

Staples-Motley Middle/High School Handbook

2023-24



Home of the Cardinals

Build Your Nest!

Staples-Motley Middle/High School
401 Centennial Lane
Staples, MN 56479
(218) 894-5400 PHONE
(218) 894-2434 FAX

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Staples-Motley School District

Continuous Improvement Plan



CARDINAL PRIORITIES



relationships



integrity



respect



pride



excellence



communication

MISSION

Staples-Motley School District supports all learners to grow and rise to new challenges through a culture of pride in academics, arts, athletics and community.

VISION

To educate, equip, and empower all students to achieve their full potential, and succeed in the classroom and beyond.

COMMITMENTS

STUDENT EXPERIENCE

Diverse opportunities and support for success

CLIMATE & CULTURE

Optimal teaching and learning environment

VALUE

Guided management of district assets

OPERATIONS

Service, collaboration, facilities maintenance

CLIMATE & CULTURE

*Optimal Teaching
& Learning Environment*

- Cardinal Pride
- Transparency
- Customer Service
- Schools that foster positive community resulting in employee and student engagement
- Safe and inviting learning environment

STUDENT EXPERIENCE

*Diverse Opportunities
& Support for Success*

- Sense of belonging and significance
- Effective instruction and practices (for both academic and social support)
- Focus on student growth and intrinsic motivation
- Diverse and abundant academic, arts and extracurricular opportunities, including Career and Tech Educational courses to provide Career Exploration and pathways.



CARDINAL COMMITMENTS

VALUE

*Guided Management
of District Assets*

- Fiscal responsibility
- Maximize facility efficiencies
- Utilize staff talents and time to serve students best
- Strategies for retention of students, families and high-quality staff
- Dual credit courses available to high school students

OPERATIONS

*Service, Collaboration
& Facilities Maintenance*

- Clear, consistent communication
- Continued efforts in improving and maintaining safe facilities
- Consistency in training and procedures
- Professional growth and development

CARDINAL PRIORITIES



relationships



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integrity

MESSAGE FROM Debbie Ferdon, Principal

The staff of Staples-Motley Middle/High School welcomes you! This handbook has been prepared for you as a guide, to inform you of school policies and regulations, and of what is expected of you as students.

Staples-Motley High School has high academic and behavioral expectations. We are proud of the many opportunities that we offer to students including challenging academic coursework, CTE and elective options, high quality Music and Art programming, strong athletics, and a variety of clubs and other extracurriculars to choose from. We know that the students and staff working together will make Staples-Motley Middle/High School a GREAT place to be. Let's Fly, Cardinals!!

We want your time at Staples-Motley High School to be a positive experience. Your cooperation with what is contained in this handbook will assist all students and staff in having a successful school year. We want to provide a safe environment for our students and staff where we are fulfilling all of our Cardinal Priorities in order to carry out the Vision and Mission of the district.

Let's have a great 2023-24 School Year - we can't wait to see you!

Mrs. Ferdon

Equal Educational Opportunities

Every pupil of the district will have equal educational opportunities regardless of race, color, creed, gender, national origin, religion, age, marital status, status with regard to public assistance, or disability.

BOARD OF EDUCATION	ADMINISTRATION
Bryan Winkels, Chair Ryan Wright Lisa Anderson Chandler Trout Kyle Reese Jeremy Reeck	Shane Tappe, Superintendent Debbie Ferdon, Principal Kari Sarych, Dean of Students Josh Lee, Community Education & Activities Director

Shane Tappe, Title IX Coordinator
 Human Rights Officer, 504 Coordinator
 905 4th St NE
 Staples, MN 56479

Maggie Borg, Alt. 504 Coordinator
 401 Centennial Lane
 Staples, MN 56479

STAPLES-MOTLEY MIDDLE/HIGH SCHOOL STAFF

AG SCIENCE	FACS	OFFICE	SCIENCE
Kaylee Pratt	Tina Mitts	Debbie Ferdon, Principal	Lorna Birkholtz
ART	HEALTH OFFICE	Shelli Rau	Daren Blanck
Jill Schneider	Cindy Denning	Kayla Vejtasa	Jim Opelia
Sarah Decker	Alisha Pesola	PARAPROFESSIONALS	Laurie Trout
BUSINESS ED	HEALTH OCCUPATIONS	Karen Bart	SOCIAL STUDIES
Drew Potter	Jennifer Burns	Kathy Dobson	Steve Fligge
CAFETERIA	IT DEPARTMENT	Jo Gjovik	Erik Johnson
Wade Vangsness	Joe Brandsma	Angie Jares	Paul Mithun
Kim Butler	Ezra Johnson	Angela Kramer	Allison Vangsness
Melissa Richards	INDUSTRIAL ARTS	Brittany Mead-Giberson	SOCIAL WORKERS
Doug Roberts	Jeff Sterriker	Lori Miller	Maggie Borg
CUSTODIANS	Jerry Freese	Taylor Miller	Carlie Reading
Lynn Vanderweyst	Bart Graves	Brian Mitts	SPANISH
Troy Erickson	MATH	Valerie Nanik	Skyla Rewitzer
Sean Smith	LaRae Bjorge	Carrie Patterson	SPECIAL ED
ACADEMIC COUNSELOR	Sarah Decker	Kathy Robben	Jocelyn Anderson
Steven Jennissen	Caitlyn Hacker	Penny Sebring	Elizabeth Capistrant
ACTIVITIES OFFICE	Kasey Odden	Stacey Sterriker	Catherine Cyr
Josh Lee	Marly Simmons	Nicole Taylor	John Holman
Lori Nienow	MEDIA CENTER		BobbyJo Johnson
DEAN OF STUDENTS	Liz Koskiniemi	PHY ED/HEALTH	Erin Judd
Kari Sarych	MUSIC	Holton Truax	Natasha Peden
ENGLISH	Cade Bestland	Deanna Anderson	Phyl Runzel
Selket Jewett	Kristina Haataja	Zack Qual	Chris Trout
Sandy Opheim	MS REACH and STUDENT SUCCESS	HS REACH	Karla Zeck
Staci Schultz	Jim Jackson	Val Turner	SPEECH
LaDeanna Simek	Chris Jennissen	Melissa Elfstrum	Sheryl Nanik
Robert Watson			

2023-24 SCHOOL CALENDAR

<p>Aug. 31 September 5-6</p> <p style="padding-left: 20px;">September 6</p> <p style="padding-left: 20px;">September 7</p> <p style="padding-left: 20px;">September 7-8</p> <p style="padding-left: 20px;">September 11</p> <p style="padding-left: 20px;">October 11</p> <p style="padding-left: 20px;">October 19. 20</p> <p style="padding-left: 20px;">November 8</p> <p style="padding-left: 20px;">November 9</p> <p style="padding-left: 20px;">November 10</p> <p style="padding-left: 20px;">November 13</p> <p style="padding-left: 20px;">November 23, 24</p> <p style="padding-left: 20px;">December 1</p> <p style="padding-left: 20px;">December 13</p> <p style="padding-left: 20px;">Dec. 25 - Jan. 1</p> <p style="padding-left: 20px;">January 2</p> <p style="padding-left: 20px;">January 10</p> <p style="padding-left: 20px;">January 19</p> <p style="padding-left: 20px;">January 22</p> <p style="padding-left: 20px;">February 14</p> <p style="padding-left: 20px;">February 19</p> <p style="padding-left: 20px;">February 29</p> <p style="padding-left: 20px;">March 13</p> <p style="padding-left: 20px;">March 22</p> <p style="padding-left: 20px;">March 29</p> <p style="padding-left: 20px;">April 1</p> <p style="padding-left: 20px;">April 10</p> <p style="padding-left: 20px;">May 8</p> <p style="padding-left: 20px;">May 24</p> <p style="padding-left: 20px;">May 24</p> <p style="padding-left: 20px;">May 27</p> <p style="padding-left: 20px;">May 28</p> <p style="padding-left: 20px;">April 1</p>	<p>Staff Inservice (ALL Staff Inservice is August 31)</p> <p>MS/HS 5th-6th Grade Open House 4-6 pm</p> <p>MS/HS 7-12th Grade Open House 4-7 pm</p> <p>Elementary Open House and Conferences until 7pm</p> <p>First Day of School</p> <p>2 Hour Early Dismissal/ PLC</p> <p>NO SCHOOL / MEA</p> <p>2 Hour Early Dismissal/ PLC</p> <p>End of Quarter 1 (42 days in Quarter)</p> <p>NO SCHOOL / Staff Inservice and Work Time</p> <p>NO SCHOOL 7:45am - 7:45pm EI, MS & HS Conferences</p> <p>NO SCHOOL / Thanksgiving</p> <p>End of Elementary Trimester 1</p> <p>2 Hour Early Dismissal/ PLC</p> <p>NO SCHOOL/ Christmas Break</p> <p>School Resumes</p> <p>2 Hour Early Dismissal / PLC</p> <p>End of Semester (41 days in Quarter)</p> <p>NO SCHOOL Staff Inservice and Work Time</p> <p>2 Hour Early Dismissal/ PLC</p> <p>NO SCHOOL 7:45am - 7:45pm EI, MS & HS Conferences</p> <p>End of Elementary Trimester 2</p> <p>2 Hour Early Dismissal/ PLC</p> <p>End of Quarter 3 (43 days in Quarter)</p> <p>NO SCHOOL Good Friday</p> <p>NO SCHOOL</p> <p>2 Hour Early Dismissal / PLC</p> <p>2 Hour Early Dismissal / PLC</p> <p>Last Day of School (43 days in Quarter)</p> <p>Graduation @ 7:30</p> <p>Memorial Day</p> <p>Staff Inservice</p> <p>**E-Learning Day if needed - Additional Days could be added</p>
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Board

approved 6/27/22

DAILY SCHEDULE

FIFTH AND SIXTH GRADE SCHEDULE		7-8th GRADE SCHEDULE		9-12TH GRADE SCHEDULE	
1st Hour	8:15-9:05 (50)	1st Hour	8:15-9:05 (50)	1st Hour	8:15-9:05 (50)
2nd Hour	9:09-9:59 (50)	2nd Hour	9:09-9:59 (50)	2nd Hour	9:09-9:59 (50)
3rd Hour	10:03-10:53 (50)	3rd Hour	10:03-10:53 (50)	3rd Hour	10:03-10:53 (50)
5-6 Lunch/Recess	10:53-11:23	4th Hour	10:57-11:47 (50)	4th Hour	10:57-11:47 (50)
4th Hour	11:27-12:17 (50)	7-8 Lunch	11:47-12:17	9-12 5th Hour	11:51-12:41 (50)
5th Hour	12:21-1:11 (50)	7-8 5th Hour	12:21-1:11 (50)	9-12 Lunch	12:41-1:11
Homeroom	1:15-1:25 (10)	Homeroom	1:15-1:25 (10)	Homeroom	1:15-1:25 (10)
6th Hour	1:28-2:18 (50)	6th Hour	1:28-2:18 (50)	6th Hour	1:28-2:18 (50)
7th Hour	2:21-3:11 (50)	7th Hour	2:21-3:11 (50)	7th Hour	2:21-3:11 (50)

Early Dismissal Schedule

5-6th Grade SCHEDULE		7-8th GRADE SCHEDULE		9-12TH GRADE SCHEDULE	
1st Hour	8:15-8:50	1st Hour	8:15-8:50	1st Hour	8:15-8:50
2nd Hour	8:54-9:29	2nd Hour	8:54-9:29	2nd Hour	8:54-9:29
3rd Hour	9:33-10:08	3rd Hour	9:33-10:08	3rd Hour	9:33-10:08
4th Hour	10:12-10:47	4th Hour	10:12-10:47	4th Hour	10:12-10:47
5-8 Lunch	10:47-11:17	5th Hour	10:51-11:26	5th Hour	10:51-11:26
5th Hour	11:17-11:52	7-8 Lunch	11:26-12:06	6th Hour	11:29-12:04
6th Hour	11:55-12:30	6th Hour	11:55-12:30	9-12 Lunch	12:04-12:30
7th Hour	12:35-1:10	7th Hour	12:35-1:10	7th Hour	12:35-1:10

Late Start Schedule

5-6th Grade SCHEDULE		7-8th GRADE SCHEDULE		9-12TH GRADE SCHEDULE	
1st Hour	10:15-10:50	1st Hour	10:15-10:50	1st Hour	10:15-10:50
5-6 Lunch	10:50-11:20	2nd Hour	10:53-11:28	2nd Hour	10:53-11:28
2nd Hour	11:23-11:58	7-8 Lunch	11:28-11:58	3rd Hour	11:31-12:06
3rd Hour	12:01-12:36	3rd Hour	12:01-12:36	9-12 Lunch	12:06-12:36
4th Hour	12:39-1:14	4th Hour	12:39-1:14	4th Hour	12:39-1:14
5th Hour	1:17-1:52	5th Hour	1:17-1:52	5th Hour	1:17-1:52

DESCRIPTIONS OF SCHOOL COMMUNITY RESPONSIBILITIES:

BOARD OF EDUCATION of Independent School District 2170 establishes and implements the code of conduct for the Staples-Motley Public Schools. The Board, acting through the superintendent of schools, holds school employees responsible for the supervision of the behavior of students while legally under the supervision of the school.

**All Staples-Motley School Board Policies are located in the District Office and are available upon request.

SUPERINTENDENT OF SCHOOLS shall establish all necessary procedures, rules, and regulations relating to the standards of student behavior and shall be responsible to the Board for discipline in the schools.

SCHOOL PRINCIPAL shall be responsible to the superintendent of schools in implementing all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior. The principal shall have the responsibility and the authority to formulate school rules and regulations not in conflict with district policy relating to standards of student behavior.

The principal has the responsibility to establish, communicate, and implement the rules and regulations currently in effect for the school to all students, parents and all interested community groups at the beginning of the school year, and to each new student upon registration.

The principal is also responsible for a discussion of these rules, rights, and responsibilities with the faculty prior to the opening day of school in the first semester and with all new faculty when they begin their duties in the school.

The principal has the authority to impose suspension consistent with guidelines of the Fair Dismissal Act on students for failure to comply with school regulations. The principal may recommend to the superintendent of schools the exclusion or expulsion of a student.

FACULTY shall be responsible to the principal and shall implement all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standards of student behavior.

After a teacher has exhausted all of their available resources and avenues to solve behavior problems including conferencing with the student and contacting the parents/guardians (if possible), and efforts to solve the behavior problem(s) are unsuccessful, the student shall be referred to the principal who has the responsibility and authority to use such measures as may be necessary to maintain control in the classroom, in the school buildings, and on school property.

ALL EMPLOYEES of the Staples-Motley Middle/High School are expected to participate directly in the supervision and guidance of all students within their scope, authority and responsibility. Administrators will notify all personnel (including custodians, paraprofessionals, cafeteria personnel, clerical staff) in writing of their authority and responsibilities relating to student behavior.

Everyone exposed to student behavior shall be expected to deal with students in a firm, fair, and consistent fashion. It shall be the responsibility of the principal to advise all concerned with this task. Failure by any and all employees of Staples-Motley Middle/High School to act responsibly, as outlined in the above, shall result in disciplinary action up to and including termination.

PARENTS AND GUARDIANS have legal responsibility for the behavior of their children as determined by law and community practice. Since cooperation between parents and school is essential in assisting students to work to the best of their ability and achieve a good school experience, parents/guardians have a responsibility to help maintain communication with the school by participating in school/community activities, attending scheduled individual conferences, and bringing matters of concern to the attention of the principal or faculty.

STUDENT RIGHTS

- Each student has the right to gain an education as provided by the law.
- The right to learn also includes the right of classes to meet and carry on studies without interruptions, disruptions, or distractions, whether inside the classroom or from outside. **Behavior that disrupts the normal functioning of classes is an infringement on the rights of others.**
- A student may apply for enrollment in special programs offered in the school district.
- A student has the right to access his/her grade, upon request, within a reasonable amount of time and is expected to use student Skyward Access regularly.

The Right To Free Speech and Expression

Students represent a wide range and diversity of opinion and background. Students have the right to express opinions, to take stands, and to support causes, either publicly or privately. This is provided that such expressions are not libelous, profane, obscene, and do not interfere with the rights of others or disrupt the atmosphere for learning in the school.

- Freedom of student expression is protected by the school.
- School-sponsored publications shall follow the rules for responsible journalism. Permission of the school principal is required for distribution of literature. The time and place for distribution will be limited according to established guidelines.
- Notices concerning information about events which will take place within the school area shall be posted in the place designated by the principal. All notices for events either inside the school or outside shall be approved by the principal or a representative designated by the principal before posting.

The Right Regarding Student Dress A student has the right to choose the manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes an interference with work, creates classroom or school disorder, or violates the dress code. For more information on student attire, see the section on **student dress**.

Discrimination/Sexual Harassment in any form is not to be allowed or condoned. Any inquiries regarding this policy of this handbook should be directed to the - **District Human Rights Officer, telephone 894-5400**

The Right to be Informed of Rules

Students have the right to be informed of all policies, rules, and regulations they will be expected to follow. The basic rules shall be published and distributed to all students and available to other interested persons on the school website. Copies of these rules governing the code of conduct shall be available in hard copy from the school office or on the website. Parents and students are required to review the handbook at the beginning of each school year.

The Right to Privacy

The student's right of privacy regarding school records will be protected, and any disclosure of information from student permanent records shall be consistent with legal requirements.

The Right to Personal Property

Students have a right to be secure in their persons, papers, and effects, however;

- Students must refrain from bringing onto school property or to the school-sponsored events any material or item that would cause, or tend to cause, a disruption to school activities, to a learning environment or endanger the health and safety of students or other persons.
- When reasonable cause exists for a principal to believe that such items are present, general or individual searches may be conducted under the authorization of the principal, or any representative designated by the principal.
- **Lockers** are the property of the school and may be searched at any time by school officials.
- Search of an area assigned to a student will be conducted in the presence of the student, if practical.
- School authorities will seize illegal items, and items that are used to disrupt or interfere with the educational process may be removed from student possession.
- **Personal Items of value should be left at home. The school is not responsible for lost or stolen articles.**

Title IX Sex Nondiscrimination Policy

- It is the policy of ISD #2170 not to discriminate on the basis of sex in its educational program activities or employment policies, as required by Title IX of the 1972 Educational Amendments. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:
 - o Shane Tappe, Superintendent; 905 4th ST NE; Staples MN 56479; 218-894-5400
 - o Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

See Policy #522 Title IX Sex Nondiscrimination Policy, Grievance Procedure. A copy of the policy can be obtained in the principal's office.

STUDENT RESPONSIBILITIES

- **All students will abide by the SM Middle/High School handbook and school district policies. All students are subject to the consequences outlined in this handbook and school district policies.**
- Students are expected to treat **all ISD 2170** staff members with respect and dignity.
- Students are responsible for the natural consequences of their behavior.
- All students are responsible for knowing and for following all necessary procedures, rules, and regulations to make effective the Board of Education policies relating to the standard of student behavior.
- Students are responsible for completing class assignments on time and according to the instructions given by the teachers.
- Students are responsible for bringing to class all materials required for daily classroom use.
- Homework will be part of a student's life, and his/her responsibility.
- Work assigned during an absence is the student's responsibility.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements are created and updated by the office staff and read over the PA system daily. They are also emailed to families and posted on the school website daily (www.isd2170.k12.mn.us).

ATTENDANCE PROCEDURES

If a student is absent for the day, or arrives late, the student's parent or guardian shall notify the School Office either in writing/email or telephone of the reasons for any absence. Please notify the school office by 9:30 am regarding your child's absence or within 24 hours of the student's absence. If a student needs to leave school during the day, please notify the school office in writing/email or by telephone as early as possible. If a student becomes ill during the school day, they must have approval from the school nurse or main office before leaving.

Please notify the school office of any pre planned absences including vacations or other extended absences. The student is responsible for completing all missing work according to school policies.

SCHOOL HOURS

School's in session from 8:15 until 3:10.

Office Hours are from 7:30 until 4:00.

Students are not to be in the building before 7:30 a.m. or after 4:00 p.m. unless involved in a school activity and they are being supervised or have permission from school staff.

CAMPUS POLICY

The school campus includes the Middle/High School buildings and surrounding grounds and other sites (Community Center Parking Lot) when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

Grades 5-11 will have closed campus all day (including lunch time). They must stay on school property. **Grade 12 may leave the school during their lunch period.** Parent permission forms must be completed for students to have this privilege. Work Experience and PSEO students may also leave campus for PSEO classes or free hours with parent permission forms on file. This privilege may be revoked temporarily or for an extended period as a consequence for violation of school rules or abuse of this privilege.

Students leaving the campus for any reason other than the above circumstances, must have permission from their parent/guardian and be issued a pass from the Attendance Office in order to leave the campus. Students leaving the building must exit via the main entrance/exit by the Main Office unless these permission forms are on file.

CHROMEBOOK POLICY AND USAGE ***See Acceptable Use & Digital Citizenship Policy - pages 47 & 48

- Chromebook distribution will take place within the first few days of school after completion of Technology Use Agreement and technology insurance payment are completed. (\$40).
- Students who transfer out of or withdraw from Staples-Motley School District must turn in their Chromebooks and peripherals to the School Office or Information Technology Department on their last day of attendance. Failure to turn in the Chromebook and peripherals will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Staples-Motley School District may be turned over to a collection agency. Staples-Motley School District may also file a report of stolen property with the Staples Police Department or Motley Police Department.
- At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook and peripherals will result in the student being charged the full \$405 replacement cost. Staples-Motley School District will also file a report of stolen property with the Staples Police Department or Motley Police Department. Unpaid fines and fees may be turned over to a collection agency.
- Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the School Office or Information Technology Department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.
- **At School:** The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks

and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes.

- **At Home:** All students are required to take their Chromebook home each night throughout the school year for charging. The School **WILL NOT** have chargers available to check out. If a student loses their charger, they can purchase one at school for \$40. **Chromebooks must be brought to school each day in a fully charged condition.** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, there will be a very limited number of loaner units available so they may not be able to use one for the day. Repeat violations of this policy will result in referral to administration and possible disciplinary action.
- **No Expectation of Privacy and Monitoring Software**
 - Students should have no expectation of confidentiality or privacy with respect to any usage of Chromebook, regardless of whether that use is for school-related or personal purposes, other than specifically provided by law. Staples-Motley School District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
 - Teachers, School Administrators, and Information Technology staff may use monitoring software that allows them to view the screens and activity on student devices.
- **BRING YOUR OWN DEVICE**
 - Juniors and Seniors enrolled in two or more PSEO (Post Secondary Education Online) and/or OCHS (Online College in the High School) classes may request to bring their own devices. Requests will be individually evaluated by the Information Technology Coordinator and High School Principal. Request forms are located in the high school office. The Information Technology Department will not provide support for personally owned devices. All Technology fees paid are non-refundable. This is a privilege and can be taken away for violation of Staples-Motley School District policies. The network access provided for self-owned devices is separate from our regular network for security reasons. This means students using their own devices will not be able to access some district services such as printing or shared devices that connect to our internal networks.

DIRECTORY INFORMATION

The Staples-Motley Public Schools, Independent School District #2170, proposes to designate the following personally identifiable information contained in your education record as "directory information" and it will disclose that information without prior consent.

- Your name
- The names of your parents or guardians
- Your telephone number
- Your address
- Your email address
- The date and place of your birth
- Your grade level complete
- Your extra-curricular participation
- Your weight and height if a member of an athletic team
- Your achievement awards of honor
- Your photograph if available
- The dates of your school attendance
- The school or district you attended before you enrolled in the Staples-Motley Public Schools

If your parent/guardian objects to the designation of any or all of the above information as directory information, please notify the school administrator or school superintendent in writing by September 15. On or after September 15, the record custodians indicate the items the district will designate as directory information and will appropriately mark your record. This designation will remain in effect until it is modified by the written direction of your parent/guardian.

An active Parent/Guardian email address and phone number is expected to ensure ease of communication. If you do not possess one or the other, please let us know how to reach you.

Student Records: The entire school board policy #515 on data privacy and student records is on file in the principal's office. A summary follows: Parents and students are informed that they have the following rights:

- Parents and students have a right to inspect and review the student's education records. A written request is necessary stating as precisely as possible the records to be reviewed,

- The parent or student has the right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights,
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder.
- The right to file a complaint with the U.S. Dept. of Education concerning alleged failures by the school district to comply with the federal law and regulations promulgated thereunder.,
- The right to be informed about rights under the federal law, and
- The right to obtain a copy of this policy.
- Video footage is not to be viewed by anyone but permitted District Staff. It is protected, private student data under both state and federal law.

EMERGENCY SCHOOL CLOSINGS

If it is necessary to close school due to severe weather or emergency conditions, School Messenger (SKYLERT) will be utilized for all delays and closures as well as the following:

Little Falls Broadcasting, Leighton Broadcasting (KSKK, KCLD, KLTF, WYRQ, KFML)

CBS Television and WCCO

FOX 9 KMSP

KSTP

KARE 11

School Website and Social Media

Skyward Alerts

FIELD TRIPS

Field trips are scheduled from time to time to enhance learning. Local field trips (within the Staples-Motley area) do not require a permission slip, but families will be informed by teachers about the trip. Other trips will require a permission slip returned as soon as possible prior to the trip. We cannot allow any student to go on a trip without your signed permission.

HEALTH EMERGENCY INFORMATION

If your child has serious health or medical issues which may affect him/her at school, please contact the school nurse in order to discuss it before school starts in the fall. If you would prefer, you may contact the teacher(s) who may "need to know" directly. Together parents and school personnel will make an appropriate health plan which will help the student manage any health concerns at school.

HEALTH RESOURCES

Staples-Motley Middle/High School provides students with access to health services during the school day. A nurse is employed by the school district and may be scheduled to serve multiple buildings. Allowed prescription non-syringe injectors or epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:

A. The pupil may possess epinephrine; or

B. The pupil is unable to possess the epinephrine and requires immediate access to no-syringe injectors or epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.

ILLNESS/ACCIDENTS

If your child becomes ill in school, every attempt will be made to send your child home. Should your child have a minor injury, the nurse or someone designated to do so will provide first aid. If the accident is of a serious or life threatening nature, emergency services will be contacted, followed by the parent or legal guardian. If we are unable to contact you, we will contact the persons you have designated on your child's emergency card. For this reason it is very important to provide us with accurate contact information and that phone numbers are updated as they may change throughout the year. When in non-emergency situations and all attempts to contact someone on the emergency card fail, your child will remain in school and be sent home at the end of the day in the same manner in which they came to school.

As a general rule, students with a temperature above 100 degrees will be sent home. Likewise, we ask that your child be free from fever (temperature above 100 degrees without medication) for 24 hours before he/she returns to school after being ill. Please be sure to contact the school as early in the day as possible if your child will be absent that day.

IMMUNIZATIONS

Please be familiar with the immunization requirements. Students may be excluded from school if immunizations are not up-to-date. Minnesota Statutes, Section 121A.15, requires that all children entering a Minnesota public, private or

parochial elementary school, daycare center or nursery school for the first time be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, and hepatitis B. These requirements can be waived only if a properly signed medical or conscientious exemption is filed with the school. Parents are responsible for transportation for medical care.

Minnesota Immunization Law requires that children enrolled in school need to be immunized against certain diseases or there needs to be a legal medical or conscientious exemption on file at the school. Please use the links below to see which immunizations are required at the various ages and an exemption form if needed.

[Immunization Law: Are Your Kids Ready?](#)

[Immunization Exemption Form](#)

MEDICATIONS - Medication should be given at home whenever possible. Under certain circumstances, it may be necessary for your child to be administered medicine at school. The following guidelines apply:

- a) Original Bottle: Medication must be sent in the original bottle with the child's name, name of the medication, how often it is to be taken, amount of the dosage, physician's name, and the name and telephone number of the pharmacy on the label. If you know your child will need to take the medication in school, you can request a second bottle from your pharmacy for use at school.
- b) School Medication Physician Order and Parent Authorization Form: This needs to be completed for any student on medication, including non-prescription (OTC) meds. If your child will be on medication, please contact the nurse for one of these forms.
- c) Medication supply: For daily meds, please provide a one month supply, if possible. We ask that parents bring meds to school rather than sending it with the student (for safety reasons.) Medication will NOT be sent home with students.
- d) Medication will be stored EXCEPT ASTHMA INHALERS and administered by school personnel. NO MEDICATION is to be kept by students. Please notify us if your child will be carrying and using an inhaler at school.

HOT BREAKFAST/LUNCH

*****MEAL INFORMATION IS SUBJECT TO CHANGE BASED ON GUIDANCE FROM THE STATE WITH THE NEW LUNCH STATUTES.**

Breakfast and hot lunch are available for all students. All students each have a four-digit code which they will enter on a keypad after they go through the food line. School policy forbids students from using other students' food service pin numbers when going through the lunch or breakfast line.

The Minnesota Free School Meals (MN-FSM) Program begins July 1, 2023. **This is a permanently funded program written into state law.** This legislation provides reimbursement for one free breakfast and lunch to students who previously had to pay for their meals. This funding complements federal meal reimbursements that schools currently receive through participation in the National School Lunch Program (NSLP) and the School Breakfast Program (SBP).

Families are still urged to complete the Federal Educational Benefits Form to apply for free or reduced price meal status.

The school district will receive reimbursement for meal costs based on these applications. There are many other benefits for students and the school district when families qualify for free or reduced lunch via this federal program. This application is mailed in August from the Superintendent's office, and applications can also be completed via Skyward. Forms are always available from any office in the district as well as on the Schools Website. All information supplied will be held in strictest confidence.

PLEASE NOTE: Applications for free or reduced meals must be renewed each year.

COURSEWORK, ACADEMIC PROGRESS, EVALUATION, RECOGNITION

GRADUATION REQUIREMENTS:

- Staples-Motley High School requires: Students graduating to have Staples-Motley Graduation Requirements (26 credits) and meet attendance policy requirements;
- Students must meet all of the graduation requirements required by the State of Minnesota;
- Early Graduation -- any student desiring to graduate BEFORE the end of his/her senior year must submit an Early Graduation Application to the Student Services Office by October 1. Such an application must be approved by parents and principal or designates of the school board.

REQUIREMENTS FOR GRADUATION FROM STAPLES-MOTLEY HIGH SCHOOL: Twenty-six credit hours are required for graduation. Seven credits are the minimum any student can take in any one school year. Please realize that most students entering college will have more than the twenty-six credit hour minimum. Credits towards graduation begin accumulating in the 9th grade.

ENGLISH COURSES 8 Classes	CREDIT	SOCIAL STUDIES COURSES 7 Classes	CREDIT
English 9 Semester 1	.5	US History 9 Semester 1	.5
English 9 Semester 2	.5	US History 9 Semester 2	.5
English 10 Semester 1	.5	World History & Geography 10 Semester 1	.5
English 10 Semester 2	.5	World History & Geography 10 Semester 2	.5
English Literature	.5	US Government	.5
English Literature	.5	Economics	.5
English Writing	.5	Geography	.5
English Elective	.5		
MATH COURSES 6 Classes Minimum	CREDIT	SCIENCE COURSES 6 Classes	CREDIT
Intermediate Algebra (2 Semesters)	3	Physical Science Semester 1	.5
Geometry (2 semesters)		Physical Science Semester 2	.5
Advanced Algebra II (2 semesters)		Biology Semester 1	.5
College Level Math		Biology Semester 2	.5
ART/FINE ARTS COURSES 2 Classes	CREDIT	Chemistry or Ag Science	.5
Art/Fine Arts	1	Chemistry or Ag Science	.5
Physical Education Option	.5	Personal Finance	.5
Health Education	.5		
Total Elective Credits	10	Cumulative Credits Required	Total: 26

STUDENT SCHEDULING

All students (9-12) must carry seven hours of classes per semester, per school year. "Open Hours" are not permitted. Teachers Aides and additional College Course Study Hours are at the administration's discretion. CIS Courses may offer 4 periods of lecture/lab and 1 period for study or 3 periods of lecture/lab and 2 periods for study, based on course credit. This schedule will be fluid, as to best service the students and our school calendar.

Students in grades 5-8 will also carry up to seven hours of classes per semester, per school year. These include all required core classes and up to three elective options per quarter.

GRADING POLICIES: Teachers use several methods to evaluate a student's achievement and improvement in a specific course. Grading information is available to students and parents through the "Grading Policy Syllabus" given to each student by instructors early each quarter or semester for each individual class.

- If a student retakes a course due to failure or to improve a previous grade mark, the highest grade will stand as posted and will count towards all academic honors and GPA.

Full Board-approved Grading Policy is listed at the end of this handbook.

HOMESCHOOL INSTRUCTION

Homeschool instruction will follow the education policy of Staples-Motley Public Schools (policy number #611) and Minnesota State Law. Homeschool students may request to participate in graduation ceremonies if they have completed three classes per semester at SMHS for two consecutive years.

INCOMPLETES

Students receiving an Incomplete for a mark at the end of any marking period (nine weeks, semester or end of the year) will have 10 school days from the end of the quarter, semester or school year to make up and turn in the incomplete work.

In instances when students have been absent for a prolonged period of time, the instructor and/or administrator may grant an extension up to 15 days, depending upon the circumstances. The student has the responsibility of working out these details with his/her teacher should such an extension of time be deemed necessary. If no extension of time has been requested and approved, and if the make-up work required is not submitted within the original 10 days as stipulated, the grade for the appropriate marking period will become an F and will be so recorded.

ONLINE LEARNERS

Students in high school online courses are expected to work in their assigned area, the library. Exceptions must be approved by the Principal. If a student should fail an online course, they may not enroll in another online course for the following semester.

Administrative approval/notification is needed for online course registration.

PROCEDURE FOR DROPPING A COURSE

Students may drop a class up to three days after the start of a class if there is a legitimate reason and there is room in another class at that time. Students will meet with the Guidance Counselor (pre-arranged appointment) to complete a drop/add form and then it is the student's responsibility to complete the form in its entirety, including getting parent permission. No changes will be made and the student must continue to attend the class they are attempting to change/drop until the process is completed. Special permission to drop a class after the 3 day period may be granted in special circumstances (student must still complete a request form). **Dropping a class after the three day period results in a no credit for the dropped class. A grade of F will be recorded for the dropped class at this time.** Students may make schedule changes for legitimate reasons prior to the beginning of a semester without affecting credits/grades.

Those students taking PSEO courses MUST make these arrangements with their respective hosts. SMHS does not "drop these courses" for them. Students and/or parents must consult with Student Services if such drops are made.

PSEO/HOMESCHOOLED STUDENTS

These students may request a pass from the Middle/High School Office if they wish to use school resources like the library, student services, or computers. Students must check in the Student Service's Office and obtain a pass. Students are encouraged to call ahead for availability and/or appointments if necessary with a staff member.

TRANSFER GRADES AND CREDITS

Letter grades will be given to all students and to all transfer students from any public or private accredited secondary school with licensed teaching staff recognized by the State of Minnesota. Other transfer students may receive transcript grades, however, their rank will be determined by a dual ranking system and be subject to administrative approval.

In order for a student to be considered for the Honor Roll they must receive grades from Staples-Motley High School or transfer in from an accredited secondary school as determined by the administration of Staples-Motley Public Schools. Transfer students must attend two full time semesters in order to receive any other academic honors, other than the honor roll.

STUDENT RECOGNITION

ACADEMIC LETTER REQUIREMENTS

Academic letters will be awarded to students in grade 9th ~ 12th on a yearly basis using the current year's GPA for computation. (≥ 3.665 to 4.0+ GPA). Letters will be awarded during the following school year

HONOR ROLL

- The "A" honor roll ranges from ≥ 3.665 to 4.0.
- The "B" honor roll ranges from ≥ 2.665 to 3.664.
- A "P" grade has no point value and is not calculated in the GPA.
- There must be no grades below a (C-) and at least four letter grades (A ~ F) that count toward GPA.
- A student receiving an "I", "P", or "NC" may not be eligible for the honor roll.
- Academic Honor Rolls are published following the end of each quarter.
- Grade point averages are determined on the following basis:

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	.67
B	3.0	C-	1.67	F	0

COMMENCEMENT/HONORS/GRADUATION CEREMONIES REQUIREMENTS

The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Staples-Motley High School. It is an earned privilege to participate in the Staples-Motley School District's graduation ceremony.

Honor Distinctions: It shall be the policy of the Board to recognize graduating seniors for excellence in cumulative high school grade point average based on the end of first semester. The top two ranked students based on cumulative grade point average at the end of first semester will be recognized individually. Students with a cumulative grade point average will be recognized as follows:

- Distinctive Honors: 3.75-4.0
- Highest Honors: 3.5-3.74
- Honors: 3.25-3.49

A student in violation of the Staples-Motley Code of Conduct during their senior year will not be allowed to speak at graduation. Graduation keynotes will be determined by the graduating class, faculty and administration. Student keynotes for graduation will be done via selection committee and student application.

Students must be within one (1) class in order to walk at graduation. All grades must be final and be officially reported to the high school office for the student to receive their "physical" diploma. Student discipline concerns and/or consequences are subject to administrative discretion, regarding graduation ceremony participation.

Students who have exceeded the unexcused absence policy will have to adhere to an individual graduation plan in order to participate in the ceremonies. (Please note, circumstances beyond our control may interfere with assumed possibilities regarding graduation if the student has an individual graduation plan in place).

Students who have violated federal or state law and/or are in legal proceedings for incidents not relating to their high school career may also be unable to fully participate in graduation ceremonies, as deemed appropriate by the administration. The situations will be shared with the Superintendent.

Graduates need to wear appropriate clothing to the ceremony. Items to throw/pass around during the ceremony or decorations on caps are prohibited unless authorized by the Administration.

ATTENDANCE

Staples-Motley ISD #2170 Policy #503

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

Student's 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 or Guardian's 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. Parents and guardians are encouraged to keep school day absences to a minimum and prior notice of absence (with the exception of illness) is expected. An absence will be marked as unexcused if there has been no communication from the parent or guardian to excuse the absence.

Teacher's 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.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, 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 from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

ATTENDANCE PROCEDURES

A student will be considered absent when they are missing from school or class for any day or partial day. If a student is absent from a class more than fifteen (15) times per school year, it is considered to be excessive. School related activities, medically verified absences, religious observance and 2 college visits for juniors and seniors in good standing, will not count as part of the fifteen (15). Additional absences beyond the fifteen (15), will require medical documentation or they will be recorded as unexcused.

- Parents will receive notification by mail or phone call with regards to attendance concerns.
- Unexcused absenteeism from school may result in a referral to county services.
- Staples-Motley School District values good attendance as part of being in "Good Standing" as a MSHSL participant. Failure to attend courses may result in a loss of eligibility as determined by the Activities Director and/or Principal.

Classification of Absences

The following types of excused absences will not count towards the fifteen day absence limit if there is appropriate documentation confirming the dental, legal and other professional appointments attended.

1. Doctor excused. A physician's statement may be required after three consecutive days of illness;

2. Family leave (emergency, funerals, illness of family members) excused at administrative discretion;
3. Religious observances;
4. School sponsored activities;
5. College visits – two (2) days per year. Students must be in good academic standing or at administrative discretion. College visits must be pre-arranged and documented with the office;
6. Family Vacation – Prior administrative approval is required before departure and the student must be in good academic and attendance standing.

Unexcused Absences/Skipping

- Absences will be unexcused if they exceed the fifteen (15) day maximum, and/or if we have not had parent/guardian communication to excuse the absence within 2 days of the absence. Exceptions are medically verified absences, school related activities, religious observations, and 2 college visits for juniors and seniors in good standing.
- Parents are encouraged to keep school day absences to a minimum and prior notice of absence (with the exception of illness) is expected.
- “Skipping” of classes is an unexcused absence.
- Students leaving school grounds without an out of building pass will also be deemed as skipping.

The following are examples of unacceptable reasons for absence:

- | | |
|-------------------------------------|----------------|
| 1. Oversleeping | 6. Babysitting |
| 2. Missing the bus | 7. Shopping |
| 3. Running errands | 8. Working |
| 4. Hair/salon appointments | |
| 5. Lunch off campus (grades 5-11) * | |

*Lunch off campus is not an excused absence unless picked up by a parent or guardian or as an approved privilege for Seniors. Leaving campus for lunch will be an absence that is counted toward an unexcused absence and truancy.

EXCUSED ABSENCES/MAKE-UP WORK

Students whose absences are excused (this includes absences due to athletics, arts and activities) are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Students will have two days to complete missing work upon their return. Any work not completed within this time period shall result in “no credit” for the missed assignment. Teachers are allowed limited discretion in the application of this policy.

Parents requesting advance make-up work for students who are or will be absent and not returning to school for several days must allow one full school day for work to be accumulated from the teaching staff and may be picked up the following morning.

Possible Consequences of Unexcused Absences and Skipping

- Students may not be allowed to make up missing work due to unexcused absences.
- Grades may be adjusted if absences are excessive (grades 9-12)
- Students may not be allowed to participate in co-curricular activities.
- Restricted Lunch or detention may be assigned for skipped class periods.
- Loss of Open Lunch Privileges for duration TBD by Administration
- Referral to your respective County Truancy/Diversion programs will be initiated at 3 or 4 unexcused absences (per their guidelines).
- A truancy referral will be made after seven (7) **unexcused absences**.

TARDINESS

An unexcused tardy is failing to be in an assigned area at the designated time a class period commences without a valid excuse. Once a student has had five (5) total tardies in any or all classes, they will receive consequences (i.e. restricted lunch/detention) for that and for every five tardies thereafter. **After 5 unexcused tardies, the tardies become an unexcused absence.**

** Final determination of excused and unexcused absences are at the discretion of administration.

REQUIRED REPORTING

- A. **Continuing Truant**

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods in three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

STUDENT CODE OF CONDUCT

The School wide discipline program, policies and procedures within this handbook will be followed as well as any individual behavior plans. (District Policy #506). The administration reserves the right to request police investigation where there is a potential violation of the law. Students may be disciplined for off campus conduct, which disrupts, interferes with, or otherwise affects the environment, activities, or operations of the District.

STUDENT CODE OF CONDUCT, DEFINITIONS AND EXPLANATIONS:

Prohibited behaviors and acts include but are not limited to:

ABUSE, VERBAL/NON-VERBAL - The use of language and/or gestures that are obscene, discriminatory, abusive, or that degrade other people is prohibited.

ALCOHOL OR CHEMICALS, POSSESSION, USE, OR UNDER THE INFLUENCE - Possession, use, or being under the influence of any alcohol, narcotic, or controlled substance where possession or use is prohibited by Minnesota or federal law is prohibited. In addition, possession, use, or being under the influence of any prescription drug by an individual to whom the drug is not prescribed is prohibited. Students will be considered to be in possession of alcohol, narcotic, or controlled substances if they are in an area where such substances are present.

ARSON - The intentional destruction or damage to any school building or property by means of fire or explosives. Failure to exercise ordinary caution, resulting in fire in a school building or damage to school property. Reported to law enforcement and 3-5 day OSS or more or recommendation for expulsion.

ASSAULT - PHYSICAL - Intentionally inflicting or attempting to inflict bodily harm upon another or committing an act with the intent to cause fear in another of immediate bodily harm or death is prohibited. More stringent consequences will be imposed for a group assault, assault with a weapon, assault that inflicts bodily harm, and/or assault upon district personnel.

ASSAULT-THREAT is a threat of bodily harm, stalking, or death to another person, without physical contact Administrative Discretion and possible report to law enforcement.

ATTENDANCE - Attendance problems, including truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission, is prohibited.

BOMB THREATS Making, publishing, or conveying in any manner a bomb threat pertaining to a school location, fellow student, or district personnel is prohibited. Bomb Threats are subject to both school and legal consequences. 1-5 days OSS or more and reported to law enforcement.

BULLYING (INCLUDES CYBERBULLYING) - BULLYING is the intentional infliction of, or attempt to inflict injury or humiliation on another. Bullying is directed by a stronger student against a weaker one and may be either physical or verbal/direct or indirect. Bullying is intimidating, threatening, abusive, or harmful conduct that is objectively offensive and there is actual or perceived imbalance of power and the behavior is repeated or forms a pattern; OR Materially or substantially interferes with the students educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges (Staples-Motley Bullying/Harassment Policy and Social Media Policy) Conversations may be requested regarding all parties involved, including parents/guardians. All too often, the incidents in question are taking place via social media, outside of school. We will actively involve the parents/guardians in our attempts to resolve the issues.

BURGLARY - Entering any school location without consent and with the intent to commit a crime (example: vandalism or theft) is prohibited.

CARELESS OR RECKLESS OPERATION OF A VEHICLE. - Operating any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited. The School District and law enforcement will work together for safety.

CELL PHONE POLICY/ELECTRONIC DEVICES/HEADPHONES - Cells phones and headphones are a known distraction to learning during instructional time and can cause a number of issues. **All classrooms are "phone free zones", which also includes headphones, during instructional time. All classrooms will have cell phone storage.** Any electronic devices,

including cell phones and headphones/airpods, deemed to be inconsistent with the educational mission of the school are not permitted.

Any photo, video, "live streaming," or audio taken or recorded of a student and/or district personnel during the instructional day without prior approval of school administration will be considered a violation of this policy, and participating students may be disciplined. No electronic devices may be used in district rest rooms or locker rooms at any time. Students using electronic devices during non-instructional times must still abide by this handbook and district policies, including District Policy No. #524 "Internet Acceptable Use and Safety Policy."

CRIMINAL ACTIVITY - The violation of any state or federal criminal codes is prohibited.

DISCRIMINATION - All inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation are prohibited. For additional information, please refer to District Policies #521 "Student Disability Nondiscrimination," #522 "Student Sex Nondiscrimination" and #528 "Student Parental, Family, and Marital Status Nondiscrimination."

DISORDERLY CONDUCT is engaging in offensive, obscene, or abusive language, or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others. Reported to law enforcement.

DISRESPECTFUL LANGUAGE will not be tolerated on campus, at school sponsored events, or on buses. (i.e., swearing, cussing, derogatory or demeaning comments or references.)

DISRUPTIVE BEHAVIOR IN THE CLASSROOM is defined as:

- Willful conduct which materially and substantially disrupts the right of others to an education;
 - Willful conduct which endangers school district employees;
 - Willful violation of any rule of conduct specified in the Discipline Policy adopted by the Board;
 - Repeated inappropriate behavior that classroom discipline plan procedures have proven ineffective in correcting.
- Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway, or at school function, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, and some forms of harassment, discrimination, or defiance of authority.

DISTRIBUTION, SALE, OR POSSESSION with Intent to Distribute or Sell Alcohol, Chemicals, Prescription Drugs, Inhalants, Over-the-Counter Drugs Used for Their Mood-Altering Effects, and Other Substances Used for Mood-Altering Effects.

Selling, distributing, delivering, exchanging, or possessing with intent to sell, deliver, exchange, or distribute any alcoholic, narcotic, controlled substance, prescription drugs, inhalants, over-the-counter drugs used for their mood-altering effects, or other substances used for their mood-altering effects is prohibited (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician).

DISTRIBUTION, SALE, OR POSSESSION with Intent to Distribute or Sell Tobacco, Look-Alike Chemicals, or Drugs and Drug Paraphernalia - The sale, distribution, or possession with intent to distribute or sell tobacco, substances that look like chemicals, or drugs and drug paraphernalia is prohibited.

DRESS AND GROOMING - Appropriate dress, including footwear, should be worn at all times. Students should remember that the school is a learning and working environment for all students and staff. Please refer to District Policy #504 "Student Dress and Appearance."

Examples of inappropriate dress, include, but are not limited to:

- Clothing advertising substances illegal for juveniles (Example: tobacco, beer, liquor, drugs);
- Clothing containing obscene, discriminatory, or profane language or pictures;
- Wearing clothing or grooming in a manner that is sexually explicit or which conveys sexual innuendo or that may be reasonably construed as sexual.
- Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, including gangs or supremacist groups. Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner to identify gang membership are also prohibited.
- Wearing clothing or grooming that is potentially disruptive to the education process, that poses a threat to the health and safety of self and others, and/or that is not in keeping with community standards. Shirts will come to the waist, and pants shall be worn at the waist. If you are wearing something that does not follow standards, you will be asked to change or cover up. **School issued athletic apparel is subject to school dress code policy during normal school hours.**

- Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours at teacher's discretion.
- Wearing any headwear during the school day without permission from the school administration. Headwear is defined as any object, which covers one's head, all, or in part, to be a hat or headwear, and therefore, is not to be worn during the school day.

Guests and administrative exceptions are allowed regarding hats. After-school activities and school sponsored events may allow for hat wearing.

EXPLOSIVES, POSSESSION, USE OR MISUSE - Possessing or using (or misusing) any compound or mixture which can cause an explosion is prohibited. Explosives fitting the federal law definition of firearm include any "destructive device" defined to include bombs, grenades, and a "rocket having a propellant charge of more than four ounces" or a "missile having an explosive or incendiary charge of more than one-quarter ounce."

FALSE FIRE ALARM OR 911 CALLS - Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm is prohibited. False 911 reporting is prohibited.

FALSE FIRE ALARMS and INTERCOM MISUSE: is the giving of a false alarm of fire or the tampering or interference with fire alarm system or misuse of the intercom.

FIGHTING - Engaging in any form of fighting where blows are exchanged is prohibited, regardless of who initiated the fight or whether it is believed a student is acting in self-defense. This prohibition 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. Differentiated from poking, pushing, shoving or scuffling.

FIRE EXTINGUISHER, UNAUTHORIZED USE - Unauthorized handling of a fire extinguisher is prohibited.

FIREWORKS, AMMUNITION, OR ODOR CAUSING AEROSOLS POSSESSION - Possessing, use of, or offering for sale any type of fireworks or device which dispenses odor causing aerosols (example: stink bomb, pepper spray, bullets, or ammunition) is prohibited.

GAMBLING - Gambling, including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games, and other items used to promote a game of chance) is prohibited. Discipline will be assigned by administration.

GAME and ACTIVITY BEHAVIOR: Students are expected to be a great audience and support both teams. Targeted chants, profanity and other unacceptable behaviors will not be allowed. They will be removed immediately and may be subject to attending later dates.

GANG/GANG-LIKE ACTIVITY - Gang/threat group-related activity, including the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, clothing, etc., is prohibited.

HARASSMENT, DISCRIMINATORY - Reprisal or retaliation for a complaint of harassment is prohibited. A referral to police will be made on any action that can be defined as a hate crime. Harassment includes all forms of harassment based on a student's gender, color, creed, religion, national origin, familial status, disability, age, race, sexual orientation, or ethnicity.

HARASSMENT, OFFENSIVE BEHAVIOR - Harassment, including teasing and other offensive conduct, which is not discriminatory in nature, is prohibited.

HAZING, PROHIBITION - Hazing is prohibited. Students may not participate with each other or with others to plan, direct, encourage, aid, or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. Please refer to District Policy #526 "Hazing Prohibition."

INAPPROPRIATE SEXUAL BEHAVIOR - Engaging in sexual intercourse, sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, or kissing is prohibited.

INSUBORDINATION - Deliberate refusal to follow an appropriate direction given by district personnel is prohibited.

INTERFERENCE/OBSTRUCTION/TELEPHONE THREAT is any action taken to prevent a staff member from exercising his/her lawfully assigned duties or cause major school interruption through telephone threats. This includes refusal to cooperate in an investigation or by lying in an investigation.

MISUSE OF OVER-THE-COUNTER DRUGS, PRESCRIPTION DRUGS, Substances that look like chemicals, or Possession of Drug Paraphernalia - The misuse of over-the-counter drugs, prescription drugs used or taken by the person to whom the prescription is issued, inhalants, substances used for their mood-altering effects substances that look like chemicals, and the possession of drug paraphernalia is prohibited.

MULTIPLE/CHRONIC VIOLATIONS - Habitual/Severe abuse of the rules, policies and excessive disciplinary referrals which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: disciplinary conference with the student, parent and administrator; out-of school suspension, or referral to the school board for a possible change of placement or exclusion/expulsion proceedings. Suspensions are made by the administration and cannot be appealed. Prior to imposing disciplinary consequences, the student and parents/guardians will have a warning conference with the principal and other appropriate district personnel to make them aware that the student is accumulating too many referrals.

NUISANCE OBJECTS - Possession or use of any object that causes distractions or is attended to annoy, such as squirt guns, games, laser pointers, fidget spinners, etc., is prohibited. If a nuisance object is used in a manner which constitutes physical assault and/or a weapons violation, more serious consequences will result.

POSSESSION AND/OR DETONATION OF PYROTECHNIC (FIRE STARTING) DEVICES These devices may include but are not limited to the following: matches, lighters etc.

PUBLIC DISPLAY OF AFFECTION Administrative Discretion

PUSHING, SHOVING, HORSEPLAY - Physical contact such as, but not limited to, pushing, shoving, horseplay that is not defined as an assault, or fighting is prohibited. This also includes other physically intimidating contact aimed at another student.

RECORDS OR IDENTIFICATION OR GIVING FALSE INFORMATION - Falsifying signatures or data, forging notes or hall passes, or giving false information to district personnel about a student, including about themselves, district personnel, occurrence, fact, or circumstance is prohibited.

REFUSAL TO IDENTIFY ONESELF TO DISTRICT PERSONNEL - Refusal to identify oneself to district personnel who request identification is prohibited.

ROBBERY OR EXTORTION - Taking property from another person by use of force, threat of force, or under false pretenses is prohibited.

SEXUAL HARASSMENT - Consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when submission to that conduct is made a term or condition for obtaining an education; or submission to or rejection of the conduct has the purpose or effect of unreasonably interfering with the student's educational environment. Sexual harassment can involve, but is not limited to, unwelcome verbal harassment, teasing, unwelcome pressure for sexual activity, unwelcome sexually motivated, or inappropriate patting, pinching, or physical contact.

SEXUAL MISCONDUCT - Engaging in non-consensual sexual intercourse, sexual contact, or indecent exposure 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, is prohibited.

STUDENT PARKING - The district provides parking lots for student use. This is a privilege and the expectation is that students will park in designated spaces. Violations may result in a ticket and/or removal of the vehicle. (Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

TECHNOLOGY AND TELECOMMUNICATION MISUSE - Misuse of equipment, systems or services, deletion or violation of password-protected files, computer programs, data, or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, downloading, printing, or distributing pornographic, harassing, discriminatory, obscene, abusive, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; vandalizing, damaging, or disabling the property of another person or organization; unauthorized commercial use; use of technology during prohibited times or in prohibited places (example: locker rooms), or financial gain of the user is prohibited. Improper use may result in the loss of use of equipment. If the conduct at issue constitutes a violation of the Harassment/Discriminatory provision, more serious consequences will be applied. Please refer to District Policy No. 524 "Internet Acceptable Use and Safety Policy" and District Policy No. 565 "Acceptable Use Policy/Agreement for Student Electronic Devices."

THEFT, RECEIVING OR POSSESSING STOLEN PROPERTY - The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or the receiving of such property, is prohibited. If the theft is over \$250.00, more serious consequences will be applied.

THEFT OF SCHOOL PROPERTY - This refers to the unauthorized taking of and/or the unauthorized possession of school property--Administrative Discretion

THREATS TOWARD ANY PERSON - Any oral or written language that is threatening or intimidating or physical intimidation that is meant to threaten any person or cause fear of bodily harm or death is prohibited.

TOBACCO POSSESSION OR USE - Possession or using tobacco in any school location is prohibited. Staples-Motley Public Schools is a tobacco-free district. This policy includes all tobacco products and look alike products including caffeine pouches, nicotine products, electronic delivery devices, electronic cigarettes and vapor pens.

TRANSPORTATION - While riding school buses, all rules that apply to school and/or classroom behavior shall apply on school buses. Transportation consequences are mandated by state statute. Any disruptive behavior, as defined under district policy, while riding a school bus is prohibited. This includes lighting flammable devices, not remaining seated, tampering with emergency or safety equipment, throwing objects, or disruptive behavior at a bus stop or to and from the bus stop. A complete guideline for student transportation is in District Policy No. 709 "Student Transportation Safety Policy."

TRESPASSING - Presence at any school location without permission of district personnel is prohibited. Students are not to go into other district buildings unless they have permission from the district personnel of that building. Any student on suspension who goes to a school location without permission is subject to an increase in suspension time. Admitting others through a locked or secured door without the permission of district personnel is prohibited.

TRUANCY - Truancy occurs when a student is absent without being excused by school administration. For a student under the age of eighteen (18) years who has seven (7) or more school truancies, school administration will conference with the parents/guardians and/or make a referral to Juvenile Court. Excused absences are for reasons of illness, medical or dental appointments, religious holidays, family death, vacation, or appointments that cannot be made outside the school day. A pupil, regardless of age, who has been absent from school for fifteen (15) consecutive school days during the regular school year or for five (5) consecutive school days during summer school, without receiving instruction in the home or hospital, shall be dropped from the roll and classified as withdrawn.

UNAUTHORIZED USE OF SCHOOL PROPERTY - The unauthorized/illegal use/or taking of school property for school or non-school sponsored activities. Administrative Discretion

UNEXCUSED ABSENCES/TARDINESS - Unexcused absences are any other reason than the above; this includes skipping a class.

USE, POSSESSION, DISTRIBUTION OR SALE OF ILLEGAL DRUGS, ALCOHOL, INHALANTS, HARMFUL CHEMICALS, ELECTRONIC CIGARETTES AND/OR CONTROLLED SUBSTANCES ~ INCLUDING PRESCRIPTION MEDICATIONS/NOT PRESCRIBED TO THE STUDENT AND/OR NOT APPROVED* OR NARCOTICS OR RELATED PARAPHERNALIA

Students who violate the rules concerning the use of alcohol and drugs will be subject to all of the following procedures: This standard of conduct is mandated by the State of Minnesota and U.S. Departments of Education.

*Under recent legislation by the State of Minnesota "High School students are permitted to carry a maximum of two doses of over the counter medication for self administration to relieve symptoms of minor pain, cramps, indigestion and headache. This legislation DOES NOT ALLOW high school students to carry Over The Counter (OTC) stimulants used to stay awake such as Ephedrine, No-Doze etc. or prescription medication which must be kept in the Health Service Office and administered by a nurse/designated health office worker. Each student's supply of two doses must be in the original bottle and there must be a parent/guardian permission form on file in the High School Health Service Office." All medications permissible under this legislation cannot be shared/given to other students and should be taken discreetly in the restrooms or Health Service Office. Violation of these policies will be subjected to the following:

1. Parent conference with Administrator, and/or Social Worker.
2. Ineligible for extracurricular participation **Any and all violations of this policy will be referred to the Activities Director for possible MSHSL Rule enforcements.
3. May be referred to the county chemical dependency agency for evaluation.
Minimum Action: Suspension

Maximum Action: Expulsion (This option required by Federal mandate for Federal funds).

It is realized that the public education system has neither the authority nor the responsibility to make a medical or health determination regarding chemical dependency. However, when observed behavior and other information indicate that there may be a health problem, the school will recommend a formal chemical dependency diagnostic interview be completed. If chemical dependency/mental health treatment is recommended, Staples-Motley staff will make every effort to assist the student as they re-integrate to the school community.

VANDALISM - Littering, defacing, cutting, tagging, or damaging property, technology, or telecommunication equipment that belongs to the District, other students, district personnel, or other individuals where damage is prohibited.

VEHICLE, UNAUTHORIZED PARKING - Parking a motorized or non-motorized vehicle in unauthorized areas or district property is prohibited.

VERBAL ABUSE/HARASSMENT/SEXUAL HARASSMENT is the use or display of profane, obscene, or intimidating language, or the expression of such language in written form, through gesture, music, or bodily movement. This includes conduct that degrades people because of their race, gender, religion, ethnic background, physical or mental handicaps and displayed on school premises, in school vehicles, or at school sponsored events. Administrative Discretion

WEAPON - Possession, use, or distribution of any weapon on a school location is prohibited. A "weapon" means any object, device, or instrument designed as a weapon or through its uses capable of threatening or producing bodily harm or which may be used to inflict self-injury, including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. Please refer to District Policy No. 501 "School Weapons Policy." Additional provisions to this policy include:

Students who find a weapon on the way to school or in a school location should report the weapon immediately to school administration. Failure to report weapons will result in disciplinary action.

If a student unintentionally brings a weapon to school, he/she must immediately turn the weapon into school administration.

Students who bring/are determined to have brought a firearm to school will be expelled for one (1) year in accordance with state law.

WILLFUL DAMAGE OF SCHOOL PROPERTY OR THE PROPERTY OF OTHERS

"Willful Damage" is the intentional cutting, defacing, or damage of any property, real or personal, belonging to the school district, or to any individual within the school setting. Administrative Discretion, ISS or OSS and the possibility of charges and/or financial restitution.

OTHER DISCIPLINE SITUATIONS - Other discipline situations that arise which are not covered by these discipline policies will be handled on a case-by-case basis. Consequences can range from those assigned by school administration up to and including recommendation for expulsion.

SCHOOL DISCIPLINE

Every student and employee of Staples-Motley School District is entitled to learn and work in a safe school environment. Students are expected to behave in accordance with federal, state, and local laws and rules; district and school policies and regulations; and in a way that respects the rights and safety of others. Corrective action to discipline a student and/or to modify a student's behavior will be taken by district personnel when a student's behavior violates the discipline policy. School administration may consult with appropriate community agencies to assist in a disciplinary situation which involves health and safety. Please also review District Policy #506 "Student Discipline" and the Student Handbook. All Disciplinary actions shall be processed pursuant to school board policy, this document, and the requirements of the Minnesota Pupil Fair Dismissal Act.

These discipline policies and the potential consequences apply at any time a student is present at a school location, attending a post-secondary enrollment option, or at a school-sponsored event. Listed below are the violations and potential consequences for them. It is not a complete list and is not intended to be a complete list of behaviors that will result in disciplinary consequences. The District in its sole discretion may impose more severe consequences (Example: expulsion or exclusion) beyond those set forth in this policy based on the particular misconduct.

Generally, discipline will be administered progressively with stronger consequences assigned depending upon:

- The age of the student;
- The frequency of the violations;
- The student's disciplinary history;
- The nature and severity of the incident;
- Whether the incident involves a violation of state or federal law; and
- Other factors discussed below.

Serious violations will result in serious disciplinary consequences without regards to these factors. Discipline may include, but is not limited to:

- Verbal warning;
- Dismissal from class;
- Dismissal from school;
- Seizure of student's technology (cell phone, computer, etc.);
- Seizure of any item, thing, or object belonging to a student if the item was involved in a policy violation;
- Detention;
- Student conference;
- Parent/guardian conference;
- Bus suspension;
- Bus expulsion;
- Fine/restitution;
- Loss of school privileges, including extracurricular activities;
- In School Suspension (ISS);
- Out of School Suspension (OSS);
- Truancy referral;
- Police referral;
- District personnel referral;
- Recommendation for chemical assessment;
- Referral to chemical specialist;
- Recommendation for urinalysis;
- Expulsion; or
- Exclusion.

ACADEMIC DISHONESTY

This information pertains to any work assigned in class: daily homework, term papers, tests, etc.

Plagiarism:

- Cutting/pasting information from the Internet or book and not telling or writing the source.
- Using ideas and theories from someone else and not telling or writing the source.
- Copying another person's work or tests.

Cheating:

- Stealing or purchasing tests or homework.
- Handing in another's work as your own.

Cheating/Plagiarism may result in, but is not limited to, one or all of the following consequences:

FIRST OFFENSE:

- Conference with teacher and administrator
- Parent notification by the teacher
- Restricted Lunch
- Zero credit with confiscation of work
- Suspension from participating in any extracurricular or co-curricular activities. Time-out will be determined by the seriousness of the offense.

SECOND OFFENSE:

- All of the consequences of the first offense
- Fail class for the quarter

ALCOHOL AND DRUG POLICY

Possession and use of alcohol is forbidden by state law to anyone under the age of twenty-one (21). Possession and use of narcotics without prescription is illegal at any age. Students who have used or are in possession of alcohol or drugs while in attendance at school or a school-sponsored activity will be suspended. A student returning from suspension from an alcohol or drug violation will meet with a chemical dependency counselor for a minimum of four (4) appointments. Refer to the Student Code of Conduct and Discipline Policy for more information.

CELL PHONE POLICY/ELECTRONIC DEVICES/HEADPHONES

All classrooms are "phone free zones", which also includes headphones, during instructional time. All classrooms will have cell phone storage. Any electronic devices, including cell phones and headphones/airpods, deemed to be inconsistent with the educational mission of the school are not permitted. If a student is seen with and/or using a cell phone or electronic device when not permitted, it will be confiscated as stated below. Cell phone/headphone offenses will be tracked and offenses can carry on to subsequent class periods in the day. For example, if a student has their 1st warning from a teacher in the second hour, and violates the policy again during the fourth hour, the fourth hour teacher may confiscate the phone, and so on.

1st Offense - Phone or Headphones are put out of sight in backpacks (NOT pockets)

2nd Offense: Confiscated by teacher and returned to the student at the end of the class period

3rd Offense: Confiscated and kept in the office and a parent/guardian will be required to pick it up at the end of the school day.

Failure to turn over the cell phone will result in disciplinary action. If an electronic device is confiscated, the District is not responsible if it is lost, damaged, or stolen. If a student needs to leave the classroom or assigned area, their cell phone and headphones are to remain in the said area. (Example: if they need to use the restroom, their phone stays in the classroom).

Lunch and passing time is considered the student's time, therefore cell phones and/or electronic devices may be used during this time.

Any photo, video, "live streaming," or audio taken or recorded of a student and/or district personnel during the instructional day without prior approval of school administration will be considered a violation of this policy, and participating students may be disciplined. No electronic devices may be used in district rest rooms or locker rooms at any time. Students using electronic devices during non-instructional times must still abide by this handbook and district policies, including District Policy No. #524 "Internet Acceptable Use and Safety Policy."

DETENTION

Students will be assigned detention time before school, after school or during the school day for such infractions as unexcused tardy days, truancy and other misconduct. After school detention will be scheduled three days per week. Detention is considered a part of the school day. Students who skip detention will make up double time. Students who skip double time will be assigned in-school suspension. Students dismissed from detention for inappropriate behavior will be assigned in-school suspension. Students who misbehave during detention or in-school suspension, including skipping time owed, may be suspended out of school and a parent/student re-admit meeting would be required.

INVESTIGATIONS

All investigations regarding student(s) infractions are subject to an undetermined timeline, due to the daily operations and happenings within the high school. We thank you in advance for your patience.

SUSPENSION

Students who are suspended out of class are responsible for having all assignments completed upon their return to class. All tests will be taken the first day back from suspension. Coursework and tests not completed will result in academic zeros (0). Students who are suspended at least four times during a given school year may be referred to the school board for expulsion.

Students on suspension are not allowed to attend any district function and/or be on any district property during their suspension, as per policy. Students violating this policy can and will be charged with trespassing.

TOBACCO POLICY

It is the intention of the District to be tobacco free, which includes cigarettes, chewing tobacco, pipe tobacco, cigars, electronic cigarettes, vapor pens, and any other form of tobacco or look alike products, including caffeine pouches or products that simulate prohibited chemicals, substances, or drugs.

If any student is apprehended in sight of district property, owned or leased, or at any school-sponsored activity in possession of or using tobacco (defined as chewing tobacco, lighting a cigarette, holding a lighted cigarette, electronic cigarette or vapor pen, exhaling smoke), the parents/guardians will be notified. Refer to the Student Code of Conduct and Discipline Policy for more information.

VIDEO SURVEILLANCE

Video cameras / monitors in the school and on the school buses are for safety purposes and assist in protecting the rights of all students to come to a safe school environment. Cameras are recording images 24 hours a day, seven days a week. **The images obtained are for school and law enforcement. They are not for "public or parent viewing".** DATA PRIVACY LAWS APPLY.

This table is to be used as a quick reference for students, parents, staff and administration as a guideline. The Principal of the building holds authority to administer consequences deemed appropriate to each individual situation and disciplinary incident. For other possible incidents and offenses, definitions and more in-depth detail please refer to the index of this handbook.

OFFENSE	FIRST INTERVENTION and/or CONSEQUENCE	SECOND INTERVENTION and/or CONSEQUENCE	THIRD INTERVENTION and/or CONSEQUENCE
Tardy (when 5 is reached)	Restricted Lunch	Restricted Lunch/Detention	Detention equal to make up missed class time
Skipping	per class period Restricted Lunch	per class period Restricted Lunch	In school suspension *Possible Grade adjustment due to attendance policy.
Profanity	Restricted Lunch	*Loss of Privileges Restricted Lunch	Restricted-Lunch *Loss of Privileges
Disrespect/Defiant Behavior and/or Insubordination	Restricted Lunch/Detention	*Loss of Privileges Restricted Lunch/Detention	1-5 days Out of school suspension Restricted Lunch *Loss of Privileges
Discipline Issues undefined by the handbook:	At the discretion of the Administrative Team	At the discretion of the Administrative Team	At the discretion of the Administrative Team
Mess in cafeteria/halls/classroom	*Cleaning Duties	Detention *Cleaning Duties	In or out of school suspension *Cleaning Duties
Tobacco/Vaping, E-Cig Violation	report to law enforcement Detention	ISS/report to law enforcement	OSS/report to law enforcement
Drug Violation	3 day OSS/report to law enforcement	5 day OSS/report to law enforcement	10 day OSS report to PD and referral assessment/treatment
Harassment/Bullying	ISS or OSS Restricted Lunch	3-5 days ISS/OSS Restricted Lunch	Administrative Discretion
Dress code violation/Hats	Warning/change clothing/remove hat.	Change clothing/remove hat. Restricted Lunch *Loss of Privileges	Administrative Discretion Change clothing/remove hat. Restricted Lunch *Loss of Privileges
Computer use violation	Computer use violation	Computer use restriction Restricted Lunch	Computer use restriction 1-5 days OSS
Assault	1-3 days OSS Report to Law Enforcement	3-5 days OSS Report to Law Enforcement	OSS to be determined, rec for expulsion Report to Law Enforcement
Weapons	Follow School Board Policy	Follow School Board Policy	Follow School Board Policy

The ISD 2170 Administrative Team reserves the right to determine issues and consequences undefined by the S-M Middle/High School Handbook.

STAPLES-MOTLEY SCHOOL BOARD DISCIPLINE POLICIES

BULLYING PROHIBITION POLICY

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's 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 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, materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- 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)
 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 and/or termination of services and/or contracts.

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, "bullying," specifically includes cyberbullying as defined in this policy.

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

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

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

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

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

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

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

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

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. School districts 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. Reporting form is at the end of the handbook, and also available on student Chromebooks and School Website as a Google Form. [Click here for the Google Form Bullying Report](#)
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building

report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, observes, 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, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon 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 its 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 behavior 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 and 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.

VI. RETALIATION OR REPRISAL

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

responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. 122A.60 to build the skills of all school personnel who regularly interact with students to identify, prevent and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively 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, being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.

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

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

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

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

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

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

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA -10 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.

HARASSMENT

Everyone in our school district has a right to feel respected and safe. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. A harasser may be a student, teacher, administrator, or other school district personnel.

The school district will discipline any student or employee who violates this policy according to school district policies. 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 from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. Further reporting procedures are outlined in Policy #413.

HAZING

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Engaging in any behavior which constitutes hazing is a violation of school discipline policy and may subject the student to discipline including suspension and expulsion. The district's complete hazing policy is outlined in the District's Hazing Policy #526.

SCHOOL BUS - APPLICATION OF THE STUDENT CODE OF CONDUCT

Reference: Staples-Motley Transportation Policy located in the District Office

The Secondary School Student Code of Conduct is in effect from the time a student is at the designated bus stop to board the bus at the beginning of the day until the student gets off the bus at the end of the day and remains visible to the bus driver. Bus drivers are responsible for the orderly conduct of pupils while they are on the school bus and may remove any student for up to one day who participates in unacceptable behavior. Bus Ridership - Law provides that students be transported to school according to a set of guidelines. In order to be consistent with state law, the school system will adhere to the following regulations concerning bus ridership:

1. Students may carry loose objects on the school bus if they can hold them in their laps. State law prohibits blocking the aisle with carry-on objects. FIREARMS, WEAPONS OR OTHER DEVICES LISTED UNDER SCHOOL BOARD POLICY #501 ARE NOT ALLOWED, BY STATE LAW, ON MINNESOTA SCHOOL BUSES.
2. POSSESSION, USE, SALE, AND OR DISTRIBUTION OF TOBACCO AND/ OR TOBACCO RELATED PRODUCTS, POSSESSION, USE, SALE AND OR DISTRIBUTION OF ILLEGAL DRUGS/CHEMICALS, ALCOHOL, AND OR CONTROLLED SUBSTANCES AND ALL RELATED PARAPHERNALIA.
3. Students must live one mile or greater from school in order to qualify for transportation.
4. If adults wish to be transported on school buses, they must first contact Mr. (Transportation Supervisor) and explore space limitations on a particular route. All requests must go through the Superintendent of Schools for approval or disapproval
5. Students involved in school bus discipline problems may be denied bus ridership privileges.
6. Students will be required to pay for any damages they cause.
7. Students are expected to dress appropriately for all weather conditions, especially winter/cold weather.

Discipline Plan Rules

Consequences:

Follow directions the first time they are given by driver;

Stay in your seat while the bus is in motion;

NO pushing, shoving or fighting;

NO eating or drinking;

NO cursing or loud talking;

Keep hands, feet and other objects to yourself;

1. Driver warns the student.

2. Driver fills out the bus conduct report.

3. Director has a conference with the student.

4. Suspension of riding privileges.

2nd report=5 days.

3rd report=20 day 4th report=remainder of year

Minimum Action: Parent contact by bus driver.

Alternative Action: Review by Transportation Director, Principal or Success Coach to determine whether a suspension of riding privileges for more than one day is appropriate.

Maximum Action: Expulsion or Exclusion.

POSSESSION OF WEAPON: (on school grounds, buses, school vehicles or at school activities.) Weapon means: any firearm, loaded or unloaded, or any device which, through its use, is capable of producing great bodily harm or death, (firearms, bullets, guns, look-alike guns, knives, clubs, nunchucks, explosives, mace or other chemicals, spears or student made devices.) Possession of a weapon will result in penalties that include:

a. initial suspension up to ten days (for investigation purposes)

b. confiscation of weapon

c. referral to the police department

d. recommendation for expulsion

School Board Policy #501 is available in the Principal's Office for your review.

MISCELLANEOUS ITEMS

ADVERTISING AND PROMOTIONS - Neither the facilities, the name, the staff, nor the children of the school system, nor any part thereof shall be employed in any manner for the advertising or otherwise promoting the interests of any commercial or other non-school agency or organization.

Staples-Motley School District employees must not recommend any commercial product, service or aid in the distribution of literature or publicity endorsing or recommending such product or service.

COLLEGE VISITS - Juniors and Seniors may take post-secondary campus visits (2 per year). These must be pre-excused three days in advance by completing the College Visit Form which can be obtained from the Student Service Office. This form must be signed by a parent/guardian even if the student is 18 years of age. The student must be in good academic standing and final approval will be given by the Social Worker and/or the Building Principal. If additional visits are needed, please contact the attendance office.

CUSTODIAL/NON -CUSTODIAL PARENTS - It is the responsibility of a custodial parent to provide court documentation to the principal relative to the rights or non-rights of the non-custodial parent. Unless documentation is provided, the school will provide copies of information to the second parent. It is the responsibility of the parents to provide updated addresses, email addresses and phone numbers when changes occur.

DANCE POLICY - Dances are for Staples-Motley Middle/High School students only. The three exceptions to this policy are Homecoming, Sno-Daze, and the Prom. An invited guest to these dances must not be older than twenty years of age. Students or guests who falsify identity will forfeit the admission to the dance and will not be allowed to participate. These guests are required to register in the Principal's Office prior to the dance. Attendees at all dances must comply with rules regarding tobacco, alcohol and other drugs. Coats, purses, bags, etc. must be checked in with the chaperones (these items will not be allowed into the dance area). Once students enter the dance, they are not permitted to leave unless with a parent/guardian. They are expected to stay until the conclusion of the dance.

DISTRIBUTION MATERIALS /ADVERTISING - Any and all materials/information/promotions and announcements which staff, students/parents or other outside school agency's/group's wish to post and display on or in school property must be approved two days in advance by the school administration. The administration reserves the right to prohibit and/or limit the distribution of materials and/or the posting/display or promotion of information and/or events.

ENTRANCES / EXITS/GUESTS - All students should enter/exit the building through the Main entrance. Parents, visitors and guests should enter the building through the Main entrance and register in the Middle/High School Main Office where you will receive a Visitor's Badge. Visitors who wish to see staff are encouraged to call ahead and make an appointment with the staff member and follow all visitor procedures. **Student Visitors are discouraged during the regular school day.**

FIRE, ALICE AND STATEWIDE TORNADO DRILLS - The school will conduct periodic drills. Practice runs are designed to improve the evacuation procedure in case of a real emergency. Students will be expected to cooperate fully during these drills.

INDOOR AIR QUALITY - THE SCHOOL DISTRICT HAS ADOPTED AN INDOOR AIR QUALITY MANAGEMENT PLAN. THE COORDINATOR FOR THE DISTRICT'S AIR MANAGEMENT PLAN IS IN THE SUPERINTENDENT'S OFFICE. IF YOU HAVE ANY QUESTIONS CONCERNING INDOOR AIR QUALITY PLEASE CONTACT THE OFFICE AT (218) 894-5400.

LOCKERS - Student lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school policies. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Items of a dangerous nature are not to be stored in lockers (i.e. knives, weapons, etc.). Students will be responsible for keeping lockers clean and for damage done to lockers. School board policy #502 is available in the Principal's Office for your review.

LOST and FOUND - If you have lost books or personal property, please check in the office. You must be able to prove ownership by identifying the article.

ORGANIZATIONS AND ACTIVITIES - Staples-Motley Middle/High School has an activity program to be proud of. Our organizations and activities have earned high honors and recognition because of active student participation, excellent facilities, interested and qualified instructors, and support staff, administration and community. See Activities Handbook for more information.

PESTICIDES - The school district periodically must use pesticides in order to maintain proper health and safety conditions. Notification will occur to students and staff when pesticides and certain chemicals are used in and around the school building and grounds. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance may be recited in classrooms and at events. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students are asked to stand as a courtesy and out of respect for others.

POSTERS - All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal or other authorized personnel. It is understood that all signs posted will be taken down after a reasonable length of time.

SCHEDULING OF PRACTICES, REHEARSALS, MEETINGS - Wednesday is designated as church and family night. It's strongly encouraged that Wednesday's be kept free of school activities, unless otherwise discussed with the Administration and/or Ministerial Group.

STUDENT PASSES - All students leaving a class must receive teacher permission and request the teacher issue them a school pass. All students in the hallway during scheduled classes must have a pass and the pass needs to be visible to staff. Unless it is an emergency, students needing to see the social worker, nurse, other staff member or administration, must have permission and a pass. Violation of this procedure/policy will subject the student to consequences including but not limited to the no pass list, restricted lunch, unexcused absence/tardy and or detention. Repeated violations will be subject to suspension, in or out-of-school. Students are not to leave the building between classes without permission. Exception to this is a senior with a free hour or a junior/senior during scheduled lunch time. Students are required to sign-in and out of class. Students are not allowed to go to the parking lot or run errands without the permission of the Principal's Office and/or Attendance Office.

STUDENT FEES - Materials required for basic instruction in any course will be provided at no expense to the student. However, in a number of courses, students, at their election, may be allowed to complete projects for personal use which require materials other than those necessary for basic instructions. Students will pay for the materials used in all such subjects. Failure to pay fees within 30 days of the start of the semester will result in withheld credit(s) and a loss of opportunity to participate. Chromebook, project fees and course fees are expected to be paid by October 1st, to ensure expected coursework completion.

STUDENT SERVICES - The Staples-Motley Middle/High School provides student services for all students, grades 5-12.
Social Workers - Carlie Reading - ext. 3527 Maggie Borg - ext 3525

TRANSCRIPT REQUESTS - Student transcripts are available during the regular school year. Please make requests accordingly and in a timely manner.

TRESPASSERS - The principal or a designee has the right to remove any person from the Staples-Motley Middle/High School and Middle School campus as is deemed necessary. The school campus includes the middle/ high school buildings and surrounding grounds and other sites (Community Center Parking Lot) when classes or activities are taking place. All school rules and regulations will be enforced on the entire school campus before, during, and after school hours.

USE OF THE CAFETERIA - When students are in the cafeteria for scheduled lunch, ALL FOOD AND DRINK ARE TO BE CONSUMED IN THE CAFETERIA. Food or drink should not be carried into classrooms, halls, gyms, locker rooms, offices,

outdoors, and other spaces than the cafeteria without staff permission. Lunch room privileges will be restricted if necessary. **School policy forbids students from using other student's food service pin numbers when going through the lunch or breakfast line.**

USE OF THE MEDIA CENTER - Students are invited and encouraged to make use of the facility. The media center can be used by an entire class or an individual from a class by way of a pass. The hours are open Monday through Friday from 8:00 a.m. until 3:05 p.m.

TECHNOLOGY & INTERNET USE **See Acceptable Use Policy & Technology Use Agreement. - Pages 47-54
All students will follow the District's Acceptable Use Policy, No. #524 "Acceptable Use & Digital Citizenship Policy."

Computers/technology play an instrumental role in the education of our students. Students who violate this policy will initially receive a warning. Depending upon the severity of the first violation, students may immediately lose their privileges. Upon a second violation, students will lose their technology privileges for the remainder of the year or one (1) calendar year based upon the severity of the violation. It will then become the responsibility of the student and parent/guardian to work out a plan along with the teacher on how the student can finish the remainder of the school year without using school technology.

The use of school computers must be consistent with the educational objectives of the Staples-Motley School District and/or the courses they are taking. Accessing or transmitting materials that are obscene or sexually explicit is prohibited. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable. Transmission of any material in violation with U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material. For their own safety, users should not reveal any personal information.

Questions regarding computer issues may be directed to the Technology Coordinator. **REMEMBER, USE OF THE SCHOOL COMPUTERS IS A PRIVILEGE, NOT A RIGHT.**

The computer supervisors, at their sole discretion, reserve the right to immediately terminate the use of school computers by any student who misuses the system. Students who misuse the Internet, individual computers and/or school technology in general, will have restricted use or nonuse of school computers.

TEXTBOOKS - The student should make sure that textbooks are covered at teacher discretion. This will prevent premature damage to the binding and covers. Any unreasonable damage to or loss of a textbook will result in the student/parent being charged for the repair or loss. The holding of grades/advancement may occur until restitution is made.

STUDENT OPPORTUNITIES: EXTRACURRICULARS, CO-CURRICULARS AND ACTIVITIES

(Just a sampling - we have many more things to offer!)

ATHLETICS - See Activities and Athletics Handbook

DRAMA - Fall Musical, One-Act Play, Middle School Play

FFA - Advisor, Kaylee Pratt

KNOWLEDGE BOWL, MS and HS - Advisors, Kasey Odden and Allison Vangsness

MINNESOTA HONOR SOCIETY

ISC (Improving School Climate) - Grades 5-8, Advisor Sarah Decker

PEP BAND - Advisor, Kristina Haataja

REACH - Teacher, Val Turner

SPECIAL OLYMPICS - Advisor, Erin Judd

SPEECH

STUDENT COUNCIL (9-12) - Advisor, Allison Vangsness

TEACHER ASSISTANT

YEARBOOK - Advisors, Jill Schneider and Allison Vangsness

STAPLES-MOTLEY SCHOOL DISTRICT BOARD POLICIES

All district policies can be accessed through the district website: <https://www.isd2170.k12.mn.us>

Parents/guardians and students are asked to review the following school district policies:

- 413 Harassment and Violence
- 501 School Weapons Policy
- 502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
- 503 School Attendance Policy
- 504 Student Dress and Appearance
- 505 Distribution of Non-School Sponsored Materials on School Premises by Students and Employees
- 506 Student Discipline
- 510 School Activities
- 513 Student Early Admission, Promotion and Retention
- 514 Bullying Prohibition Policy
- 515 Protection and Privacy of Student Records
- 516 Student Medication
- 521 Student Disability Nondiscrimination
- 522 Student Sex Nondiscrimination
- 524 Internet Acceptable Use and Safety Policy
- 526 Hazing Prohibition
- 528 Student Parental, Family, and Marital Status Nondiscrimination
- 530 Immunization Requirements
- 532 Use of Peace Officers and Crisis Teams to Remove Students With IEPs from School Grounds
- 533 District Wellness, Physical Activity, and Nutrition Policy

DEFINITIONS

Bullying. Any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or group of students and which substantially interferes with another student or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student or group of students' property;
3. placing a student or group of students in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a student or a group of students; or
5. intimidating a student or a group of students.

Bus Suspension. An action taken by the transportation department or a school administrator to prohibit a student from riding a school bus or other district vehicles for a specific number of days. In some instances, a student may be expelled from the bus and be prohibited from riding the bus or in a school vehicle for one (1) calendar year.

Detention. Requirements for a student to remain in school or attend school outside normal school hours.

Dismissal. Dismissing a student from school for one (1) school day or less.

District Personnel. Any person employed or under the direction/assignment of district personnel and who is acting within the scope of his/her assignment.

Drug Paraphernalia. All equipment, products, and materials of any kind which are knowingly or intentionally used primarily in: manufacturing a controlled substance; injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance; testing the strength, effectiveness, or purity of a controlled substance; or enhancing the effect of a controlled substance.

Exclusion. An action taken by a school board to prevent enrollment or re-enrollment of a student for a period which shall not extend beyond the school year.

Expulsion. A legal act taken by the school board to prohibit an enrolled student from further attendance up to twelve (12) months from the date the student is expelled. A copy of the Minnesota Pupil Fair Dismissal Act, the law governing expulsions and exclusions in Minnesota, can be found in the principal's office at each building.

Fine. A financial penalty assessed on a student by the District.

Gang. Any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one (1) or more criminal acts, which has an identifiable name or identifying sign or symbol and whose members individually or collectively engage in a pattern of gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two (2) or more criminal acts, provided the criminal acts were committed on separate dates or by two (2) or more persons who are members of or belong to the same gang.

Gang-Like Activity. Any conduct engaged in by a student on behalf of any gang to perpetuate the existence of any gang, to affect the common purpose and design of any gang, and/or to represent a gang affiliation, loyalty, or membership in any way while on a school location. These activities include recruiting students for membership in any gang and threatening or intimidating other students or district personnel to commit acts or omissions against his/her will in furtherance of the common purpose and design of any gang.

Great Bodily Harm. Bodily injury which creates a high probability of death, causes serious permanent disfigurement, causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

Hazing. Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the District. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco, or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity.

In School Suspension (ISS). Removal from classes to the ISS room under the direction of school administration.

Loss of School Privileges. Taking away participation in school-sponsored activities.

Out of School Suspension (OSS). Action taken by school administration which prohibits a pupil from attending school for a period of no more than ten (10) days (or fifteen (15)) if pending the expulsion process).

Parent/Guardian Conference. A conference with a parent/guardian and school administration.

Police Referral. Involvement of the police or other law enforcement authorities as deemed necessary by school administration. If a student violates a district policy that also violates a law, the student could be referred to the police.

Removal. Any action taken by a teacher, principal, or other district personnel to prohibit a pupil from attending class for a period of time not to exceed five (5) class or activity periods. A student may be removed from class for violating the District's discipline policy or for 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 or that endangers surrounding persons, including district personnel, the student or other students, or the property of the District.

Restitution. Compensation or compensatory service required of a student who has damaged, taken, or destroyed district or personal property of another.

School Location. A school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the areas of entrance or departure from school premises or events, and all school-related functions.

Student Conference. A conference between district personnel and a student.

Substantial Bodily Harm. Bodily injury which involves a temporary but substantial disfigurement, causes a temporary but substantial loss or impairment of the function of any bodily member organ, or causes a fracture of any bodily member.

Support Services. Counselors, nurse, school social worker, psychologist, police liaison officer, etc.

Truancy Referral. A referral to authorities when unexcused absences exceed the legal limits.

Under the Influence. A state of intoxication often exhibited by a student who smells of alcohol or drugs, physical appearance (red eyes), is incoherent, is staggering or has an unsteady walk, has slurred speech, or is comatose.

Vehicle. An automobile, snowmobile, bicycle, unicycle, skateboard (motorized or non-motorized), scooter (motorized or non-motorized), moped, motorcycle, roller skates, in-line skates, or any other motorized or non-motorized equipment that is ridden or driven.

Weapon. Any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon.

Bullying Report Form

Definition:

"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.

Reporting Party: _____ **Grade:** _____ **Today's Date:** __/__/__

Name of alleged offender: _____ **Grade:** _____

Other Bystanders/witnesses? _____ **If**
the alleged offense was toward another person, identify that person(s). _____

Describe the facts of the incident(s) as clearly as possible:

When did the offense take place?

Where did it occur?

Were any verbal statements such as threats, demands, requests, etc. made? Yes or No

Was there any physical contact involved? Yes or No

Has this happened before? Yes or No

If "Yes", please describe what happened in that incident?

Who did you tell? _____ What action have taken place?

Complainant Signature: _____

Date: ____/____/____

Recorder's Signature: _____

Date: ____/____/____

Office use only:

Date discussed and setting:

Staff member taking action:

Action Plan:

Final Determination:

Were parents notified? Yes or No

Who contacted them?

When? Date/Time:

What (if any) future follow-through is planned?

Staples Motley School District Middle School & High School

Mastery & Grading Policy

Mastery means a student can demonstrate the knowledge and skills required to accomplish the essential outcomes in the subject area. A student mastering an outcome can recall and apply this knowledge over time with minimal review and in varied circumstances.

Grading Policy

The following grading policy has been established to also guide teachers in determining mastery of individual outcomes. Student evidence must also be collected to support this rubric.

Grading involves qualitative and quantitative grades. The **criteria for quantitative grades (referred to in section #2)** of this Grading Policy has been taken from the Middle School and High School Student Handbooks or has become a combination of practices at the elementary level. The proposed addition to the Grading Policy is the **criteria of qualitative terms (referred to in section #1) which is the basis for grading.** A letter grade can use criteria from #1 only or from #1 and #2 combined. Grades should not only involve criteria from #2.

Grade of "A":

- consistently performs high quality work (accurate, scholarly, timely)
- consistently meets set criteria for tasks
- consistently provides evidence of mastery for all components of subject outcomes
- consistently shows excellent application of knowledge to other situations

Grade of "B":

- usually performs work of high quality (accurate, scholarly, timely)
- usually meets set criteria for tasks
- usually provides evidence of mastery for all components of subject outcomes
- usually shows above-average application of knowledge to other situations

Grade of "C":

- inconsistently performs work of satisfactory quality
- occasionally meets set criteria for tasks
- sometimes provides evidence of mastery for most components of subject outcomes
- shows average application and knowledge to other situations

Grade of "D":

- can perform work of satisfactory quality with assistance
- exhibits an unacceptable work ethic by seldom completing work on time and/or rarely staying on task
- seldom meets set criteria for tasks
- has not shown mastery for most components
- seldom shows application of knowledge to other situations

Grade of "F":

- does not perform work of satisfactory quality
- does not meet set criteria for tasks
- does not show mastery for most components
- does not show application of knowledge to other situations

STATE TESTING INFORMATION FOR PARENTS



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

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

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

Updated April 21, 2022 - Page 2 of 2

Staples-Motley School District Chromebook Policy and Usage Handbook

The mission of the 1:World program in the Staples-Motley School District is to create a collaborative learning environment for all learners. This environment will enable students and teachers to implement transformative uses of technology while enhancing students' engagement with content while promoting the development of self-directed, responsible life-long learners and users. Students will transition from consumers of information to creative producers and owners of knowledge. This technology does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. The School Board, district staff and community members all play a key role in the development of effective and high quality educational experiences.

Device Purpose

The Staples-Motley School District is supplying students with a Chromebook device. This device is property of the Staples-Motley School District. The supplied instructional device's function will provide each student access to required educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, educational web based tools as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

The policies, procedures, and information within this document apply to all Chromebooks used at Staples-Motley School District by students, staff, or guests, including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Technology Fee Schedule

Students in Grades 3-4	\$0	Students in Grades 5-12	\$40
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Receiving Your Chromebook

1. Student and Parent/Guardian Orientation - All students and parents/guardians are asked to sign the Staples-Motley School District Chromebook Policy and make payment in full according to the Technology Fee Schedule (on page 1) before a Chromebook can be issued to their student. All previous fines and fees must be paid before a Chromebook and peripherals will be issued.
2. Distribution - Chromebook distribution will take place within the first few days of school after documentation and Technology Fee payment are secured.
3. Transfer/New Student Distribution - All transfers/new students will be able to pick up their Chromebook from the Information Technology (IT) Department. Both students and their parents/guardians must read and sign the Staples-Motley School District Chromebook Policy, sign the Usage Handbook, and pay according to the Technology Fee Schedule (on page 1) **prior** to picking up a Chromebook and peripherals.

Return Your Chromebook

1. End of Year - At the end of the school year, students will turn in their Chromebooks and all issued peripherals. Failure to turn in a Chromebook and peripherals will result in the student being charged the full \$405 replacement cost. Staples-Motley School District will also file a report of stolen property with the Staples Police Department or Motley Police Department. Unpaid fines and fees may be turned over to a collection agency.
2. Transferring/Withdrawing Students - Students who transfer out of or withdraw from Staples-Motley School District must turn in their Chromebooks and peripherals to the School Office or Information Technology Department on their last day of attendance. Failure to turn in the Chromebook and peripherals will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Staples-Motley School District may be turned over to a collection agency. Staples-Motley School District may also file a report of stolen property with the Staples Police Department or Motley Police Department.

Bring Your Own Device

Juniors and Seniors enrolled in two or more PSEO (Post Secondary Education Online) and/or OCHS (Online College in the High School) classes may request to bring their own devices. Requests will be individually evaluated by the Information Technology Coordinator and High School Principal. Request forms are located in the high school office. The Information Technology Department will not provide support for personally owned devices. All Technology fees paid are

non-refundable. This is a privilege and can be taken away for violation of Staples-Motley School District policies. The network access provided for self-owned devices is separate from our regular network for security reasons. This means students using their own devices will not be able to access some district services such as printing or shared devices that connect to our internal networks.

Insurance

Insurance is provided as part of the \$40 technology fee paid at the beginning of the school year. Each claim covered by insurance will be assessed an incremental deductible within the current school year. The first claim deductible will be \$25.00 with the deductible increasing by \$25.00 each time a claim is made within the current school year. If a student withdraws from Staples-Motley Schools and then re-enrolls later in the current school year, the coverage purchased at the student’s initial registration will be reinstated along with the number of claims made prior to withdrawal.

Students in grades must keep their Chromebook in the case. If Chromebooks are taken out of the case this will void the Insurance and result in the student and parents/legal guardian being charged the full cost to repair or replace the Chromebook and peripherals.

Insurance will cover the repair of any accidental damage to your child’s Chromebook. For example, if a student accidentally drops their Chromebook (Chromebook must be in the case) and the screen is cracked a new screen will be installed with the parent or guardian paying the \$25 deductible (for a first time insurance claim). Insurance DOES NOT cover the replacement of a lost, stolen or intentionally damaged Chromebooks, including damage caused by negligence.

Annual Technology Fee Due at Start of School Year	Deductible Claim #1	Deductible Claim #2	Deductible Claim #3
According to the Technology Fee Schedule on page 1	\$25	\$50	\$75

Insurance Notes:

- The Technology Fee is non-refundable if student withdraws early
- Taking the unit apart or tampering with the unit will void insurance coverage and result in loss of insurance premium and deductibles
- Intentional abuse will void all insurance coverage and student will be charged for full replacement costs
- Insurance does not cover loss due to theft or misplacement
- All previous year charges must be paid prior to a student being issued a Chromebook

Lost, Stolen or Negligent Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook \$330
- Case \$35
- AC Adapter & power cord \$40

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook and peripherals will be turned over to a collection agency.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook that they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the School Office or Information Technology Department. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions

- No food or drink is allowed next to your Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be shut down when not in use to conserve battery life. Chromebooks should never be shoved into a locker or improperly wedged into a bookbag as this may break the screen.
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook

The protective case of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or bookbag is handled with care.

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not touch screen with anything other than finger
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry antistatic, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre moistened eyeglass lens cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

Using Your Chromebook

At School: The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes.

At Home: All students are required to take their Chromebook home each night throughout the school year for charging. The School **WILL NOT** have chargers available to check out. If a student loses their charger, they can purchase one at school for \$40. **Chromebooks must be brought to school each day in a fully charged condition.** Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, there will be a very limited number of loaner units available so they may not be able to use one for the day. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery will last throughout the day.

Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. It is recommended that students bring personal headsets or 'earbuds' for any audio projects they work on.

Printing

At School: Printing functionality will be available on a limited basis at school and subject to classroom requirements. Teaching strategies will facilitate digital copies of homework. Students will be encouraged to digitally publish and share

their work with their teachers and peers when appropriate.

No Expectation of Privacy and Monitoring Software

Students should have no expectation of confidentiality or privacy with respect to any usage of Chromebook, regardless of whether that use is for school-related or personal purposes, other than specifically provided by law. Staples-Motley School District may, without prior notice or consent, log, supervise, access, view, monitor, and record the use of student Chromebooks at any time for any reason related to the operation of the district. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Teachers, School Administrators, and Information Technology staff may use monitoring software that allows them to view the screens and activity on student devices.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Personalizing the Chromebook

Chromebooks must remain free of any writing, drawing, or stickers. An identification label with the student's name is acceptable on the Chromebooks. Spot checks for compliance will be done by administration or Staples-Motley School District staff at any time. Personalized media is subject to inspection and must follow the Staples-Motley School District Internet Acceptable Use Policy.

Originally Installed Software

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software

Students are unable to install additional software on their Chromebook other than what has been approved by Staples-Motley School District.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a 1:World environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome

OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) **stored on internal memory that has NOT been synced** will not be restored unless the student requests that an attempt be made to salvage it.

Protecting & Storing Your Chromebook

Chromebook Identification: Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account Username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not monitoring their Chromebook, they should be stored in their lockers **with the lock securely fastened**. Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook is not to be stored in their lockers or anywhere else at school outside of school hours. The Chromebook should be charged fully each night at the student's home. Chromebooks should **never** be stored in a vehicle.

Storing Chromebooks at School Sponsored Events

Students are responsible for securely storing their Chromebook during school sponsored events (sport events, music concerts, field trips, etc.).

Chromebooks Left in Unsupervised / Unsecured Areas

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extracurricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

Repairing or Replacing Your Chromebook

- While undergoing repair, loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Information Technology Department.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents/guardians will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents/guardians will be billed for parts and labor.

Accidental Damage or Loss Protection

As part of the 1:World Chromebook initiative at Staples-Motley School District, the district requires the purchase of accidental damage insurance prior to the deployment of the Chromebook to your child. Staples-Motley School District will be the sole provider of this insurance. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature. The district will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

This insurance policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Staples-Motley School District will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines.

Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.

Chromebook Technical Support

The IT Staff can be reached by phone at ext 3030, by email at ithelp@isd2170.k12.mn.us, or by visiting the IT Office if students are in school during normal hours.

Services provided by the Information Technology Department include:

- Password Identification
- User account support
- Distribution of loaner Chromebooks
- Coordination of warranty repair
- Hardware maintenance and repair
- Operating System support
- Restoring Chromebooks to factory default
- System software updates

Access to the Internet. Student agrees to:

- Not access material that is obscene, pornography, harmful, or otherwise inappropriate for education.
- Not use Staples-Motley School District technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
- Not engage in any illegal activities on the Internet.
- Not attempt to override or bypass any protection measure that has been put in place by Staples-Motley School District to block and/or filter access to Internet Sites that are not in accordance with policies of Staples-Motley School District. This includes using hotspots on school grounds to bypass our firewall.
- Shall not disclose personal identification information on the Internet.

Staples-Motley School District
Acceptable Use & Digital Citizenship Policy

Staples-Motley School District complies with all federal regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "Certify that they have Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter internet access to all computers that are accessed by minors from pictures that: a) are obscene b) are child pornography c) are harmful to minors."
- "Adopt and enforce a policy to monitor online activities of minors"
- "Adopt and implement a policy addressing: a) access by minors to inappropriate subject matter on the Internet. b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications, c) unauthorized access, hacking, and other unlawful activities by minors online, d) unauthorized disclosure, use and dissemination of personal information regarding minors, and e) restricting minors access to materials harmful to them."

Staples-Motley School District employ the following methods to enforce each of these requirements:

- The District uses an inhouse firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Google Apps services to help filter out inappropriate content & junk email.
- The District may review the student and staff Internet access logs to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for disciplinary reasons or illegal activity.
- The District requires that the Staples-Motley Technology Use Agreement be signed by every student and parent/guardian. When students violate these guidelines, they are addressed by the principal, in cooperation with information provided by the technology staff. These offenses follow the same disciplinary policy as other disciplines at Staples-Motley Schools.

Staples-Motley Technology Use Agreement

The following information must be filled out completely, and the insurance payment must be made, prior to obtaining your Chromebook. Failure to complete the following information may delay your Chromebook from being issued to you (the student). One form per student must be filled out, each school year. By completing this form you acknowledge that said student is financially responsible for all damages while the device is in the students possession.

Parents/Guardians:

Please check one of the following options:

I accept and will abide by the Staples-Motley School District Acceptable Use & Digital Citizenship Policy. I DO wish to have my child take his/her Chromebook home with them.

I accept and will abide by the Staples-Motley School District Acceptable Use & Digital Citizenship Policy. I DO NOT wish to have my child take his/her Chromebook home with them. (PLEASE NOTE: If you choose this option, students will be able to check out a Chromebook for daily use from the IT Department. Students will be responsible for damages while the device is in their possession).

Parent/Guardian name (print) _____

Signature _____ Date _____

Student:

I have read and understand the Staples-Motley School District Acceptable Use & Digital Citizenship Policy. I understand that my failure to follow the guidelines and expectations outlined in this policy may result in disciplinary action, and financial obligations.

Student Name (print) _____

Signature _____

Grade _____ Date _____

Office Notes:

Paid ____ Receipt # _____ Payment Form: _____ Received by _____