

Faribault Middle School Handbook 2023-2024



Faribault Middle School

“ExcellenceEverywhere”



Faribault Middle School 2023-2024

The entire FMS team is looking forward to welcoming students back into the building. We pride ourselves on our drive for excellence and focus on developing the whole child to prepare them for high school, college, career and beyond. We are committed to ensuring that students experience a safe and welcoming environment while also having the opportunity to learn and grow.

Faribault Middle School is committed to the five district strategies. These strategies provide us with a focus around the areas of student-centered learning, equity, mental health and safety, school climate, and family and community engagement.

We look forward to partnering with our students, families and community members to provide the best possible learning experience. You can reach out to me by email at sfox@faribault.k12.mn.us, give me a call at 507-333-6310, or stop by for a visit at the middle school.

Sincerely,

Dr. Stacy Fox
Principal



District Mission Statement	<i>Faribault Public Schools provides a high-quality and equitable education that nurtures, inspires, challenges, and empowers all students to engage and grow as learners and citizens</i>
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FMS STUDENT AND PARENT HANDBOOK

The policies and practices contained in this handbook are designed to help students maintain an academic focus and create a clear understanding of FMS expectations. Each student and parent/guardian is responsible for understanding the contents of this handbook.

A complete copy of the "Rules, Regulations and Procedural Code of the District 656 Public School K-12" document is available in the school district administrative office located at 710 17th Street SW, Faribault, MN, as well as on the district website at www.faribault.k12.mn.us. This student and parent handbook and its contents were approved by the ISD 656 school board. This handbook may be changed or amended during the school year. Please contact the administration with any questions.

FMS prides itself on being an Exemplary Middle School.

Research from the Association of Middle-Level Educators (AMLE) has shown that exemplary middle-level programs focus on the following characteristics:

Developmentally responsive: Using the distinctive nature of young adolescents as the foundation upon which all decisions about school organization, policies, curriculum, instruction, and assessment are made.

Challenging: Ensuring that every student learns and every member of the learning community is held to high expectations.

Empowering: Providing all students with the knowledge and skills they need to take responsibility for their lives, to address life's challenges, to function successfully at all levels of society, and to be creators of knowledge.

Equitable: Advocating for and ensuring every student's right to learn and providing appropriately challenging and relevant learning opportunities for every student.



English

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

Spanish

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

Waalidiinta

Haddii aadan fahmin akhbaartan, ku saabsan xaaladda ardaga fadlan la xiriir, dugsiga carurtadu dhigato, amma macalink (ESL) Dugsiga Ayan ku diyaarinayo turjubaan wax ku fasiro

Nuer

Mi ci láári liŋ rey goɔra neme, jin we kä laät tin läät kä ESL, ke duɔp máktápä duel goɔr kä gaan. Ba luuc thuɔk riali kä ka kuü du.

Cambodian

បើសិនអ្នកមិនយល់ក្រសែនេះទេ
សូមទាក់ទងជាមួយគ្រូបង្រៀនភាសាអង់គ្លេស
(E.S.L) តាមរយៈការិយាល័យ
កូនចល័តរួច គេនឹងផ្តល់អ្នកបកប្រែ



Middle School Student and Parent Handbook

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Please contact the Faribault Middle School office with any questions.

Office hours are 7:00 a.m. - 4:00 p.m. daily.

Faribault Middle School Office		507-333-6300
Principal	Dr. Stacy Fox	sfox@faribault.k12.mn.us
Assistant Principal	Mr. Jesse Armbruster	jarmbruster@faribault.k12.mn.us
Dean of Students	Mr. Nate Molitor	nmolitor@faribault.k12.mn.us
Counselor	Mr. Brent Hawkins	bhawkins@faribault.k12.mn.us
Counselor		jmack-hafermann@faribault.k12.mn.us
Counselor	Mr. Kyle Krzenski	kkrenski@faribault.k12.mn.us
Social Worker	Mrs. Melissa Dobbs	mdobbs@faribault.k12.mn.us
Literacy Coach	Mrs. Katie Bisping	vdinse@faribault.k12.mn.us
Special Services Case Facilitator	Ms. Larissa Bongers	lbongers@faribault.k12.mn.us
Principal's Secretary	Mrs. Minda Vininski	mvininski@faribault.k12.mn.us
Attendance Secretary	Mrs. Judy Johnson	jjohnson@faribault.k12.mn.us
Student Services Secretary	Mrs. Laura McColley	lmccolley@faribault.k12.mn.us
School Nurse	Mrs. Susan Pelkey	spelkey@faribault.k12.mn.us
Family and Community Engagement Specialist	Mrs. Zulema Nieves	znieves@faribault.k12.mn.us
Family and Community Engagement Specialist	Mr. Mohamad Mohamed	mmohamed@faribault.k12.mn.us
School Resource Officer	Detective Jeff Burbank	jburbank@faribault.k12.mn.us
Student Activities Office	Shawn Beherns	507-333-6210
Sodexo (food service)	Cathy Hammerschmidt	507-333-6773
Special Services	Lisa Quimby	507-333-6318
Family Literacy Specialist		507-333-6018



Faribault Middle School Weekly Bell Schedule

7 period Day Schedule					
6th Grade		7th Grade		8th Grade	
1st hour	7:50-8:39	1st hour	7:50-8:39	1st hour	7:50-8:39
2nd hour	8:43-9:28	2nd hour	8:43-9:28	2nd hour	8:43-9:28
3rd hour	9:32-10:17	3rd hour	9:32-10:17	3rd hour	9:32-10:17
4th hour	10:21-11:06	7A Lunch 7B Falcon Time	10:21-10:51	4th hour	10:21-11:06
6A Lunch 6B Falcon Time	11:10-11:40	7B Lunch 7A Falcon Time	10:51-11:21	5th hour	11:10-11:55
6B Lunch 6A Falcon Time	11:40-12:10	4th hour	11:25-12:10	8A Lunch 8B Falcon Time	11:59-12:29
5th hour	12:14-12:59	5th hour	12:14-12:59	8B Lunch 8A Falcon Time	12:29-12:59
6th hour	1:03-1:48	6th hour	1:03-1:48	6th hour	1:03-1:48
7th hour	1:52-2:37	7th hour	1:52-2:37	7th hour	1:52-2:37

Faribault Middle School Bell Schedule

Two-Hour Late Start Schedule					
6th Grade		7th Grade		8th Grade	
1st hour	9:50-10:23	1st hour	9:50-10:23	1st hour	9:50-10:23
2nd hour	10:27-11:00	2nd hour	10:27-11:00	2nd hour	10:27-11:00
3rd hour	11:04-11:36	7th Lunch No Falcon Time	11:04-11:36	3rd hour	11:04-11:36
6th Lunch No Falcon Time	11:40-12:12	3rd hour	11:40-12:12	4th hour	11:40-12:12
4th hour	12:16-12:48	4th hour	12:16-12:48	8th Lunch No Falcon Time	12:16-12:48
5th hour	12:52-1:24	5th hour	12:52-1:24	5th hour	12:52-1:24
6th hour	1:28-2:01	6th hour	1:28-2:01	6th hour	1:28-2:01
7th hour	2:05-2:38	7th hour	2:05-2:38	7th hour	2:05-2:38

**Middle School Organization**

The Principal is in charge of the overall operation of the middle school. The principal supervises the teachers, counselors, and all other staff in the building. The Assistant Principal assists the principal in the overall operation of the building. Some of the specific responsibilities of the Assistant Principal include overseeing the registration of courses, disciplinary actions and special education services. The Dean of Students assists the principal in student management and school culture. The student services team is made up of counselors, social worker, family and community engagement specialist, nurse, and police liaison.

Student Support Services:

Student support services are designed to assist all students in the development of lifelong interpersonal skills, achievement, wellness, readiness, school adjustment, career development, and goal setting. The middle school counseling and social work programs provide developmental as well as proactive, preventive, and remedial services. Its purpose is to empower all learners to lead satisfying and productive lives by assisting them in acquiring competencies in the educational, career, personal, and social domains. Early adolescent years can be a confusing time not only for the child but also for the parents. You are encouraged to call our Student Support Services, counselors, or social worker if you have any questions regarding your son's or daughter's development during the middle school years.

Attendance:

The habit of daily attendance helps your child see that school is important. School attendance laws of the State of Minnesota require that children must attend school regularly. The only excused absence from school is for student illness, a death in the family, appointments, court appearances, and religious observances. (For a full list please see Student Attendance Policy No. 503) When your child is absent from school, please remember to call us (when your child remains home for an illness or will be coming late due to an appointment). Messages can be left on our 24-hour voicemail any time of the day or night. If your child is absent, follow one of the procedures below:

1. For illness and/or unexpected absences, parents or guardians should call before 7:50 a.m. every day the student is absent. Please call (507) 333-6302.
2. The student must report to the office upon returning from an absence unless the parent has contacted the school and the absence is excused.
3. Requests for make-up work should be directed to the attendance office or teachers.
4. Pre-arranged absences should be communicated by written parental note or advance phone call.

Students are considered tardy and must report to the office for a pass if, for any reason, they arrive at school after the 7:50 a.m. bell. At the conclusion of the first period of the day, tardies become unexcused absences. Unexcused absences include staying home to take care of siblings, missing the bus, sleeping in, and refusing to go to school.

**Truancy:**

A parent or guardian is obligated to compel the attendance of a child at school pursuant to Minnesota Statute section 120A.22. Parents or guardians who fail to meet this obligation may be subject to prosecution under section 120A.34. There may be alternative educational programs and services available in the district for your child. You have the right to meet with appropriate school personnel to discuss solutions to your child's truancy. Students are considered "continuing truant" if a student has **three unexcused absences**. A letter will be sent to the parent explaining to them that they are in violation of mandatory attendance laws. Students are considered "habitual truants" if the child has **seven unexcused absences**.

An Educational Neglect Report will be filed with the Rice County Social Service Office. Excessive *excused* absences are also a concern. The school may require further verification to excuse excessive or unusual absences. *Please see the school board policy 503 for further information.*

Leaving During The School Day:

If students become ill in school, see the school nurse. She must approve requests to leave the building. The parent can enter the school to get their student or call from the parking lot and the student will be sent out.

If a student must leave school early for an appointment, parents or guardians will send a detailed note with their student for the student to bring to the FMS office in the morning for a pass to leave at the desired hour. The student will come to the office at the desired time to sign themselves out and wait for the parent to call the office and we will send the student out to meet you. If a student returns back to the building after an appointment they will sign themselves back in at the office.

Building Hours:

Students are not to be in the building prior to 7:30 a.m. unless they have a pass to see a teacher, they are eating breakfast in the cafeteria, or inclement weather necessitates their early entrance. Students are to exit the building by 2:50 p.m. unless they are under the direct supervision of a staff member.



Academics

- **Core Courses:** are made up of math, language arts, science, social studies, health, and physical education.
- **Exploratory Courses:** offer students the chance to get involved in an activity in order to develop skills and interests outside of the core academic classes. The administration and teachers at Faribault Middle School believe that students need to step out of their comfort zone and try new activities during these years in order to fulfill their educational opportunities. We believe the exploratory programs support our mission of developing the whole student.

Falcon Time:

The school day includes a Falcon Time period that is made up of a group of students and a teacher from their teaching team or grade level. The purpose of Falcon Time is for students to have a place to build community through school connectedness (i.e. connecting with an adult), relationships, communication, academic support, future planning, and citizenship.

Exceptional Educational Services:

All students will have the opportunity to be in common learning environments, regardless of abilities, needs, backgrounds, and interests. Every student is unique with special talents and abilities. Special learning opportunities will be provided for students, as required to assist them in reaching their potential. Examples include ELL (English Language Learners), Special Education, accelerated programs, and alternative programs. Parents are urged to call the middle school office at 507-333-6300 to discuss what programs may best fit their child's needs.

Conferences:

Conferences will be held on October 17th from 3:30pm to 8:30pm and October 18th from 7:30am to 11:30am. February 15th from 3:30pm to 8:30 pm and February 16th from 7:30am to 11:30 am.

Grading:

- Students will be graded on the following grading scale:

93-100 A	80-82 B-	63-66 D+
90-92 A-	77-79 C+	63-66 D
87-89 B+	73-76 C	60-62 D-
83-86 B	70-72 C-	50-59 F

- All assignments, assessments, and final grades are on a 50-100 scale. No zeros will be given for missing or late work and no scores less than 50% will be entered for assignments or assessments in which students scored lower than that.



- No extra credit is allowed or awarded.
- Student grades are not affected if work is submitted late as long as it is turned in prior to the summative assessment of that content. Teachers will have the option to accept work beyond that point for full credit.
- A minimum of one assessment retake is available to any student when they have received additional support and demonstrated that they have a stronger understanding of the material. Students will have at least two weeks to retake an assessment. Teachers will have the option to allow retakes beyond that point for full credit. Retake grades replace earlier scores, unless the first score was higher.
- Summative assessments (i.e. checks for understanding) are weighted between 80% and 100% of a student's grade. These checks for understanding will take place at least once every two weeks. Examples of these assessments include tests, quizzes, projects, labs, exit tickets, performance assessments, written/verbalized summaries of learning or any other means to assess student learning.
- Non Academic performance (i.e. "participation", "appropriate conduct", "time on task", "respectfulness", etc.) will not be included in a student's grade. Students are instead given feedback verbally, in writing, or online on their progress in developing these important soft skills.
- No group grades will be rewarded. Instead, each individual student working in a group will be awarded a grade which accurately reflects their learning that occurred during the collaborative activity.
- Up-to-date grades will be available for students and parents in Infinite Campus at least once every two weeks.

Infinite Campus Parent / Student Portal:

Infinite Campus portal, accessible from the district website, is a student information system that provides students and parents online secure access to class schedules, attendance, assignments, grade information, immunization records, and assessment scores. Only parents and guardians, including staff with students within the district, will be able to view their student's information within the Campus Portal. *To sign up for portal access contact the FMS office or fill out the portal request form from our website.*

Report Cards:

All students and parents may access report cards and mid-quarter reports on the Infinite Campus Parent Portal. An automatic dialer will notify families each time report cards, mid-quarter reports, and D/F reports are available. Mid-quarter reports and D/F reports will not be mailed unless requested. Report cards will be sent home with students in a sealed envelope. A dialer will go out notifying families they are coming home.



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

Schedule Changes:

Schedule changes require counselor or administrator permission. Changes will be made for the following reasons: computer error, medical/physical restrictions, inappropriate placement, and administrator's discretion. ***Please stop by Student Services to pick up a Schedule Change Request form.***

Schoology Learning Management System:

Schoology allows teachers to make resources available to students and parents in a format that acts like a digital extension of the classroom. Everything about it serves an academic purpose that is delivered in a safe and secure manner. Parents and students access Schoology using their own unique username and password. Parent accounts will be automatically linked to each of their students. Some of the information you will find in Schoology includes classroom updates, assignments, calendar, study guides, quizzes/tests, and interactive discussions.

Academic Programs

FMS has Advanced Courses in all three grade levels in math, language arts, and social studies as determined by student enrollment and need. When a full section of students is not able to be offered, we will group students to meet their academic needs. Please refer to the FMS Registration Guide or to the teacher for specific requirements of the advanced courses.

FMS offers AVID Elective courses for each grade level. Students must apply and be accepted to be enrolled in AVID.

Make-up Work

Homework Requests for Illness:

Homework requests: Please contact the main office if you wish to request homework for your child. Your child can also request access to homework through Schoology. A student will have two days for every day they are absent from school to turn in classwork. If a student is provided a homework assignment prior to becoming ill, the student is expected to have it completed upon return.

Homework Requests for Family Vacations and Extended Leaves:

The expectation is that homework is completed before the absence from school or due the day the student returns. Other arrangements may be made between the teacher and the student.

**Homework Requests for In-School Suspension (ISS) and Out-of-School (OSS)****Suspension:**

ISS students will have their missed classwork/ homework collected from the teachers. These and any assignments given the previous day are due as if the student were in school. There is no extra time allotted to turn these assignments in late.

Students given OSS will have their assignments requested through the office.

Parents/Guardians will be notified of pick up time and date. Students will have two days following OSS to complete homework.

School Wide Behavior Guidelines**Food And Beverage Use:**

Food is only allowed in the Cafeteria unless staff permission is given. Candy and food are not to be consumed in the hallways or classrooms. Infractions pertaining to consumables will be tracked and consequences issued. Exceptions may occur for supervised classroom functions such as school breakfast, rewards or celebrations. Vending machines are available to students after school. The middle school allows students to have water bottles.

Food Service:

Per School Board Policy number 534, there must be a positive balance in the student's account in order for them to receive a meal - no charging will be allowed. The parent or guardian with a zero or negative balance will be advised that their child will need to bring meals/milk from home or bring cash for their meals. We encourage everyone to utilize our on-line prepayment option through the Parent Portal. Educational Benefits Applications are available in the school and food service offices.

For the 2023-2024 school year, everyone gets a free breakfast and lunch at no cost. A second full meal is \$2.85 at the middle school. A la carte items and prices can be found on the district's website. Breakfast is available for students for \$1.80. No pop or glass containers are allowed in the cafeteria. It is expected that food and beverages will not be consumed in any area other than the cafeteria.

Delinquent Meal Account Board Policy No. 534:

For all information relating to Food Service and Sodexo, please visit us at:

<https://faribault.sodexomyway.com/>

**Cellular Phones, Headphones, Digital Imaging Devices, and other Personal Electronic Devices:**

Cell phones are not allowed during our learning day. Students will keep their cell phones either at home, in their locker, or powered off in their pocket. Students may not use cell phones to check the time or to check messages during class and will not be able to respond to messages until after dismissal. If you need to contact your child during the school day please call the main office at (507) 333-6300. The rationale for our decision can be found at <https://www.awayfortheday.org/>

Earbuds should NOT be in unless permission is given by a staff member. Students will be asked to take earbuds out if seen wearing them. Repeated violation of this may result in disciplinary actions.

Photos/Videos:

Any video or still pictures taken on campus without the consent of the participant, is prohibited.

iPads (Non-School Issued):

Students are not allowed to bring to school iPads other than those issued by the school.

The school district holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school-sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

As per policy 524, students shall not use any electronic device that in any way disrupts or detracts from the educational environment. Students will not be allowed to leave class in response to any electronic devices. Students shall not photograph or videotape other individuals at school, except for activities considered to be in the public arena such as sporting events or public performances. Any violation of this will result in disciplinary actions. Similarly, students that use photos, videos, or other representations of students on social media sites will be subject to disciplinary actions.

The use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

The school is not responsible for lost or stolen cell phones.

Technology Acceptable Use Policy:

Use of the Faribault School District Technology Network and Internet Access is a privilege. Expectations for the use of technology strict adherence to the guidelines outlined in the *Faribault Public Schools Technology Acceptable Use Policy*. Please see the District section in this handbook. A copy of our Technology Acceptable Use Policy (Board Policy 524) is available on our district website at www.faribault.k12.mn.us.

**Violations of policy:**

- A. An employee shall direct the student to put the device away.
- B. The employee may confiscate the device and turn it into the school office where the student may retrieve it at the end of the school day.
 - **First-time offense**, turned into the office and can get picked up at the end of the day. The teacher will communicate home.
 - **Second offense and thereafter**, turned into the office and a parent needs to pick it up at the end of the day or a conference with the parent, student, and administrator must take place before the phone is returned to the student.
- C. At the principal's discretion, result in additional disciplinary action.

Technology Acceptable Use Policy Board Policy No. 524:

<https://resources.finalsite.net/images/v1591706433/faribaultk12mnus/jvd9ydwpufrkvbluwhwh/524InternetAcceptableUseandSafetyPolicy.pdf>

Sales: Students may not sell food, candy, services, or anything else to the student body and faculty without permission from the administration. All sales will be required to be related to a school activity.

Bicycles, Skateboards: Parental discretion is advised when allowing students to bring bicycles and other means of transportation to school. Things to consider are safety factors, weather conditions, and risk of vandalism, and theft. Students who ride bikes are to park them in the designated bike racks. We advise that all bikes be locked, as the school cannot be held liable for theft or damage. Vandalism or missing bikes should be reported immediately to building administration.

Roller Blades, Hoverboards, and Electric Scooters:

The use of these items in school is prohibited. Students who use these items in school will have these items confiscated. Parents/guardians may be called to pick up confiscated items.

Other Motorized Vehicles: Driving of any motorized vehicles is permitted by high school and ALC students only; not middle school students. No Go-Karts, Golf Carts, or other motorized vehicles are allowed on school property.

Use Of School Property:

Students are not permitted access to teachers or other school personnel's property including desks, keys, cabinets, grade books, computers, or personal belongings. Unauthorized student use of these objects will be considered a very serious offense.



Recognition

Awards and Honors:

- **Students of the Month:** Individual teachers/teams may award a student(s) of the month.
- **Honor Roll:** Students who are performing at the A and B levels will be placed on the honor rolls.

Middle School Activities

Student Activity Nights/Dances:

During the school year dances or parties (for FMS enrolled students only) will be organized through the host (i.e. - Student Council, teacher team, extra-curricular team) and Administrative staff. Social events such as these provide an excellent opportunity for students to positively interact with each other in an appropriate setting. It has been the history of the middle school to offer dances for 7th and 8th grade FMS students and Activity Night for 6th-grade students. Students who are absent due to illness or without prior parent approval the day of a special event or have been suspended in or out of school may not be allowed to attend. Students who have ISS, OSS or other on-going disciplinary behaviors may be excluded from activity night per administrative decision. All school procedures and rules apply to activity night. All activity nights require parent/guardian permission and payment for admission.

Middle School Co-Curricular Activities:

A middle school activities brochure is available in your school's main and student services offices. Further questions should be directed to our Middle School Activities Director, Mr. Hawkins at bhawkins@faribault.k12.mn.us.

Eligibility Guidelines:

Student's first responsibility is the completion of their homework, involvement in co-curricular activities must be secondary. If students are having behavioral or academic challenges while participating in sports/clubs, their involvement in these activities may be limited. Students who are assigned In-School Suspension (ISS) or out-of-school suspension (OSS) are not allowed to participate in co-curricular activities that day; this includes practices and athletic competitions. Coaches and advisors may have other rules related to participation for students who are assigned after school or lunchroom detention. It is expected that students will be receiving passing grades, or working with their teachers on grade improvement before participating in any co-curricular activities.

**Attendance:**

A student has to be in school by the 4th hour in order to be eligible for that day's practice or contest due to illness. Excused absences for appointments, funerals, etc must be communicated with the coaching staff. If a student receives a full day of ISS, OSS, or after school detention, the student will be ineligible for that day's practice or contest. Students need to be off school grounds within a half hour of the activity (co-curricular/tutoring/etc) ending time. Rides should be scheduled in advance. Students cannot loiter in or around school grounds.

After School Options:

All students are dismissed at 2:37 p.m. Students will need to exit the building prior to 2:50 pm. Those students riding on the 1st bus route immediately board their bus and exit campus. Those students waiting for the 2nd route may wait outside (supervision is provided) or work in a teacher's classroom, or the media center (with written permission). All students walking home will exit campus immediately after dismissal. Those students being picked up will wait for their ride at the 17th Street sidewalk.

After-School Conduct:

Student conduct at school and after-school practices or functions would be the same as that expected during the regular school day. Inappropriate behavior at after-school activities will result in the same school consequences as if that behavior occurred during the school day. Student conduct at school also includes behavior on the bus and before school starts.

Student Council:

The Student Council is an organization through which the students may express their opinions and participate in the management of school activities. The council tries to promote leadership and good citizenship among the student body. Council representatives are elected from the student body by grade level and team. It is the duty of the representatives to bring to the council's attention complaints and suggestions from their classmates and to report to their fellow students the actions of the council.

Athletic Registration and Physical Examinations:

Families will register student-athletes online at www.faribault.feepay.com for all school sports teams. Additional information on the registration process, account creation, and other information can be found on the district activities website at www.faribaultfalcons.com. The online registration ensures all students have submitted required eligibility documents, parental consent forms, and medical history questionnaires.

Additionally, all students must have had an athletic physical examination, administered by a medical physician within the past three years, on file in the Activities Director's office prior to participating in any athletic programs. Forms for physician's offices to fill out can be found on the Activities website (Inside Activities → Documents and Policies) and turned into the MS office.

**Activity Tickets:**

Admission to middle school sports activities is usually free. There is an admission fee for theater productions. Activity passes are available through the Athletics office. Fees will be posted on the Faribault School District's website.

Activity Fees:

Athletic Fees: \$85/season. Please check the Activities Website (Inside Activities → Documents and Policies) for further clarification on fees and reductions.

If a student is a three-sport athlete in a single year, their spring sports fee will be reduced.

Drama Fees: \$50 per year

Alcohol-Tobacco-Drugs-Sexual Harassment:

MS Athletics will abide by the same chemical/code of conduct violations policy as the High School. For the complete policy, please visit the Activities website. In general, the policy reads:

1. 1st Violation - Ineligible for 25% of the season
2. 2nd Violation - Ineligible for 50% of the season
3. 3rd Violation - Ineligible for the remainder of middle school. Participation at the HS will be at the discretion of school administrators at the MS and HS.

Activities Academic Eligibility for MS Students:

Every two weeks, the Activities Office will run a grade check for all students participating in activities for that season. If a student has any failing grade(s), the student will be placed on academic probation and given one week to raise the grade(s) to a passing level. If the grade is still failing after one week, the student shall lose eligibility and be denied participation until the grade(s) is passing. Passing grades must be confirmed in writing by the teacher to the Activities Office, who will communicate eligibility status to the coaching staff.

Medical Exclusions:

When an athlete is unable to participate safely due to a medical issue such as illness or injury, the athlete may be excused with a note from a parent/guardian for a maximum of two days. Any medical exclusion longer than two days must be approved with a note from a physician. Also, reinstatement to practice after being out more than two days must be accompanied by a note from a physician or approved health care professional. If a student is too sick or injured to participate in a physical education class, the student is ineligible to practice or play in a contest that day.



Lunchroom

Lunchroom Procedures:

The middle school has a full preparation kitchen offering a main and alternative line. The school uses the prepaid computer system for meals and ala carte items. Students enter a PIN number into a keypad and the price of their purchase is deducted from their account. Parents may restrict the ala carte option and amount spent per day on a student's account by completing the "option change" form provided by the kitchen staff. Student purchases may also be monitored on-line. At the present time we have a closed campus. This means that students are not allowed to leave our campus during lunch. Therefore, requests to take students out to lunch will be denied. Students have the opportunity to choose their assigned seat for the quarter.

Our school offers a variety of nutritional meal choices. Menus are available on the website and the Faribault Daily News. All student accounts remain prepaid with deposits made with cash, check or credit card. Faribault Public Schools has contracted with FeePay to provide the added convenience of using a credit card, with no transaction fees, to prepay for meals.

For the 2023-2024 school year, everyone gets a free breakfast and lunch at no cost. A second full meal is \$2.85 at the middle school. A la carte items and prices can be found on the district's website. Breakfast is available for students for \$1.80. No pop or glass containers are allowed in the cafeteria. It is expected that food and beverages will not be consumed in any area other than the cafeteria.

We encourage everyone to utilize our on-line prepayment option through the Parent Portal. Educational Benefits Applications are available in the school and food service offices.

Delinquent Meal Account Board Policy No. 534:

For all information relating to Food Service and Sodexo, please visit us at:

<https://faribault.sodexomyway.com/>

Lunchroom Behavior:

Students need to bus their trays and silverware, wipe their tables with a soapy cloth, place refuse in garbage containers, and recycle appropriate food. Students will be dismissed from the lunchroom by tables after an inspection of their eating area has taken place. Students who refuse to comply with the rules may be assigned to a special supervised lunch area, detention, or have their lunch privileges removed. Pop is not allowed in the lunchroom.

**Lockers:**

Personal items such as backpacks, purses, coats and hats should be stored in the locker throughout the day. Lockers are the property of the school district and are issued to students at the beginning of the school year. Pursuant to MN State statute, school lockers are the property of the school district and may be searched at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Locks will be issued by the office for coat/book lockers. Locks will be issued by PE teachers for PE lockers. Students will be required to pay for lost locks. No personal locks are allowed. Each student is responsible for keeping their assigned locker clean, both inside and outside. Students will be charged for damages caused to their lockers. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Illegal items and items belonging to the school or another person may be seized. **Students are not allowed to share lockers and are liable for damage or illegal substances that are found inside their lockers.** Students wishing to change locks may be assessed a fee.

**Search Of Student Lockers, Desks, Personal Possessions, and Student's Persons
Policy No. 502****I. Purpose:**

The purpose of this policy is to provide for a safe and healthy educational environment by enforcing the school district's policies against contraband.

II. General Statement Of Policy:

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

C. 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. 502-2 D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. Definitions:

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

B. "Personal possessions" include but are not limited to purses, backpacks, bookbags, packages, and clothing.

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

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

IV. Procedures:

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

B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

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

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible. 502-3

E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. If further search is needed, the location of the search will be determined by law enforcement personnel.



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

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given the use of a locker.

Please see the school board policy 502 for the complete policy.

<http://www.faribault.k12.mn.us/common/pages/DisplayFile.aspx?itemId=3670208>

Dog Search:

There may be unannounced dog searches conducted within FMS throughout the school year. These searches may include the search dogs checking classrooms, locker rooms, and lockers.

Media Center:

The Middle School has created a Student Support Services/Specialist position to improve the academic achievement of all students through interventions. They manage the daily use and activities of the media center; assists with selection of materials and the enforcement of a climate conducive to learning; checks materials in and out for students. Assists testing coordinator and school administration in facilitating district assessments

The Middle School Media Center uses a computerized circulation. Resources include books, magazines and newspapers, networked computers with Internet access, electronic encyclopedias, magazine and newspaper databases, a scanner, a full range of media presentation and production equipment (including video cameras, digital cameras, slide projectors, CD players, and tape recorders), videotapes, and advanced video editing equipment. The goal of the program is to promote independence in the learning process, to provide knowledge and skills in the use of information, and to encourage problem-solving, creative thinking, and lifelong learning. We hope to provide a pleasant and enjoyable environment for students to read, to learn, and to practice information skills. Students are welcome to use the media center at any time with a signed pass from a teacher. Students must sign in at the front desk when they arrive and sign out at the front desk when they leave. Students who are disrupting other students will be asked to leave. Each student may have two items checked out at one time. The checkout period is 21 days

**Transportation – Faribault Transportation Company:**

Whether a student rides the bus to and from school or for special events/activities, they are expected to follow rules of good conduct and safety with regard to their bus ride in order that the ride is safe and enjoyable for everyone. Students are allowed to ride only their assigned bus. Riding the school bus is a privilege, not a right. Specific consequences are outlined in policy 707 for school bus behavior which is available in the school office or at the District Office. If you have questions or concerns, please contact **Faribault Transportation at 507-334-5121**.

Bus Rules: Conduct On School Buses and Consequences For Misbehavior

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding a bus or at a 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 five minutes before your scheduled pickup 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 a single file line and hold on to 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, live insects, reptiles, or animals allowed on the bus.

**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, students must be on time at their designated stops.
4. Do not damage the bus. Bus vandalism such as cutting/ripping seats is strictly prohibited.
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 point only, with the driver's permission.
8. Remain seated facing forward at all times.
9. Absolutely no tampering with the bus radio, control equipment or exit doors.
10. Talk quietly and use appropriate language.
11. Video or picture taking of any kind on the bus is strictly prohibited.
12. Weapons or dangerous objects i.e., skateboards, pets, glass, knives, etc are not allowed on the bus.
13. No eating, drinking, gum chewing, smoking, tobacco use, or drugs.
14. No fighting, harassment, intimidation, or horseplay.
15. Do not ignite matches or start a fire.

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 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 in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

GENERAL INFORMATION FOR STUDENTS & PARENTS

**Announcements / Delivering Messages:**

Unless the telephone message to a student is an emergency, classes will not be interrupted. Normally, phone calls for students will be handled between classes, during lunchtime, or at the end of the day. Announcements that include items of interest and importance to most students are displayed on the monitors in the hallways. At the end of the day, more specific announcements are read over the intercom.

Flowers, Balloons, and Signs:

Gifts such as flowers and balloons for students will be given to students only after school. This is designed to keep class interruptions to a minimum. All signs, posters, and other notices posted in the school buildings or on the school grounds shall first be approved for posting by the Principal's office personnel.

Fragrance:

Those who wear excessive scented after-shave, body sprays, lotions, hair spray, colognes, and perfumes may be asked to leave the classroom or area. If the scent can be removed, they may return to the classroom or area.

Lost and Found Articles:

The lost and found areas are located near the principal's office and locker rooms. Often, students believe something has been stolen that has merely been misplaced. Throughout the year, lost and found items will be given to charitable organizations. Please write your name on all clothing or belongings so ownership can be verified.

Parent Contact Information:

Students who change addresses, telephone numbers, or emails during the year should report such changes to the office immediately. If the parent contact information is not current, emergency contacts will be used.

Public Displays Of Affection (PDA):

Any public displays of affection shall not be permitted on school grounds. This includes but is not limited to hand-holding, hugging, kissing, cuddling, etc. Students will be talked to by Administration, parents may be notified, and consequences may be issued.

Preparedness For Class:



Students are expected to come to class with the proper tools for that class such as his/ her charged iPad, binder, homework, books, physical education required clothes, instruments, sewing equipment, etc. Only under special circumstances will students be allowed to go to lockers during class time. (*See tardy consequences at FMS under Attendance.*)

School Property:

Students who lose or damage textbooks will be required to reimburse the Middle School for replacement costs. If a payment for a lost book is made, and the book eventually found, the student will be reimbursed.

Guests:

As a general practice, no student guests are allowed at the middle school. Exceptions may include potential transfer students or class presenters. Please contact your school administrator, at minimum, one week in advance of the request.

Money:

Students are discouraged from bringing more money than what they need to spend at school each day.

Property/Valuables:

Any loss of property should be reported immediately to a staff member. However, if you have brought valuable items to school, students run the risk of having them taken. It is difficult to investigate, and the school does not guarantee finding these lost or stolen items. It is suggested to leave personal items at home.

Withdrawals From School:

When students transfer from Faribault Middle School, they must bring a note from their parents or guardians one day before leaving. Students will be given a checkout slip and all instructors must sign it. All Change obligations must be taken care of before a student can check out.

Guest Teachers:

Are important to the success at Faribault Middle School. They provide the school a tremendous service by taking the place of teachers who are absent due to illness and staff development. They deserve the same respect given to the regular classroom teacher. It is everyone's responsibility to welcome them to our school and to help them feel positive and respected while working in our school and district. Any student misconduct toward guest teachers will result in appropriate consequences.



DISTRICT POLICIES

Student Daily Attendance Policy No. 503:

Regular school attendance is directly related to success in academic work and benefits students socially. The school board recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. In accordance with the Minnesota Compulsory Instruction Law, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session unless the student has been excused by the school board. Parents are asked to call the school attendance line if a child will be absent from school for any reason.

Student Responsibility:

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent/Guardian Responsibility:

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher Responsibility:

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Parents/guardians are required to call the school attendance line by 7:50 A.M. on days their child will be absent. Absences/tardies will only be excused if a parent/guardian has telephoned school or the student presents a written excuse signed by the parent/guardian; noting the duration of absence and the reason. The school reserves the right to determine if the absence is excused or unexcused.

Absences That Are Considered Excused Include, But Are Not Limited To The Following:

School-sponsored curricular and co-curricular activities; Official religious holidays; Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent); Unique or



emergency circumstances which are authorized by a school administrator; illness, injury, or hospitalization of the student. A doctor's note must be provided if your child is gone from school more than 10 total days over the school year or 5 days in a row. Authorized appointments with school personnel.

Parents are asked to send a note to the main office in advance of an absence for an appointment or vacation. The student will be given a pre-signed note to show to teachers whose classes will be missed, and to get class assignments prior to leaving school. When leaving school during the day, the student must be signed out by a parent/guardian in the main office. Homework and any work given in advance to the student are due immediately when the student returns to school.

Attendance/Tardy Expectations: At Faribault Middle School we expect our students to arrive in each class on time with necessary materials.

Frequent tardiness will be handled in the office.

- A dialer goes out at 6:00 pm to parents noting attendance.
- Random absences will be handled by the Student Services Secretary each morning.
- If noticing a trend in tardies, complete behavioral referral form for chronic tardiness (minor).

Consequences:

3rd tardy per trimester, per class: Conference and action plan with Team/Teacher

5th tardy per trimester, per class: Student Service Referral

7th tardy per trimester, per class: Administration determines action plan with Parent Conference

Excessive tardies may result in loss of school privileges that may include; administration escort to class, parent escort, loss of extra-curricular activities.

Bullying

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 an 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 employees of the school district shall permit, condone, or tolerate bullying.

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 employees 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 Procedures:

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 employees 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 Distraction 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 employees of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged 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 school's 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 the 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 laws. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References and Cross References may be viewed on the district website > About > Board of Education > Policies > 514.

Chemical Health

Chemical Use and Abuse Policy No. 417

I. Purpose:

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also create significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. General Statement Of Policy:

A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.

B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.

C. The school district shall establish and maintain in every school a Child Study Team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.

E. The school district shall establish and maintain a program to educate and assist employees, students, and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

B. Reports of Chemical Use and Abuse:

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:



- a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives. 417-4
 - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the Child Study Team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's personal effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:
- a. The employee shall notify the building administrator or a member of the Child Study Team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

Drug-Free Workplace/Drug-Free School Policy No. 418

I. Purpose:

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

II. General Statement Of Policy:

A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school, or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.



B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.

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 member of the public who violates this policy.

VI. Enforcement:

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

Dress Code Policy No. 504:

The parent/guardians and student are responsible to ensure neatness, cleanliness, and respectable appearance when coming to school. Administrative judgment will determine the appropriateness of attire. Students found to be dressed in bad taste or in a condition that is disruptive to the educational environment will be expected to change their attire, and their parents will be notified with an explanation of the action taken by the school. **Please see school board policy 504 for complete policy.**

The following is a list of approved dress for students:

Pants and Shorts: Length must be appropriate; Size appropriate – waist, seat and inseam; Trousers must be worn at waistline

Skirts and Dresses: Skirts must be worn at waistline; Length must be appropriate; Slits in skirts must be appropriate

FMS Dress Code Clarifications:

- Shorts and skirts must extend beyond knuckles (when making a fist).
- Skirt and dress slits may not extend above mid-thigh.
- Cleavage, midriff, and undergarments may not be exposed.

Hats and Hoods: Hats are allowed to be worn during the academic school day. Hooded sweatshirts and jackets may be worn, however, the hoods are not allowed to be worn on student heads or tied around student faces while in classrooms or halls during the academic school day.

- We expect our students to remove hats during the **Pledge of Allegiance.**

**Not Approved School Wear:**

- Improperly fitting clothing that results in questionable exposure or is a safety hazard
- See-through clothing
- Deep-scooped necklines exposing an inappropriate amount of bare skin
- Clothing that shows the bare midriff or bare shoulders (no halter tops, spaghetti straps, one shoulder, tube tops). Cold shoulder shirts are okay as long as spaghetti straps are not shown.
- Pajamas, bedroom shoes or other sleepwear
- Hoods that cover the student's head and face.
- Apparel with offensive, obscene, indecent, degrading, or profane pictures/messages will not be allowed. This includes any clothing with a slogan, which can be interpreted in different ways which have connotations which may be offensive, obscene, indecent, or degrading.
- Chains, spikes, long belts or other potentially dangerous accessories
- Exposure of undergarments of any type
- Display or wearing of any gang articles, symbols, paraphernalia, or clothing that can be construed as being gang-related (e.g. bandanas, sweatbands, head rags, etc.). The clothing cannot indicate negative group affiliation
- Clothing promoting alcohol, drugs, or violence
- Any other clothing that interferes with the educational process
- State Law requires that shoes be worn by students at all times.
- Student clothing must not create a health hazard to the student's safety or to the safety of others.

Hazing Prohibition No. 526:

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

General Statement Of Policy:

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employees of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or



expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. 526-2 Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Health Services No. 604.2:

Health service provided shall function with the framework of written statements of the responsibilities of the service as provided in the job descriptions of school health personnel. The Faribault Public Schools shall sponsor the following health programs:

1. Hearing including tympanometry and vision screening.
2. Scoliosis screening.
3. Implementation of a Comprehensive School Health Program.
4. Promotion of a safe and healthy environment.

The health office is open from 7:30 am – 3:30 pm on school days and can be reached at (507) 333-6304.

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

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

- A fever of 100 degrees or more (stay home 24 hours after the temperature is back to normal without fever-reducing medication)
- Vomiting or diarrhea (stay home 24 hours after the last episode)
- Any undiagnosed rash
- Strep throat (may return to school 12 hours after antibiotics are started)
- Any undiagnosed draining wounds

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, chickenpox, and pink eye.

Doctor's Note: The health office 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 the duration and specific restrictions.



All medication must be administered through the school health office. Tylenol and ibuprofen can be administered by school health personnel, with written parental authorization, up to a maximum of 5 times a month. Students need to have their own supply in the health office. All other medications require Doctor's authorization and signed by a guardian. Inhalers and EpiPens may be carried by a student at the middle school level if the proper forms have been completed, are on file in the health office and the nurse has determined the student is able to administer them safely. **The school district will no longer furnish Acetaminophen and Ibuprofen.**

All medications other than Ibuprofen or Tylenol must be:

- 1) Accompanied by physician order. The physician order will state medication, dosage, time, duration, and the 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, and route of administration.
- 4) Controlled substance medication must be brought to the school and picked up at the school by an adult.

If your child has a food or milk allergy we request documentation from your doctor stating what foods they should avoid. We can then notify the kitchen staff so they can substitute the food items, or you can choose to send your child a cold lunch from home.

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

Minnesota Law requires that all students be up to date on their immunizations or have an exemption on file in the health office. The health office 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.



IMMUNIZATIONS

All students enrolled in school must have up-to-date immunizations for preventable diseases. The minimum immunization requirements are as follows:

6th grade:	7th & 8th grade:
DPT - at least 3 doses	DPT or Td- at least 2 doses
Polio - at least 3 doses (4 th needed if 3 rd was before age 4)	Polio - at least 3 doses (4 th needed if 3 rd was before age 4)
MMR - at least 2 doses	MMR – at least 2 doses
HepB – at least 3 doses	HepB – at least 3 doses
Varicella (chickenpox) – at least 2 doses (or history of chickenpox signed by a medical doctor)	Varicella (chickenpox) – at least 2 doses (or history of chickenpox signed by a medical doctor)
	Tdap – 1 dose required at age 11 or older
	Meningococcal – 1 does at age 11 or older

Exemptions: To go to school in Minnesota, students must show they've had these immunizations or file a legal exemption with the school. Parents may file a medical exemption signed by a healthcare provider or a conscientious objection signed by a parent/guardian and notarized.

Pledge of Allegiance No. 531:

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

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted: A. By each individual classroom teacher or the teacher's surrogate; or B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.



School Closings

Dismissal Of School:

At times when the weather is inclement and there is a question as to whether or not the school will be closed, or that the school buses will not operate, an official announcement will be made over radio stations KDHL (920 AM), KQCL (96 FM) and WCCO (830 AM) in the morning. A dialer will go out to phones with an announcement, additionally, an announcement will also be posted on the School District home page and the FMS Facebook page. When there is a possibility school will be closed and students sent home, an announcement will also be made over those radio stations. Please do not call the middle school as the announcement will be made first on the radio stations.

Special Services Programs:

The district takes pride in the quality of staff and the variety of programs available to students with special needs for learning.

Special needs programs offered within the school district include (please note this is an overview of services provided. It is up to the IEP Team to decide the best placement for the student):

- Specific Learning Disability (SLD)
- Speech and Language Therapy (SLP)
- Developmentally Cognitively Disabled (DCD) - Emotional Behavioral Disorders (EBD)
- Autism Spectrum Disorder (ASD)

Other programs offered by the district are: English as a Second Language (ELL)

Section 504:

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3)

Classroom teachers and parents refer students for accommodations. Students must meet specific criteria to receive accommodations. For more specific information, contact the building principals or counselors.



Student Discipline

DISTRICT WIDE - STUDENT DISCIPLINE POLICY & GUIDELINES (*Policy No. 506*)

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.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with the subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. Sections 121A.40 to 121A.56.

In view of foregoing and in accordance with Minn. Stat. 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals as appropriate, has developed this policy that governs student conduct and applies to all students of the district.

Minimum corrective actions for specified violations are described below. Because it is not possible to list every misbehavior or conduct problem, the school administration has the discretion and latitude to amend consequences as appropriate to the situation. Consequences may be altered as the administration considers a student's intent, track record or frequency of violations, attitude, or response to the intervention and willingness to correct the behavior. Building level administration also may impose a 1-10 day suspension* as deemed appropriate for various violations of district policy (*the superintendent may extend a suspension for an additional 1-10 days depending on the seriousness of the violation). Pursuant to MN Statute 121A.65, the school district discipline policy was reviewed with staff, the school board, parents, and students via various forms of communication.



The following sanctions apply to students in K-12 and the developmental level of the child will be taken into consideration at the time of the violation. The corrective actions are not sequentially ordered. Students may be subject to disciplinary action for conduct on or off school property which has a direct and immediate effect on the discipline or the general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, teachers, or other school personnel, or for the safety of school property. Violations of this policy during times of emergencies may result in increased/additional consequences. The district will follow Due Process laws and make each disciplinary action, an educational opportunity, as applicable.

Use the following link for an electronic copy of the guidelines below.

[📄 2022-2023 Faribault Middle School Behavior Expectations](#)

Behavior	Range	First Occurrence	Repeated Occurrence
Absence/Tuancy -- Unexcused			
	Minimum	As per district policy	As per district policy
	Maximum	As per district policy	As per district policy
Alcohol or Chemicals (Possession or Use) Possessing, influenced by the use of, or using alcohol/chemicals, vape, or any type of substance of question and related paraphernalia			
	Minimum	Parent notification, report to law enforcement, chemical assessment, 5 day OSS	Parent notification, report to law enforcement, chemical assessment, 5 - 10 day OSS
	Maximum	10 day OSS, consider expulsion	Expulsion
Alcohol or Chemical (Intent to sell, give, or share) Selling, giving or sharing or intending to sell, give or share alcohol/chemicals, vape, or any type of substance of question including related paraphernalia, including through the use of electronic communication.			
	Minimum	Parent notification, report to law enforcement, chemical assessment, 5 - 10 day OSS	Parent notification, report to law enforcement, chemical assessment, 5 - 10 day OSS
	Maximum	Expulsion	Expulsion
Arson - intentional destruction or damage to school or district buildings or property by means of fire			
	Minimum	Report to law enforcement, Restitution, Suspension	Report to law enforcement, Restitution, 5-10days OSS
	Maximum	Expulsion	Expulsion



or	Range	First Occurance	Repeated Occurrence
Disruptive Behaviors - acts that disrupt or to disrupt the educational process in the classroom, hallways, or at school functions, but 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.			
	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification,	Mediation, ISS, Detention, Reteach, Restorative practices, 1
	Maximum	1-3 days OSS	Expulsion
Student Grooming - inappropriate dress at school and/or school activities. Student's dress or appearance becomes the focus of the school if it falls short of ordinary adult community standards, interferes with the educational program of the school, or is an activity that is prohibited by school policy. Dress that is unsafe, displays language or images considered inappropriate by school officials. Clothing must be worn at all times for health and safety reasons. Shirts must cover the midriff, chest, upper thighs, and all undergarments. Jewelry or accessories (including backpacks) must not display words or pictures which are obscene, abusive, discriminatory, or which promote violence, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors.			
	Minimum	Conference with administration or Student Services, parent notification, detention, changing, covering, or turning inside out	Conference with administration or Student Services, parent notification, detention, suspension, changing, covering, or turning inside out
	Maximum	1 days ISS	1 day OSS
Explosives (Possession and/or Use) - Possession or using any compound, mixture or substance which the primary or common purpose is to produce an explosion (that is with instantaneous release of gas and heat). V/B explosives (as defined by state statute) i.e. dynamite C explosives (as defined by state statute) sparklers, stink/smoke bombs sparklers, flares, etc.			



Fighting (Physical) - 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	Suspension, resitution, parent notification, report to law enforcement, assessment, No Contact Contract	5-10 days OSS, resitution, parent notification, report to law enforcement, assessment, No Contact Contract
	Maximum	3-5 days OSS	Expulsion
Fighting (Promoting/Instigating a fight) - 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	Suspension, resitution, parent notification, report to law enforcement, assessment, No Contact Contract	3-10 days OSS, resitution, parent notification, report to law enforcement, assessment, No Contact Contract
	Maximum	1-3 days OSS	Expulsion
Fire Extinguisher (Unauthorized use) - unauthorized handling of a fire extinguisher or fire alarm			
	Minimum	2 days OSS, resitution, parent notification, report to law enforcement	5 days OSS, resitution, parent notification, report to law enforcement
	Maximum	5 days OSS	5-10 days OSS, expulsion
Falsification of Records or Identification - falsifying signatures or data or refusing to give proper identification or giving false information or refusing to identify oneself to a staff member			
	Minimum	Suspension, detention, parent notification,	Suspension, detention, parent notification,
	Maximum	1 day OSS	1-3 days OSS

Gambling - playing games of chance for stakes			
	Minimum	Suspension, detention, parent notification, report to law enforcement	1 day OSS, parent notification, report to law enforcement
	Maximum	1 day OSS	3 - 5 days OSS
Gang Involvement - gang related activity including graffiti, emblems, symbolism, hand signs, slang, jewelry, discussion, and clothing			
	Minimum	Suspension, detention, parent notification, report to law enforcement	Suspension, detention, parent notification, report to law enforcement
	Maximum	3-5 days OSS	3-5 days OSS, consider expulsion
Harassment - 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 (See complete high school league rules under section "Racial, Religious, & Sexual Harassment and Violence Policy")			
	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification,	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement
	Maximum	1-3 days OSS	3 - 5 days OSS, expulsion

Gambling - playing games of chance for stakes			
	Minimum	Suspension, detention, parent notification, report to law enforcement	1 day OSS, parent notification, report to law enforcement
	Maximum	1 day OSS	3 - 5 days OSS
Gang Involvement - gang related activity including graffiti, emblems, symbolism, hand signs, slang, jewelry, discussion, and clothing			
	Minimum	Suspension, detention, parent notification, report to law enforcement	Suspension, detention, parent notification, report to law enforcement
	Maximum	3-5 days OSS	3-5 days OSS, consider expulsion
Harassment - 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 (See complete high school league rules under section "Racial, Religious, & Sexual Harassment and Violence Policy")			
	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification,	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement
	Maximum	1-3 days OSS	3 - 5 days OSS, expulsion



Hazing - 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 (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)			
	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement
	Maximum	1-3 days OSS	3 - 5 days OSS, expulsion
Insubordination - willful refusal to follow appropriate directions given by a staff member, to willingly withhold information or purposefully provide false information during a school investigation.			
	Minimum	Mediation, ISS, Detention, Suspension, Reteach, Restorative practices, parent notification,	Mediation, ISS, OSS, Detention, Suspension, Reteach, Restorative practices, parent notification,
	Maximum	3 days OSS	3 - 5 days OSS, expulsion
Interference, Disruption or Obstruction - any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including loud speech, shouting, screaming, or through the use of electronic devices			
	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification,	Mediation, ISS, OSS, Detention, Reteach, Restorative practices, parent notification,
	Maximum	1-3 days OSS	3-5 days OSS, expulsion
Lewd Behavior - sexual conduct that is considered indecent or offensive			
	Minimum	Conference with administration or Student Services, parent notification, detention, suspension, restriction of school device	Conference with administration or Student Services, parent notification, detention, suspension, restriction of school device
	Maximum	1-3 days OSS	1-5 days OSS, expulsion
Medication (Over the counter) - sharing non-prescription medication			
	Minimum	Conference with administration or Student Services, parent notification, detention, suspension	Conference with administration or Student Services, parent notification, detention, suspension
	Maximum	1 day OSS	1-5 days OSS
Nuisance Objects - possession, use or distribution of any object that causes distractions			
	Minimum	Conference with administration, bring to office, parent notification, detention, suspension	Conference with administration, bring to office, parent notification, detention, suspension
	Maximum	1 day ISS	1 - 5 days OSS
Robbery or Extortion - 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	Report to law enforcement; 3 day OSS	Report to law enforcement; 10 day OSS; consider expulsion
	Maximum	Report to law enforcement; 10 day OSS, consider expulsion	Expulsion
A. Sexual Misconduct or indecent exposure - 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 B. Criminal Sexual Conduct - sexual conduct as defined in MN. Stat §5609.341-609.3451.			
	Minimum	Report to law enforcement; 5 day OSS	Report to law enforcement; Pursue alternative placement
	Maximum	Report to law enforcement; 10 day OSS; consider expulsion	Report to law enforcement; Expulsion



Propping, Rigging, Disabling, or Opening a Secure Door - Any action which causes a door to be unsecured in order to facilitate prohibited entry, or future reentry into the school			
	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
Technology and Telecommunications Misuse - inappropriate use of schools Internet, technology, or telecommunications equipment (iPads/Computers) including the following: 1. To record (video/audio/picture) of any school employee or student without their consent. 2. To access, Air Drop, 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. 3. To violate any local, state, or federal statute. 4. To vandalize, damage or disable the property of another person or organization. 5. To access another person's or organization's materials, information, or files without the implied or direct permission of that person or organization. 6. To violate copyright laws 7. To use for unauthorized commercial activity and/or financial gain of the user. 8. To wastefully use network or print resources. 9. To use social media to cause stress/anxiety in another student that negatively impacts their learning experience. 10. To change computer set-up, i.e., icons, background, etc. 11. To use technology for any non-school activity deemed inappropriate by teacher or administration 12. Any action, intentional or unintentional, that interferes with the school setting or student learning.			
	Minimum	Restorative practices; loss of media center and/or other FMS computer/iPad privileges (duration to be determined by administration); restitution; detention	Restorative practices; loss of media center and/or other FMS computer/iPad privileges (duration to be determined by administration); ISS
	Maximum	3 days OSS	5 days OSS
Terroristic Threat - threatening, directly or indirectly (verbal, written or signed), committing any crime of violence with the purpose of terrorizing another person or group of people.			
	Minimum	Report to law enforcement; 5 day OSS, No Contact Contract	Report to law enforcement; 10 day OSS; consider alternative placement, No Contact Contract
	Maximum	Report to law enforcement; 10 day suspension; consider alternative placement	Expulsion
Theft - 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; report to law enforcement; 3 days OSS	Restorative practices; restitution; report to law enforcement; 5 days OSS
	Maximum	Restorative practices; restitution; report to law enforcement; 5 days OSS	Report to law enforcement; restitution; 5 days OSS; consider expulsion
Tobacco - 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 and associated items regardless of whether nicotine is present. Distribution or intention to sell will result in maximum consequences being issued. Note: LIGHTERS - students will receive ISS for the remainder of the day plus ISS on the next school day.			
	Minimum	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; reteach on dangers of tobacco/vape use; 1 day OSS	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; reteach on dangers of tobacco/vape use; 3 days OSS
	Maximum	2 days OSS	5 days OSS



Trespassing -			
A. Physically present on a school campus, in a district vehicle, or at a school activity after being requested to leave by school personnel			
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			
<i>This section is to include the roof of the building, gaining access to the ceilings within the building, and all storage areas and custodian areas in and outside of the building.</i>			
	Minimum	Report to law enforcement; potential official no-trespass documentation; parent notification; 1 day OSS	Report to law enforcement; 3 days OSS
	Maximum	Report to law enforcement; official no-trespass documentation; parent notification; 3 days OSS	Report to law enforcement; 5 days OSS
Truancy			
A. Class Truancy - In the building or on the school grounds but not in attendance at assigned classes			
B. Off Grounds/Leaving			
	Minimum	Parent notification; detention	Parent notification & conference with administration; detention; ISS
	Maximum	Parent notification & conference with administration; ISS	Parent notification & conference with administration; referral to Rice County Student Attendance Review Board (SARB); detention; ISS
Unauthorized Distribution - 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	Restorative practices; reteach; parent notification & conference with administration; detention; ISS
	Maximum	Detention; ISS	3 day OSS
Unauthorized Use or Possession of School Property - the unauthorized/illegal use of school property for non-school sponsored activities			
	Minimum	Report to law enforcement; parent notification & conference with administration; detention	Report to law enforcement; parent notification & conference with administration; 3 day OSS
	Maximum	Report to law enforcement; parent notification & conference with administration; 3 day OSS	5 day OSS
Weapon (look alike or real) - possession of a sharp object, knife, gun, projectile or look-alike designed or used in a harmful manner			
	Minimum	Report to law enforcement; 5 day OSS	Expulsion
	Maximum	Report to law enforcement; expulsion	Expulsion
FMS strives to provide a safe and secure setting for staff, students, and the community. FMS administration reserves the right to modify the severity of the consequences during the end of the school year or to coincide with natural breaks in the school schedule.			



Academic Dishonesty

Cheating/Plagiarism:

Students who plagiarize (i.e. accepting the work of others as your own), cheat or aid in cheating on tests, quizzes, homework and other class assignments will work with school staff and administration to follow the Academic Integrity procedures. Depending on the severity and frequency of the violation, further and more severe consequences may occur.

Determination of Academic Dishonesty:

Any staff member who has reason to suspect that a student has participated in academic dishonesty will follow the steps outlined below:

- 1.) Meet with the student(s) involved, provide evidence of suspected academic dishonesty, discuss the matter and determine whether it has actually occurred.
- 2.) If there is sufficient evidence of academic dishonesty, student(s) and teacher will meet with administration. The goal of this meeting will be to discuss strategies to help the student make better academic choices in the future.

Consequences:

- First offense:
 - Behavioral referral
 - Parent contact from the teacher.
 - Student completes Academic Integrity “course”
 - Redo the assignment/test
- Additional offenses:
 - Behavioral referral added to permanent discipline record
 - Parent contact by the teacher
 - Student completes Academic Integrity “course”
 - Redo the assignment/test
 - Potential for more serious disciplinary action.

Important Considerations:

- *These offenses do not need to occur in the same class or during the same academic year to be considered consecutive offenses.*

The policy is in effect throughout a student's entire middle school career and each offense can mean progressing to the next level.

Student Code of Conduct

Disciplinary action may be taken against students for any behavior which is disruptive of good order, violates the rights of others, or violates school rules and regulations. This policy applies to all school buildings, school grounds, school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, the school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct



at any time or in any place interferes with or obstructs the mission or operation of the school district or the safety or welfare of the student, other students, or employees.

STUDENT CODE OF RESPONSIBILITY

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students & to recognize and respect the rights of others;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- To conduct themselves in an appropriate physical or verbal manner; and
- To display appropriate citizenship in school and the community.

Tennessen Warning:

The Tennessen Warning is similar to the Miranda Rights Warning police officers give to alleged offenders before they are questioned. In the school's case, students are not legally required to provide any information about an incident they have knowledge about or with which they were involved during an interview by the principal or other administrator.

Examples of Possible Offenses for a Tennessen Warning to be Given for Include:

- Sexual and/or racial abuse and/or harassment (further outlined in School Board Policy 526 Harassment and Hazing).
- Bullying (further outlined in School Board Policy 506.1).
- Internet misuse, cyberbullying, and misuse of other electronic devices (further outlined in School Board Policy 524, Student Use of Information Technology).
- Any and all other acts, as determined by the school district, which is disruptive to the educational process.

**Zero Tolerance Behaviors:**

The school board will expel for 365 days any student who brings a weapon to school, engages in aggravated assault, makes terroristic threats, sells or distributes illegal and legal drugs, burglarizes the school, or engages in sexual misconduct. The superintendent may modify such expulsion on a case-by-case basis. Further provisions relating to weapons are outlined in School Board Policy 501, Weapons.

Possession of Weapons: Students may not possess or distribute weapons, look-alike weapons, or other dangerous objects. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. "Possession" does not apply to firearm safety, color guard, or marksmanship courses or activities that may be conducted on school property. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or, or any device or instrument that is used to threaten or cause bodily harm or death. Some of the weapons are: guns (including pellet guns, paintball guns, look-alike guns, non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), nunchucks, throwing stars, explosives, fireworks, stun guns, ammunition, and mace.

Aggravated Assault: Committing an assault upon another person with Weapon, or an assault which inflicts great bodily harm upon another person.

Selling and/or Distributing Drugs or Alcohol on School Property: Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

A student who finds a weapon or dangerous object on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator; teacher, coach, bus driver, or responsible adult, or immediately notifies an administrator, teacher, coach, bus driver or responsible adult of the weapon's location.

Removal from Class

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted, by the student's misconduct, as determined by the school district.

**Grounds for Suspension Shall Include Any of the Following:**

Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

Willful violation of any school rules, regulations, policies, or procedures, including the Code of Student Conduct in this policy; or other conduct, which is the discretion of the teacher or administration, requires removal of the student from the class.

Disciplinary Action May Include, But is Not Limited To, One or More of the Following:

Student conference with teacher, principal, counselor or other school district personnel, and verbal warning; Parent contact; Parent conference; Removal from class; In-school suspension; Suspension from extracurricular activities; Detention or restriction of privileges; Loss of school privileges; In-school monitoring or revised class schedule; Referral to in-school support services; Referral to community resources or outside agency services; Financial restitution; Referral to police, other law enforcement agencies, or other appropriate authorities; A request for a petition to be filed in district court for juvenile delinquency adjudication; Out of school suspension under the Pupil Fair Dismissal Act; Preparation of an admission or readmission plan; Saturday school; Expulsion under the Pupil Fair Dismissal Act; Exclusion under the Pupil Fair Dismissal Act; and/or Other disciplinary action as deemed appropriate by the school district.

Dismissal:

All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act. The Minnesota Pupil Fair Dismissal Act shall be considered as a part of the Independent School District 656 Disciplinary Policy.

Communication:

Procedure for Notifying Students and Parents or Guardians of Violations

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

Maintenance of Student Discipline Records:

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act.

Interaction with Law Enforcement Authorities:

School officials will work with law enforcement authorities whenever it is necessary for the well-being of the students and school personnel.



Student Use of Information Technology

Technology Acceptable Use Policy Board Policy No. 524:

<http://www.faribault.k12.mn.us/common/pages/DisplayFile.aspx?itemId=68620041>

Title IX Compliance:

Faribault Public Schools complies with the requirements of the Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in education programs or activities or in employment. School Board policies 522 (non- discrimination policy), 506 (student discipline policy) are policies aimed at preventing discrimination. Complaints or questions may be directed to the Director of Teaching and Learning, Title IX coordinator for the district at 507-333-6000. Complaints may also be filed with the Office for Civil Rights in Chicago, Illinois at 312-866-8434.



Parent/Guardian Guide to Statewide Testing

This document provides basic information to 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 children 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.

- Students who do not participate will receive a score of "not 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.
- 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.

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 Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in 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 MCAs 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.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

Are there limits on local testing?

As stated in 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.

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.state.mn.us) (education.state.mn.us > Students and Families > 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 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 a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > 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 or 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 student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.

Student ID or MARSS Number _____