing the discipline deemed appropriate by the district administrator and may take corrective action to the extent necessary to ensure safe operation of school buses.

## **Equal Educational Opportunity**

Faribault Public Schools is an Equal Educational Opportunity School District. Please review the highlighted policy to fully examine the policy and its details. *The policy specifically states that discrimination includes treating students differently or otherwise denying students access to programs and service based on race or national origin.*

**[Equal Educational Opportunity: Policy No. 102](#)**

# Dress Code

Faribault High School's dress code expectations are intended to promote a safe and welcoming learning environment. We believe that part of identity development is also expressing oneself through attire. However, there also must be parameters around the way we interact with one another and present ourselves within our educational environment. As such, our dress code is intended to be inclusive, responsive, and absent of othering in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. Effective discipline is a collaborative responsibility that each stakeholder of our school community is to honor and uphold.

**Basic Standard of Dress:** *Certain body parts must be covered for all students at all times.*

The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, nipples, and undergarments (visible straps are allowed).

All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

**Students Must Wear, while following the basic standard of dress above:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes.

**Students May wear, as long as these items do not violate the basic standard of dress as stated above:**

- Hats and hoodie sweatshirts (wearing the hat or hood overhead is allowed, but the face must be visible to school staff - staff discretion in classrooms as outlined in their syllabus).
- Religious/cultural headwear, head wraps/scarfs/do-rags.

**Students Cannot wear:**

- Clothing or accessories that:
  - depict violent images or language.
  - has images or language depicting drugs or alcohol (or any illegal item or activity).
  - creates a hostile or intimidating environment based on any protected class or marginalized groups.
  - could be considered dangerous or could be used as a weapon.
- Swimsuits (except as required in class or athletic practice).

# **BEHAVIORAL EXPECTATIONS**

Students are expected to learn and model Faribault Public Schools (FPS) Student Behavioral Expectations, follow all school and classroom rules and demonstrate appropriate social skills when interacting with both adults and peers. If behavioral expectations are not met, the student is expected to work to improve their behavior.

## 1. BE SAFE

- I am responsible, like everyone else, for maintaining safety at school.
- I engage in activities that are safe and report any known safety hazards.
- I help maintain a clean and safe campus that is free of graffiti, weapons, and drugs.
- I report any bullying or harassment.
- I avoid conflicts and physical or verbal violence.

## 2. BE RESPECTFUL

- I treat others the way I want to be treated.
- I respect laws, rules, and school authority.
- I treat people fairly and respect their rights.
- I respect private and public property.
- I am honest with myself and others.
- I avoid spreading rumors or gossip.
- I respect each person's right to be different.
- I look for the good in others.

## 3. BE RESPONSIBLE

- I take responsibility for my actions.
- I choose how I respond to others.
- I return what I borrow to the same person, in the same condition.
- I give my best in everything I do.
- I come to school regularly, on time, and ready to learn.
- I help to create a positive school environment.

Students are also expected to conduct themselves in a manner consistent with the School District's mission, operation and the safety and welfare of students, employees and other individuals at school locations. "School locations" include all school buildings or school premises; any school-owned vehicle, school-contracted vehicles, or any other vehicles approved for School District purposes; school-sponsored or school-approved activities, events or functions, such as field trips or athletic events; the area of entrance or departure from the school premises, activities, activities or events; and any other location, including off-campus locations, when, as determined by School District officials, a student's conduct interferes with or obstructs the mission or operation of the School District, or safety or welfare of students or employees. **Administration will have discretion to alter the consequences of the inappropriate behavior based on the individual circumstances of the case.**

FHS Behavior Guidelines			
Problem	Range	First Occurrence	Repeated Occurrence
<b>Academic Dishonesty</b> - includes but is not limited to copying someone else's work or allowing one's work to be copied; revealing test content, questions or answers; altering answers, scores or records.  <b>Plagiarizing</b> - act of using another person's ideas or expressions in writing or speaking without acknowledging the source; copying work from a book, computer source, or another individual.	Minimum	Teacher discretion; restorative practices; parent notification by teacher; no credit on the assignment/test	No credit on the assignment/test; parent notification & conference with administration; ISS
	Maximum	No credit on the assignment/test; parent notification & conference with administration; ISS	1 day OSS
<b>Alcohol or Chemicals, Possession or Use</b> - possessing or using any narcotic, controlled substance or paraphernalia where possession or use is prohibited by law. Required student prescription medication must be left with and administered by the school nurse. (Athletics and Activities rules may be different and more strict.)	Minimum	Referral to law enforcement; Referral to Chem Health Specialist; parent notification; 3 day OSS	Referral to law enforcement; Referral to Chem Health Specialist; parent notification & conference with administration; 5 - 10 day OSS
	Maximum	Referral to law enforcement; Referral to Chem Health Specialist; parent notification; 10 day OSS	Expulsion
<b>Alcohol/Chemicals, Possession with Intent to Distribute or Sell</b> - selling or distributing, or intending to sell or distribute, alcohol or any narcotic, or controlled substance, or look-alike substance where sale or distribution is prohibited by Minnesota or Federal Law. (Athletics and Activities rules may be different and more strict.)	Minimum	Referral to law enforcement; Referral to Chem Health Specialist; Parent notification; 5 day OSS	Referral to law enforcement, Referral to Chem Health Specialist; 10 day OSS; consider alternative placement
	Maximum	Expulsion	Expulsion
<b>Arson</b> - intentional destruction or damage to school or district buildings or property by means of fire	Minimum	Referral to law enforcement; restitution, suspension	Referral to law enforcement; suspension; consider alternative placement
	Maximum	Expulsion	Expulsion
<b>Assault (verbal/written)</b> - use of language that is discriminatory, abusive, obscene, threatening, intimidating, or degrading			
Upon a student	Minimum	Restorative practices; mediation; ISS	Restorative practices; meditation; 3 days OSS
	Maximum	1-3 days OSS	5 days OSS, consider expulsion

Upon a staff member	Minimum	Restorative practices, mediation; ISS	Restorative practices; Meditation; 3 days OSS
	Maximum	3-5 days OSS	5 days OSS, consider expulsion
<b>Assault (Bodily Harm, Inflicting) - committing a careless or intentional act which inflicts bodily harm upon another person</b>			
Upon a student	Minimum	Referral to law enforcement; Restorative practices; mediation; ISS, 3-5 days OSS	Referral to law enforcement; Restorative practices; meditation; 5 days OSS
	Maximum	Referral to law enforcement; 5-10 days OSS, consider expulsion	Referral to law enforcement; 10 days OSS, consider expulsion
Upon a staff member	Minimum	Referral to law enforcement; Restorative practices, mediation; 5 days OSS	Referral to law enforcement; Restorative practices; Meditation; 10 days OSS, consider expulsion
	Maximum	Referral to law enforcement; 10 days OSS, consider expulsion	Referral to law enforcement; expulsion
<b>Assault (Self-inflicted injury) - any conduct of a student which results in an intentional self-inflicted injury or creation of an abnormal physical or mental condition</b>	Minimum	Parent notification; referral to crisis team and/or problem solving team	Referral for mental health evaluation
	Maximum	Parent notification; Referral for mental health evaluation	Administrative removal from the school setting
<b>Attendance/Truancy - See "Attendance Policy" in this handbook</b>	Minimum	See "Attendance Policy" in this handbook	See "Attendance Policy" in this handbook
	Maximum	See "Attendance Policy" in this handbook	See "Attendance Policy" in this handbook
<b>Bullying</b> - (as defined by the Safe and Supportive Schools Act) is subject to discipline under other categories including, but not limited to assault, disruptive behavior, harassment, inappropriate language, or technology misuse. See "Bullying Prohibition Policy (Policy No. 514) in this handbook.	Minimum	See "Bullying Prohibition Policy" in this handbook	See "Bullying Prohibition Policy" in this handbook
	Maximum	See "Bullying Prohibition Policy" in this handbook	See "Bullying Prohibition Policy" in this handbook
<b>Burglary</b> - entering a district building without consent and with the intent to commit a crime	Minimum	Report to law enforcement; restitution; suspension	Report to law enforcement; 10 day suspension; consider alternative placement
	Maximum	Expulsion	Expulsion
<b>Bus Rules - See "Rules on the Bus" in this handbook</b>	Minimum	See "Rules on the Bus" in this handbook	See "Rules on the Bus" in this handbook



	Maximum	See "Rules on the Bus" in this handbook	See "Rules on the Bus" in this handbook
<b>Cell Phone/Electronic Devices</b> - Unauthorized classroom use. See the Personal Mobile Device Guidelines on Page 29.	Minimum	Teacher confiscation of device, returned to student at end of class period	Admin confiscation of device, parent notification and picks up device; ISS
	Maximum	Admin confiscation of device, returned to student at end of day	Admin confiscation of device, parent notification and picks up device; ISS; parent conference with administration
<b>Creating a Dangerous Situation</b> - acts that threaten the safety of the school environment. This may include breaking and entering into the school during non-school hours, horseplay, roughhousing, exiting secured entrances, bringing non-students into the school, instigating a fight,	Minimum	Restorative practices; ISS; parent notification; staff/student conference	Parent notification and conference with administration; 3-5 days OSS
	Maximum	3-5 days OSS	5-10 days OSS; consider expulsion
<b>Disruptive Behaviors</b> - acts that disrupt or threaten to disrupt the educational process in the classroom, hallways, or at school functions. This includes, but is not limited to, disobedience, disrespectful behavior, inappropriate language, harassment, discrimination, or defiance of authority or any conduct tending to cause disruption or arouse alarm, anger or resentment in others.	Minimum	Restorative practices; ISS; reteaching; mediation; parent notification	Restorative practices, reteaching; mediation; parent notification; ISS; 3-5 days OSS
	Maximum	1-3 days OSS	10 days OSS, Consider Expulsion
<b>Dress and Grooming</b> - "See Dress Code Policy" in this handbook	Minimum	"See Dress Code Policy" in this handbook	"See Dress Code Policy" in this handbook
	Maximum	"See Dress Code Policy" in this handbook	"See Dress Code Policy" in this handbook
<b>Driving, Careless or Reckless</b> - driving on school property in such a manner as to endanger persons or property	Minimum	Parent notification; loss of parking permit without refund	Referral to law enforcement; parent/student conference with administration; 1 day OSS
	Maximum	Referral to law enforcement; loss of parking permit without refund; 1-3 days OSS	Referral to law enforcement; parent/student conference with administration; loss of current and future parking permit privilege; 5 days OSS
<b>Drug Paraphernalia</b> - Possessing any drug paraphernalia, such as pipes, papers, bongs, needles, or vapes used to ingest drugs	Minimum	Referral to law enforcement; Referral to Chem Health; Parent Notification; 3 day OSS	Referral to law enforcement; Referral to Chem Health; Parent Notification; 5-10 day OSS

	Maximum	Referral to law enforcement; Referral to Chem Health; Parent Notification; 5 day OSS	Expulsion
<b>Explosives (Possession and/or Use)</b> - possessing or using any compound, mixture or device of which the primary or common purpose is to function by explosion (that is with substantially instantaneous release of gas and heat)  A. Class A/B explosives (as defined by state statute) i.e. dynamite  B. Class C explosives (as defined by state statute) i.e. firecrackers, stink/smoke bombs sparklers, bottle rockets	Minimum	Referral to law enforcement; 5-10 day OSS	Referral to law enforcement; 10 day OSS; consider alternative placement
	Maximum	Referral to law enforcement; expulsion	Expulsion
<b>Fighting (Physical)</b> - engaging in any physical form of fighting, regardless of who initiates the fight or whether the student believes he/she was acting in self-defense; includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person	Minimum	Referral to law enforcement; Restorative Practices; 1-3 day OSS; ISS	Referral to law enforcement; 5-10 day OSS; Consider alternative placement
	Maximum	Referral to law enforcement; Restorative Practices; 3-5 day OSS; Consider alternative placement	Expulsion
<b>Fighting (Promoting/Instigating a fight)</b> - Any attempt to get others to promote violence against another person and/or contributing to an act of violence verbally or through other behaviors, including through the use of electronic communication	Minimum	Restorative Practices; parental notification; ISS	Referral to law enforcement; 5 days OSS
	Maximum	Referral to law enforcement; Restorative Practices; 3 days OSS	Expulsion
<b>False Fire Alarms and/or tampering with Fire Safety Equipment</b> - intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm	Minimum	Referral to law enforcement; 1 day OSS	Referral to law enforcement; 5 days OSS
	Maximum	Referral to law enforcement; 3 days OSS	10 days OSS, consider expulsion
<b>Falsification of Records or Identification</b> - falsifying signatures or data or refusing to give proper identification or giving false information or refusing to identify oneself to a staff member	Minimum	Parent notification & conference with administration	1 day OSS
	Maximum	1 day OSS	3 days OSS
<b>Gambling</b> - playing games of chance for stakes	Minimum	Referral to law enforcement, parent notification; ISS	Referral to law enforcement, parent notification; 1 day OSS
	Maximum	1 day OSS	5 days OSS

<p><b>Gang Involvement</b> - gang related activity including graffiti, emblems, symbolism, hand signs, slang, jewelry, discussion, and clothing</p>	Minimum	Referral to law enforcement, parent notification & conference with administration; ISS	Referral to law enforcement, parent notification & conference with administration; 5 days OSS
	Maximum	Referral to law enforcement; parent notification & conference with administration; 3 days OSS	10 days OSS; consider expulsion
<p><b>Harassment</b> - continued or on-going inappropriate remarks that willfully injure, degrade, or disgrace a person's race, color, beliefs, religion, national origin, sex, sexual orientation, homophobia, marital status, disability, age, or socioeconomic status</p> <p>(See complete high school league rules under section "Racial, Religious, &amp; Sexual Harassment and Violence Policy")</p>	Minimum	Restorative practices; mediation; parent notification; 1 day OSS, ISS	Referral to law enforcement; parent notification; 5 days OSS
	Maximum	Restorative practices; mediation; parent notification; 3-5 days OSS; Consider alternative placement	10 days OSS; consider expulsion
<p><b>Hazing</b> - committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization</p> <p>(Consent to be hazed or permission to hazed will not lessen the consequences. Harassment by ways of initiation, ridicule, or criticism is prohibited at all times)</p>	Minimum	Restorative practices; mediation; parent notification, referral to law enforcement; 1 day OSS, ISS	Restorative practices; mediation; parent notification; referral to law enforcement; 3 day OSS
	Maximum	3 day OSS	5 days OSS; consider expulsion
<p><b>Insubordination</b> - defiant behavior or failure to accept and carry out responsible instructions given by one in authority</p> <p>(Examples could include refusing to move to a new location, refusing to answer an appropriate question, refusing to place materials in designated places, or refusing to change inappropriate behavior.)</p>	Minimum	Restorative practices; mediation; reteaching; parent notification; ISS	Restorative practices; mediation; reteaching; parent notification & conference with administration; 3-5 days OSS
	Maximum	1-3 days OSS	5-10 days OSS; consider expulsion
<p><b>Interference, Disruption or Obstruction</b> - any action taken to attempt to prevent a staff member or students from exercising their assigned duties or interfering with the educational process</p>	Minimum	Restorative practices; mediation; reteach; parent notification; ISS	Restorative practices; mediation; reteach; parent notification & conference with administration; 3-5 day OSS

Examples could include loud speech, shouting, screaming, or through the use of electronic devices	Maximum	1-3 days OSS	5-10 days OSS; consider expulsion
<b>Language (Inappropriate or Vulgar)</b> - Use of profane or obscene language (Including swearing/cursing) which may or may not be directed at another individual	Minimum	Restorative practices; mediation; reteach; ISS	Restorative practices; mediation; reteach; parent notification; 1-3 days OSS
	Maximum	1 day OSS	3-5 days OSS
<b>Lewd Behavior</b> - language and/or conduct that is sexual in nature and considered indecent or offensive	Minimum	Parent notification; ISS	Parent notification & conference with administration; 3-5 days OSS
	Maximum	1-3 days OSS	5-10 days OSS; consider expulsion
<b>Medication (Over the counter)</b> - possessing, using, or sharing non-prescription medication.	Minimum	Parent notification; student conference with administration; ISS	Parent notification & conference with administration; 3 day OSS
	Maximum	1 day OSS	5 days OSS
<b>Nuisance Objects</b> - possession, use or distribution of any object that causes distractions	Minimum	Confiscation of device; restorative practices; parent notification; ISS	Confiscation of device; restorative practices; parent notification & conference with administration; 3 day OSS
	Maximum	1 day OSS	5 days OSS
<b>Parking</b> - students must purchase a parking permit to park in the school lot and follow all rules found in the section of this handbook titled "Parking Lot & Permit Information"	Minimum	Warning placed on vehicle	2nd warning placed on vehicle; parent notification; student conference with administration
	Maximum	Warning placed on vehicle	3rd and subsequent offenses - vehicle will be towed at owner's expense
<b>Robbery or Extortion</b> - the obtaining of property from another where his/her consent was induced by a use of force or a threat of force or under false pretenses	Minimum	Referral to law enforcement; 3 day OSS	Referral to law enforcement; 10 day OSS; consider expulsion
	Maximum	Referral to law enforcement; 5 day OSS	Expulsion

<p><b>A. Sexual Misconduct or indecent exposure</b> - engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments if the action is performed with sexual or aggressive intent</p> <p><b>B. Criminal Sexual Conduct</b> - sexual conduct as defined in MN. Stat SS609.341-609.3451.</p>	Minimum	Referral to law enforcement; 5 day OSS	Referral to law enforcement; Pursue alternative placement
	Maximum	Referral to law enforcement; 10 day OSS; consider expulsion	Referral to law enforcement; Expulsion
<p><b>Propping, Rigging, Disabling, or Opening a Secure Door</b> - Any action which causes a door to be unsecured in order to facilitate prohibited entry, or future reentry into the school</p>	Minimum	Restorative practices; reteaching; parent notification, ISS	Restorative practices; reteaching; parent notification & conference with administration; 2 day OSS
	Maximum	1 day OSS	3 days OSS
<p><b>Technology and Telecommunications Misuse</b> - inappropriate use of schools Internet, technology, or telecommunications equipment (IPads/Computers) including the following:</p> <ol style="list-style-type: none"> <li>1. To record (video/audio/picture) of any school employee or student without their consent.</li> <li>2. To access, AirDrop, upload, download, or distribute pornographic, obscene, or sexually explicit material, or other material that is used to cheat or is disruptive to the teaching/learning environment.</li> <li>3. To violate any local, state, or federal statute.</li> <li>4. To vandalize, damage or disable the property of another person or organization.</li> <li>5. To access another person's or organization's materials, information, or files without the implied or direct permission of that person or organization.</li> <li>6. To violate copyright laws</li> <li>7. To use for unauthorized commercial activity and/or financial gain of the user.</li> <li>8. To wastefully use network or print resources.</li> <li>9. To use social media to cause stress/anxiety in another student that negatively impacts their learning experience.</li> <li>10. To change computer set-up, i.e., icons, background, etc.</li> <li>11. To use technology for any non-school activity deemed inappropriate by the teacher or administration.</li> </ol>	Minimum	Restorative practices; loss of media center and/or other FHS computer/iPad privileges (duration to be determined by administration); restitution, ISS	Restorative practices; loss of media center and/or other FHS computer/iPad privileges (duration to be determined by administration); 5 day OSS

	Maximum	1-3 day suspension	5-10 day suspension
<b>Terroristic Threat</b> - threatening, directly or indirectly (verbal, written or signed), committing any crime of violence (i.e bomb threat, school shooting threat, etc.) with the purpose of terrorizing another individual or group of people.	Minimum	Referral to law enforcement; 5 day OSS	Referral to law enforcement; 10 day OSS; consider alternative placement
	Maximum	Referral to law enforcement; 10 day suspension; consider alternative placement	Expulsion
<b>Theft</b> – unauthorized taking, using, transferring, hiding, possessing, or receiving property of another person or of the school district without the consent of the owner. If the theft is over \$250, the offense will be handled as a second or third offense	Minimum	Restorative practices; restitution; referral to law enforcement; 1-3 days OSS	Restorative practices; restitution; referral to law enforcement; 5-10 days OSS
	Maximum	Restorative practices; restitution; referral to law enforcement; 3-5 days OSS	Referral to law enforcement; restitution; 10 days OSS; consider expulsion
<b>Tobacco</b> - possessing or using tobacco in district buildings, in vehicles or at district events on or in sight of school grounds. This includes all e-cigs/vapes/juices and associated items regardless of whether nicotine is present.	Minimum	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; Referral to Chem Health, ISS	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; Referral to Chem Health Specialist; 3-5 days OSS
	Maximum	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; Referral to Chem Health Specialist; 1 day OSS	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; Referral to Chem Health Specialist; 5-10 days OSS
<b>Trespassing</b> - A. Physically present on a school campus, in a district vehicle, or at a school activity after being requested to leave by school personnel	Minimum	Referral to law enforcement; potential official no-trespass documentation; parent notification; 1 day OSS	Referral to law enforcement; 3-5 days OSS

B. Off Limits - The presence by student in an area of the school building or school grounds designated by school personnel as being unavailable for student use	Maximum	Referral to law enforcement; official no-trespass documentation; parent notification; 3 days OSS	Referral to law enforcement; 10 days OSS
<b>Truancy</b> A. Class Truancy - In the building or on the school grounds but not in attendance at assigned classes B. Off Grounds/Leaving for Lunch (Only seniors have open campus for lunch)	Minimum	“See Attendance and In-Building Truancy Policy” in this handbook/Revoke Open Campus Privileges	“See Attendance and In-Building Truancy Policy” in this handbook/Revoke Open Campus Privileges
	Maximum	“See Attendance and In-Building Truancy Policy” in this handbook/Revoke Open Campus Privileges	“See Attendance and In-Building Truancy Policy” in this handbook/Revoke Open Campus Privileges
<b>Unauthorized Distribution</b> - distribution of inflammatory, libelous, or slanderous literature, or other materials within sight of school property which results in a disruption to the educational environment, and/or other violation of District policy regarding distribution of non-curricular literature to students	Minimum	Restorative practices; reteach; parent notification, ISS	Restorative practices; reteach; parent notification & conference with administration; 3 Day OSS
	Maximum	1 Day OSS	5 day OSS
<b>Unauthorized Use or Possession of School Property</b> - the unauthorized/illegal use of school property for non-school sponsored activities	Minimum	Referral to law enforcement; parent notification & conference with administration; ISS	Referral to law enforcement; parent notification & conference with administration; 5 day OSS
	Maximum	Referral to law enforcement; parent notification & conference with administration; 3 day OSS	10 day OSS
<b>Vandalism</b> - defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while on school property, at a school activity, in a district vehicle or under the supervision of school staff	Minimum	Restorative practices; Referral to law enforcement; restitution; parent notification & conference with administration; 1 day OSS, ISS	Restorative practices; Referral to law enforcement; restitution; parent notification & conference with administration; 5 days OSS
	Maximum	Referral to law enforcement; restitution; parent notification & conference with administration; 3 days OSS	Referral to law enforcement; restitution; parent notification & conference with administration; 5-10 days OSS; consider expulsion
<b>Weapon (look alike or real)</b> - possession of a sharp object, knife, gun, projectile or look-alike designed or used in a harmful manner	Minimum	Referral to law enforcement; 5 day OSS	Expulsion
	Maximum	Referral to law enforcement; expulsion	Expulsion

## **Tennessee Warning**

Students may be questioned by administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as per Minnesota Statute. The Minnesota Government Data Practices Act 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 the requested data;
3. Any known consequences arising from supplying or refusing to supply private data;

And

4. The identity of the other persons or entities authorized by a state or federal law to receive the data.  
Minn. Stat. 13.04 Subd.2

## **Mandatory Reporting Law**

School personnel are required by state law to report neglect, physical abuse or children in the home, school, or community setting. Teachers who suspect or are informed of abuse will report it to child protection.

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

[Use this link to access the Parent/Guardian Guide and the Parent/Guardian Refusal for Student Participation in Statewide Assessments.](#)