

Faribault Middle School Handbook 2024-2025



Faribault Middle School

“Fearless in Pursuit”



Faribault Middle School
2024-2025

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

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

We look forward to partnering with our students, families and community members to provide the best possible learning experience. You can reach out to me by email at sfox@faribault.k12.mn.us, give me a call at 507-333-6300, or stop by for a visit at the middle school.

Sincerely,

Dr. Stacy Fox

Dr. Stacy Fox
Principal



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

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

FMS STUDENT AND PARENT HANDBOOK

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

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



FMS prides itself on being an Exemplary Middle School.

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

- **Developmentally Responsive:** Using the distinctive nature of young adolescents as the foundation upon which all decisions about school organization, policies, curriculum, instruction, and assessment are made.
- **Challenging:** Ensuring that every student learns and every member of the learning community is held to high expectations.
- **Empowering:** Providing all students with the knowledge and skills they need to take responsibility for their lives, to address life's challenges, to function successfully at all levels of society, and to be creators of knowledge.
- **Equitable:** Advocating for and ensuring every student's right to learn and providing appropriately challenging and relevant learning opportunities for every student.





English

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

Spanish

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

Waalidiinta

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

Nuer

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

Cambodian

បើសិនជាអ្នកមិនយល់ក្រែងឯងឮ
ដើម្បីស្រួលមកចរនាសាអ្នក សូមទាក់
ទំលាក់មើលគ្រូបង្រៀន ឧបនាយក
គ្រូ (E.S.L) តាមរយៈការិយាល័យ
កូនចល័តរួច គេនឹងស្រួលស្រាវជ្រាវ



Middle School Student and Parent Handbook

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Part I: General Information

- Please Contact the Faribault Middle School Office with any Questions.
- Office Hours are 7:00 a.m. - 4:00 p.m. Daily.

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



Employee Position & Email Directory

Last Name	First Name	Position	Email
Alvarado	Gloria	Admin Asst. II	galvarado@faribault.k12.mn.us
Armbruster	Jesse	Assistant Principal	jarmbruster@faribault.k12.mn.us
Berg	Mac	Promise Fellow	mberg@faribault.k12.mn.us
Barron	Elizabeth	Teacher / Band	ebarron@faribault.k12.mn.us
Barron	Matt	Teacher / Coding & Robotics	mbarron@faribault.k12.mn.us
Barto	Patty	Teacher / 6th Gr. EL	pbarto@faribault.k12.mn.us
Bell	Melissa	Teacher / SpEd EBD	mbell@faribault.k12.mn.us
Bisping	Katie	Literacy Coach	kbisping@faribault.k12.mn.us
Bongers	Larissa	Special Ed Case Facilitator	lbongers@faribault.k12.mn.us
Burbank	Jeff, Det.	Police Liaison	jburbank@faribault.k12.mn.us
Canfield	Amy	Teacher / Art	acanfield@faribault.k12.mn.us
Carlberg	Lisa	Speech Clinician	lcarlberg@faribault.k12.mn.us
Case	Caleb	Teacher / Social Studies	ccase@faribault.k12.mn.us
Coons	Kirsten	Teacher, LD, 6th & 7th Gr.	kcoons@faribault.k12.mn.us
Cowan	Dana	Teacher / 8th Gr. Science	dcowan@faribault.k12.mn.us
Dobbs	Melissa	Social Worker	mdobbs@faribault.k12.mn.us
Dunn	Sarah	Para / DCD-MM	sdunn@faribault.k12.mn.us
Flotterud	Nikki	Teacher / SpED-ASD	nflotterud@faribault.k12.mn.us
Fogelson	Hayley	Teacher / 6th Gr. Math & PGC	hfogelson@faribault.k12.mn.us
Fox	Andy	Teacher / Tech, Trade, & Manf.	afox@faribault.k12.mn.us
Fox	Stacy	Principal	sfox@faribault.k12.mn.us
Franck	Steve	Teacher / SpED-EBD	sfranck@faribault.k12.mn.us
Gates	Anna	Promise Fellow	agates@faribault.k12.mn.us
Getchell	Alayna	Teacher / DCD-MM	agetchell@faribault.k12.mn.us
Gilbertson	Amanda	Teacher / SpED- ABS, EBD	agilbertson@faribault.k12.mn.us
Glynn	Andrea	Teacher / FACS	aglynn@faribault.k12.mn.us
Gram	Jennifer	Para / DCD-MM	jgram@faribault.k12.mn.us
Gravgaard	Steve	Teacher / 8th Gr. Math	sgravgaard@faribault.k12.mn.us
Hernandez	Emily	Para / ASD	ehernandez@faribault.k12.mn.us
Holmgren	Joy	Para / EBD	jholmgren@faribault.k12.mn.us



Kane	Cindy	Para / EBD	ckane@faribault.k12.mn.us
Kane	Holland	Para / ASD	hkane@faribault.k12.mn.us
Katra	Tom	Head Custodian	tkatra@faribault.k12.mn.us
Kazee	Emily	EA / DCD-SP	ekazee@faribault.k12.mn.us
Kazee	Josie	Para / SLD	jkazee@faribault.k12.mn.us
Kittlesen	Deb	Teacher / LD, 8th Gr.	dkittlesen@faribault.k12.mn.us
Kleeberger	Ian	Teacher / SpED-EBD	ikleeberger@faribault.k12.mn.us
Knott	Kim	Kitchen (Erin, Lois, Tristan)	kknott@faribault.k12.mn.us
Knutson	Ellie	MC Academic Specialist	eknutson@faribault.k12.mn.us
Kotek	Jasmine	Teacher / 7th Gr. Math & PGC	jkotek@faribault.k12.mn.us
Krzenski	Kyle	Counselor	kkrzenski@faribault.k12.mn.us
Kucera	Pam	Para / SLD	pkucera@faribault.k12.mn.us
Lombard	T.J.	Teacher / 7th Gr. Math	tlombard@faribault.k12.mn.us
Lynn	Josephine	Teacher / Choir & Gen. Music	jlynn@faribault.k12.mn.us
McColley	Laura	Admin Asst II- Attendance	lmccolley@faribault.k12.mn.us
Molitor	Nate	Dean of Students	nmolitor@faribault.k12.mn.us
Mohamed	Mohamed	Family & Comm. Engagement Spc	mmohamed@faribault.k12.mn.us
Moyer	Andrea	Teacher / 8th Gr. SS AVID, & CCR	amoyer@faribault.k12.mn.us
Nieves	Zulema	Family & Comm. Engagement Spc	znieves@faribault.k12.mn.us
Nordine	Traudy	Para / SLD	tnordine@faribault.k12.mn.us
Paulson	Ellen	Teacher / 6th Gr. Language Arts	epaulson@faribault.k12.mn.us
Pelkey	Ryan	Teacher / Phy Ed	rpelkey@faribault.k12.mn.us
Pelkey	Susan	Health Office	spelkey@faribault.k12.mn.us
Petersen	Rachael	Teacher / LD, 6th-8th Gr..	rpetersen@faribault.k12.mn.us
Peterson-Linde	Britta	Teacher / World Cultures	bpetersonlinde@faribault.k12.mn.us
Plopper	Trenton	Teacher / Orchestra	tplopper@faribault.k12.mn.us
Prigge	Chad	Teacher / Language Arts	cprigge@faribault.k12.mn.us
Privratsky	Andrea	Psychologist	aprivratsky@faribault.k12.mn.us
Quimby	Lisa	Due Process Secretary	lquimby@faribault.k12.mn.us
Reed	Amanda	Teacher / SpEd EBD	areed@faribault.k12.mn.us
Riopelle	Zachary	Teacher / 7th & 8th Gr. Health	zriopelle@faribault.k12.mn.us
Rockow	Nathan	Teacher / 6th Gr. Science	nrockow@faribault.k12.mn.us
Roiger	Scott	Teacher / 6th Gr. Math & Science	sroiger@faribault.k12.mn.us

**Employment Background Checks:**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Complaints:

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.



District 656 Faribault Public Schools Calendar 2024-25



Faribault Public Schools
School Calendar 2024-2025
Approved: 3/18/24

Month	Calendar Grid	Notes
July 2024	[Calendar Grid]	
August 2024	[Calendar Grid]	Aug 26-27 Meet & Greet 10-5 Aug 28 - First Day for 11-12, ALC, FDA Meet & Greet, MS Meet & Greet Aug 30-31 - First Family Conference Aug 27 - First Day for Gr. 6, 8-10, & all of FGA - NO SCHOOL for Gr. 11-12 Aug 28 - First Day for K-5 & 7-8 Aug 29 - 2nd day of school for Gr. 9-10
September 2024	[Calendar Grid]	Sept 2 - NO SCHOOL - Letter Day Sept 3 - First Day for PreK Sept 4 - Adult Education Registration Sept 27 - NO SCHOOL
October 2024	[Calendar Grid]	Oct 4 - Homecoming Oct 16 - NO SCHOOL - Fall Break Oct 17-18 - NO SCHOOL - Fall Break Oct 31 - End of Quarter 1
November 2024	[Calendar Grid]	Nov 1 - NO SCHOOL Nov 18 - NO SCHOOL - Elementary Conference, Secondary Faison Day Nov 27-29 - NO SCHOOL - Thanksgiving Break
December 2024	[Calendar Grid]	Dec 20 - NO SCHOOL - Faison Day Dec 23-Jan 1 - NO SCHOOL - Winter Break
January 2025	[Calendar Grid]	Jan 9 - NO SCHOOL - Winter Break Jan 17 - End of Semester 1 Jan 20 - NO SCHOOL - MLK Day-Faison Day
February 2025	[Calendar Grid]	Feb 7 - NO SCHOOL - Faison Day Feb 17 - NO SCHOOL - President's Day
March 2025	[Calendar Grid]	March 3 - NO SCHOOL - Secondary Conference, Elementary Faison Day March 17 - NO SCHOOL - Elementary Conference, Secondary Faison Day Mar 21 - End of Quarter 3 March 24-28 - NO SCHOOL - Spring Break March 31 - NO SCHOOL
April 2025	[Calendar Grid]	April 8th - ACT testing April 21 - NO SCHOOL - Faison Day
May 2025	[Calendar Grid]	May 23 - Last Day for Seniors Only May 26 - NO SCHOOL - Memorial Day May 29 - Last Day of School - PreK-Gr. 11 May 30 - NO SCHOOL
June 2025	[Calendar Grid]	June 1 - Graduation June 19 - Holiday - Juneteenth

24-25 School Calendar English Link

24-25 School Calendar Somali Link

Month	Calendar Grid	Notes
July 2024	[Calendar Grid]	
August 2024	[Calendar Grid]	28, 27 de agosto Conferencia y taller miembros K-5 28 de agosto primer día para 11, 12, ALC, Conferencia y taller miembros del FGA, MS Conferencia y taller 28, 30 de agosto conferencias familiares de pregrado 27 de agosto: Primer día de Gr. 6, 8-10 para FGA-NO HAY CLASES para el nivel 11, 12 28 de agosto primer día para K-5 y 7-8 28 de agosto segundo día de clases para Gr. 9-10
September 2024	[Calendar Grid]	2 de septiembre: NO HAY CLASES - Día del Trabajo 3 de septiembre: primer día de pregrado 4 de septiembre: inscripción para Educación de Adultos 27 de septiembre: NO HAY CLASES
October 2024	[Calendar Grid]	6 de octubre: Homecoming 16 de octubre: NO HAY CLASES - Día Faison 17 de octubre: NO HAY CLASES - Reuniones de padres 21 de octubre: final del trimestre 27 de octubre: final del trimestre
November 2024	[Calendar Grid]	1 de noviembre: NO HAY CLASES 14 de noviembre: NO HAY CLASES - Conferencia de padres, Día Faison de Secundaria 28 de noviembre: NO HAY CLASES - Vis. de Acción de Gracias
December 2024	[Calendar Grid]	23 de diciembre: NO HAY CLASES - Día Faison de día a 1 de enero - NO HAY CLASES - Vis. de invierno
January 2025	[Calendar Grid]	9 de enero: Homecoming 17 de enero: NO HAY CLASES - Día Faison 18 de enero: NO HAY CLASES - Conferencia de padres, Día Faison de Secundaria 23 de enero: NO HAY CLASES - Conferencia de Padres, Día Faison para Secundaria 27 de enero: primer día del tercer trimestre 28 de enero: NO HAY CLASES - Vis. de Navidad 29 de enero: NO HAY CLASES
February 2025	[Calendar Grid]	7 de febrero: NO HAY CLASES - Día Faison 17 de febrero: NO HAY CLASES - Día de Presidentes
March 2025	[Calendar Grid]	3 de marzo: NO HAY CLASES - Conferencia de Secundaria, Día Faison para Pregrado 17 de marzo: NO HAY CLASES - Conferencia de Padres, Día Faison para Secundaria 27 de marzo: primer día del tercer trimestre 28 de marzo: NO HAY CLASES - Vis. de Navidad 29 de marzo: NO HAY CLASES
April 2025	[Calendar Grid]	8 de abril: Homecoming 21 de abril: NO HAY CLASES - Día Faison 22 de abril: NO HAY CLASES - Conferencia de padres, Día Faison de Secundaria 28 de abril: Último día de clases - Final Grados 11 29 de mayo: NO HAY CLASES
May 2025	[Calendar Grid]	23 de mayo: Último día para alumnos del 12 grado 24 de mayo: NO HAY CLASES - Día de San Carlos 25 de mayo: Último día de clases - Final Grados 11 29 de mayo: NO HAY CLASES
June 2025	[Calendar Grid]	1 de junio: Graduation 19 de junio: Día Faison - 19 de junio

24-25 School Calendar Spanish Link

Month	Calendar Grid	Notes
July 2024	[Calendar Grid]	
August 2024	[Calendar Grid]	Agosto 26-27 Reunión y Taller Padres K-5 Agosto 28: Maestría Conferencia de Padres, Día Faison de Secundaria Agosto 30-31: Primer Familia Conferencia Agosto 27: Primer Día para Gr. 6, 8-10 y todos de FGA - NO HAY CLASES para Gr. 11-12 Agosto 28: Primer Día para K-5 y 7-8 Agosto 29: Segundo día de clases para Gr. 9-10
September 2024	[Calendar Grid]	2 de septiembre: NO HAY CLASES - Día del Trabajo 3 de septiembre: primer día de pregrado 4 de septiembre: inscripción para Educación de Adultos 27 de septiembre: NO HAY CLASES
October 2024	[Calendar Grid]	6 de octubre: Homecoming 16 de octubre: NO HAY CLASES - Día Faison 17 de octubre: NO HAY CLASES - Reuniones de padres 21 de octubre: final del trimestre 27 de octubre: final del trimestre
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May 2025	[Calendar Grid]	23 de mayo: Último día para alumnos del 12 grado 24 de mayo: NO HAY CLASES - Día de San Carlos 25 de mayo: Último día de clases - Final Grados 11 29 de mayo: NO HAY CLASES
June 2025	[Calendar Grid]	1 de junio: Graduation 19 de junio: Día Faison - 19 de junio



Faribault Middle School Daily Bell Schedule

Period	A	B	C	D
1st Period	48 7:50-8:38	48 7:50-8:38	48 7:50-8:38	48 7:50-8:38
2nd Period	46 8:42-9:28	46 8:42-9:28	46 8:42-9:28	46 8:42-9:28
3rd Period	46 9:32-10:18	46 9:32-10:18	46 9:32-10:18	46 9:32-10:18
4th Period	46 10:22-11:08	46 10:22-11:08	46 10:22-11:08	46 10:22-11:08
5th Period	Lunch 11:08-11:34 (26+4 passing=30)	Falcon Time 11:12-11:38 (26+4 passing=30)	Class (49) 11:12-12:01	Class (49) 11:12-12:01
5th Period	Falcon Time 11:38-12:04 (26+4 passing=30)	Lunch 11:38-12:04 (26+4 passing=30)	Lunch 12:01-12:27 (26+4 passing=30)	Falcon Time 12:05-12:31 (26+4 passing=30)
5th Period	Class (49) 12:08-12:57	Class (49) 12:08-12:57	Falcon Time 12:31-12:57 (26+4 passing=30)	Lunch 12:31-12:57 (26+4 passing=30)
6th Period	46 1:01-1:47	46 1:01-1:47	46 1:01-1:47	46 1:01-1:47
7th Period	47 1:51-2:38	47 1:51-2:38	47 1:51-2:38	47 1:51-2:38

Faribault Middle School 2-Hour Late Start Schedule

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

**Building Hours:**

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

Attendance:

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

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

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

Student Daily Attendance Policy No. 503:

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

**Parent/Guardian Responsibility:**

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

Student Responsibility:

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

Teacher Responsibility:

It is the teacher's responsibility to take daily attendance each hour 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.

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

School-sponsored curricular and co-curricular activities; Official religious holidays; Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent); Unique or emergency circumstances which are authorized by a school administrator; Illness, injury, or hospitalization of the student. A doctor's note must be provided if your child is gone from school more than 10 total days over the school year or 5 days in a row. Authorized appointments with school personnel.

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



Arrival and Dismissal during the School Day:

Students are not to be in the building prior to 7:30 a.m. unless they have a pass to see a teacher; they are eating breakfast in the cafeteria, or inclement weather necessitates their early entrance.

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

Arrival: Students can be dropped off at FMS using the Drop-off Zone which is located along 17th Street and the two lanes that run parallel to 17th Street near District Office and the Staff Parking Lot. Parents are not allowed to enter the Bus Loading Zone, the large parking lot between the hours of 7:15 am-8:00 a.m. and 2:30pm-3:30 p.m. This is for the safety of our students.

Dismissal: If a student must leave school early for an appointment, parents or guardians will send a detailed note with their student for the student to bring to the FMS office or call FMS at 333-6300. The student will come to the office at the desired time and Parent/Guardian, identified in Infinite Campus will be able to check the student out of school with photo identification. If a student returns back to the building after an appointment they will sign themselves back in at the office.

Truancy:

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

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

Equal Access to School Facilities:

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.



School Closings

Dismissal of School:

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

Announcements / Delivering Student Messages:

Student cell phones are not allowed to be used during the day. Parents may call the Main Office to deliver any student messages. Unless the message to a student is an emergency, classes will not be interrupted. Normally, messages for students will be handled between classes, during lunchtime, or at the end of the day. Announcements that include items of interest and importance to most students are displayed on the monitors in the hallways. At the end of the day, more specific announcements are read over the intercom.

Fees & School Property:

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

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including:

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

**Interviews of Students by Outside Agencies:**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Fundraising:

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the FMS Administration. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees:

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Student Gifts-Flowers, Balloons, and Signs:

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

Holiday Celebrations and Parties:

At Faribault Middle School, we do not host holiday celebrations or class parties. While students are welcome to participate in dress-up days, the use of toxic paints or hair sprays is strictly prohibited.

Parent Volunteers:

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the child's teacher and FMS Administration. Parents/guardians who visit the school should sign in at the Main Office before entering a classroom. Parents/guardians may enter the school through the Main Office, sign-in, have a photo taken, and a visitor badge will then be issued. Parents/guardians should bring with them photo identification. For more information, contact FMS for specific details.

Visitors to FMS:

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the FMS Main Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the Main Office and to wear a "visitors id badge" while in the building during the school day.



Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

*Students are not allowed to bring visitors to school without prior permission from the principal.

Guests:

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

Pledge of Allegiance No. 531:

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

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

Media Center / FMS HUB:

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

The Middle School Media Center, also known as the HUB uses a computerized circulation. Resources include books, magazines and newspapers, networked computers with Internet access, electronic encyclopedias, magazine and newspaper databases, a scanner, a full range of media presentation and production equipment, including video and digital cameras. The goal of the program is to promote independence in the learning process, to provide knowledge and skills in the use of information, and to encourage problem-solving, creative thinking, and lifelong learning. We hope to provide a pleasant and enjoyable environment for students to read, to learn, and to practice information skills.

Students are welcome to use the HUB at any time with a signed pass from a teacher. Students must sign in at the front desk when they arrive and sign out at the front desk when they leave. Students who are disrupting other students will be asked to leave. Each student may have two items checked out at one time. The checkout period is 21 days.



Student Publications and Materials:

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises:

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

School-Sponsored Student Publications:

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.
- Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Parent Right to Know:

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.



In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Withdrawals From School:

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

Student Records:

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at Faribault Public Schools District Level

Parent Contact Information:

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

Student Surveys:

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, contact FMS Administration.

Property/Valuables/Money:

Students are discouraged from bringing more money than what they need to spend at school each day. Any loss of property should be reported immediately to a staff member. However, if you have brought valuable items to school, students run the risk of having them taken. It is difficult to investigate, and the school does not guarantee finding these lost or stolen items. It is suggested to leave personal items at home.

Lost and Found Articles:

The lost and found areas are located near the main office and locker rooms. Often, students believe something has been stolen that has merely been misplaced. Throughout the year, lost and found items not claimed will be given to charitable organizations. Please write your name on all clothing or belongings so ownership can be verified.



Lockers:

Personal items such as backpacks, purses, coats and hats should be stored in the locker throughout the day. Lockers are the property of the school district and are issued to students at the beginning of the school year. Pursuant to MN State statute, school lockers are the property of the school district and may be searched at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Locks will be issued by the office for coat/book lockers. Locks will be issued by PE teachers for PE lockers. Students will be required to pay for lost locks. No personal locks are allowed. Each student is responsible for keeping their assigned locker clean, both inside and outside. Students will be charged for damages caused to their lockers. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Illegal items and items belonging to the school or another person may be seized. ***Students are not allowed to share lockers and are liable for damage or illegal substances that are found inside their lockers.*** Students who need a replacement lock may be assessed a fee.

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

I. Purpose:

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

II. General Statement Of Policy:

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

B. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. 502-2 D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.



III. Definitions:

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" include but are not limited to purses, backpacks, bookbags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. Procedures:

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible. 502-3
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger. If further search is needed, the location of the search will be determined by law enforcement personnel.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given the use of a locker.



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

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

Searches:

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, backpacks, or other other areas. "Contraband" means any unauthorized item, the possession of which is prohibited by school and district policy and/or law.

If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Dog Search:

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

Video and Audio Recording:

The school district buildings and grounds are equipped with video cameras. Video surveillance does occur in our school district buildings and on school district property.

Student Support Services:

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

Nondiscrimination:

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated [include title, name, office address, and telephone number here] as the district's human rights officer to handle inquiries regarding nondiscrimination.



Part II: Academics

Exceptional Educational Services:

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

Preparedness For Class:

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

Grading:

- Students will be graded on the following grading scale:

93-100 A	87-89 B+	77-79 C+	67-69 D+	50-59 F
90-92 A-	83-86 B	73-76 C	63-66 D	
	80-82 B-	70-72 C-	60-62 D-	

- All assignments, assessments, and final grades are on a 50-100 scale. No zeros will be given for missing or late work and no scores less than 50% will be entered for assignments or assessments in which students scored lower than that.
- Extra credit is allowed or awarded depending upon individual teachers.
- Student grades are not affected if work is submitted late as long as it is turned in prior to the summative assessment of that content. Teachers will have the option to accept work beyond that point for full credit.
- A minimum of one assessment retake is available to any student when they have received additional support and demonstrated that they have a stronger understanding of the material. Students will have at least two weeks to retake an assessment. Teachers will have the option to allow retakes beyond that point for full credit. Retake grades replace earlier scores, unless the first score was higher.
- Summative assessments (i.e. checks for understanding) are weighted between 80% and 100% of a student's grade. These checks for understanding will take place at least once every two weeks. Examples of these assessments include tests, quizzes, projects, labs, exit tickets, performance assessments, written/verbalized summaries of learning or any other means to assess student learning.



- Non Academic performance (i.e. “participation”, “appropriate conduct”, “time on task”, “respectfulness”, etc.) will not be included in a student’s grade. Students are instead given feedback verbally, in writing, or online on their progress in developing these important soft skills.
- No group grades will be rewarded. Instead, each individual student working in a group will be awarded a grade which accurately reflects their learning that occurred during the collaborative activity.
- Up-to-date grades will be available for students and parents in Infinite Campus at least once every two weeks.

Infinite Campus Parent / Student Portal:

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

Schoology Learning Management System:

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

Report Cards:

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

Ensuring Academic Integrity:

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district’s “Student Discipline” policy. Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.



Academic Programs:

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

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

- **Core Courses:** Are made up of math, language arts, science, social studies, health, and physical education.
- **Exploratory Courses:** Offer students the chance to get involved in an activity in order to develop skills and interests outside of the core academic classes. The administration and teachers at Faribault Middle School believe that students need to step out of their comfort zone and try new activities during these years in order to fulfill their educational opportunities. We believe the exploratory programs support our mission of developing the whole student.
- **Falcon Time:** The school day includes a Falcon Time period that is made up of a group of students and a teacher from their teaching team or grade level. The purpose of Falcon Time is for students to have a place to build community through school connectedness (i.e. connecting with an adult), relationships, communication, academic support, future planning, and citizenship.

Class Assignments:

Assignments are created by the teachers. The amount of assignments varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete assignments thoroughly and promptly.

FMS provides opportunities for students to complete most if not all assignments during scheduled class time. Students also have the opportunity to complete unfinished assignments during their Falcon Times. It is only on the rare occasion that a student would need to complete assignments outside of the regular school day.

Make-up Assignments

Assignment Requests for Illness:

Assignment requests: Please contact the Teacher and/or Main Office if you wish to request assignments for your child. Your child can also request access to assignments through Schoology. A student will have three days for every day they are absent from school to turn in assignments. If a student is provided an assignment prior to becoming ill, the student is expected to have it completed upon return.

Assignment Requests for Family Vacations and Extended Leaves:

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



E-Learning Day Plan:

School buildings are closed, there will be no in-person classes. Please check your student's Schoology account for assignments and additional communications from teachers. Teachers will do their best to upload assignments as soon as possible. We ask that teachers post assignments by 10:00 a.m. and are accessible to students and parents from 10:00 a.m. to 3 p.m. If your student needs tech assistance from home today, please follow our Tech Help procedure.

Conferences:

Conferences will be held on November 7th, 2024 from 3:30pm to 7:00pm and February 27th, 2025 from 3:30pm to 7:00 pm. Our conferences are "Drop-in Style."

Graduation Requirements and Ceremony:

Ceremony: Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s). Students must be Full Time FMS Students.

Requirements: Students must meet all course credit requirements and graduation standards, as established by FMS, state and the school board, in order to graduate from Faribault Middle School.

Course Credits Required: (26)

Language Arts-3	Social Studies-3	Phy-Ed-3
Math-3	Music-1	Health-3
Science-3	Art-1	Electives-6

Schedule Changes:

Schedule changes require counselor or administrator permission. Changes will be made for the following reasons: computer error, medical/physical restrictions, inappropriate placement, and administrator's discretion.

Please stop by Student Services to pick up a Schedule Change Request form.

Promotion and Retention:

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year.

Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student.

The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the FMS Administration Team.

**Summer / Community School:**

The school district provides summer school learning opportunities. Summer STEAM allows students a flexible learning year program that provides instruction on an extended year calendar. Student's participation in the program is optional. If a student participates in the program, the student may acquire grade level requirements or graduation requirements they missed during the school year.

For more information, contact FMS Student Services.

Field Trips:

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Transportation of Public School Students for Field Trips:

Whether a student rides the bus to and from school or for special events/activities, they are expected to follow rules of good conduct and safety with regard to their bus ride in order that the ride is safe and enjoyable for everyone. Riding the school bus is a privilege, not a right. Specific consequences are outlined in policy 707 for school bus behavior which is available at the District Office.

Guest Teachers:

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

Alternative Educational Opportunities:

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school.

Alternative educational opportunities may include FOA (Faribault Online Academy), special tutoring, modified curriculum and instruction,

instruction through electronic media, special education services, homebound instruction, and

enrollment in an alternative learning center, among others. A list of the alternative learning options is

available on the district's website. Students and parents/guardians with questions about these programs should contact the FMS Administration Team.



Special Services Programs:

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

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

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

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

Section 504:

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

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

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

Part III: Middle School Activities

The Faribault school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority. Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Faribault School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the FHS Activities Office.

**Student Activity Nights/Dances:**

During the school year dances or parties (for FMS enrolled students only) will be organized through the host (i.e. Student Council, grade level team, extra-curricular team) and Administrative staff. Social events such as these provide an excellent opportunity for students to positively interact with each other in an appropriate setting. It has been the history of the middle school to offer dances for 7th and 8th grade FMS students and Activity Night for 6th-grade students.

Students who are absent due to illness or without prior parent approval the day of a special event or have been suspended in or out of school may not be allowed to attend. Students who have ISS, OSS or other on-going disciplinary behaviors may be excluded from activity night per administrative decision. All school procedures and rules apply to activity night. All activity nights require parent/guardian permission and on occasion, payment for admission.

Student Council:

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

Middle School Co-Curricular Activities:

A middle school activities brochure is available in your school's main and student services offices. Further questions should be directed to our Dean of Students and Middle School Activities Director, Mr. Molitor at nmolitor@faribault.k12.mn.us or call 507-333-6384.

Activity Registration:

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

Activity Fees:

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

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

Drama Fees: \$50 per year



FMS Sponsored Activities:

Fall:

7th & 8th Football
 6th, 7th, 8th Volleyball
 6th, 7th, 8th B Swimming
 6th, 7th, 8th B/G XCcountry
 6th, 7th, 8th G Tennis
 6th, 7th, 8th B/G Soccer
 6th, 7th, 8th Fall Play

Winter:

6th, 7th, 8th Wrestling
 6th, 7th, 8th G Swimming
 7th & 8th B Basketball
 7th & 8th G Basketball
 7th & 8th B/G Hockey
 7th & 8th Dance
 7th & 8th Gymnastics

Spring:

6th, 7th, 8th Track
 6th, 7th, 8th Softball
 6th, 7th, 8th Baseball
 6th, 7th, 8th B Tennis
 7th & 8th B/G Golf
 6th, 7th, & 8th Spring Play

Physical Examinations:

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

Medical Exclusions:

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

Activities Academic Eligibility for MS Students:

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

Eligibility Guidelines:

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

**Attendance To Participate in Activities:**

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

Transportation of Public School Students for Activities:

Whether a student rides the bus to and from school or for special events/activities, they are expected to follow rules of good conduct and safety with regard to their bus ride in order that the ride is safe and enjoyable for everyone. Riding the school bus is a privilege, not a right. Specific consequences are outlined in policy 707 for school bus behavior which is available at the District Office.

Alcohol-Tobacco-Drugs-Sexual Harassment:

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

1. 1st Violation - Ineligible for 25% of the season
2. 2nd Violation - Ineligible for 50% of the season
3. 3rd Violation - Ineligible for the remainder of the school year. Future participation at the FMS or FHS will be at the discretion of school administrators.

Activity Tickets:

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

After-School Conduct:

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



Part IV: Food Service And Beverage Use:

Food and Beverage in the Classroom:

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

Lunchroom Procedures:

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

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

Lunchroom Behavior:

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

Sodexo Statement:

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

Sodexo Food Service Cost & Procedure:

For the 2024-2025 school year, everyone gets a free breakfast and lunch at no cost. A second full meal is \$2.85 at the middle school. A la carte items and prices can be found on the district's website. Breakfast is available for students for \$1.80. No pop or glass containers are allowed in the cafeteria. It is expected that food and beverages will not be consumed in any area other than the cafeteria.



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

Delinquent Meal Account Board Policy No. 534:

Free and Reduced Meal Applications:

- We do need free and reduced applications to be filled out for tracking purposes and other benefits the school can receive through the USDA. These applications are sent home at the beginning of the school year and are available in the school office. **Applications must be made annually.**

Sodexo Contact:

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

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

Part V: Transportation – Faribault Transportation Company:

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles [or specify here a different distance if less than two miles] or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardians.

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

Bus Rules: Conduct On School Buses and Consequences For Misbehavior

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding a bus or at a bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

Video and Audio Recording:

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.



School Bus and Bus Stop Rules:

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

Rules at Bus Stop and Boarding the Bus:

1. Go directly from your house to the bus stop; arrive at the bus stop five minutes before your scheduled pickup time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.
4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.
6. Get on the bus in a single file line and hold on to the rail to keep from slipping, falling, or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation, or horseplay.
9. No use of alcohol, tobacco, or drugs.
10. No pets, live insects, reptiles, or animals allowed on the bus.

Rules on the Bus:

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

Exiting the Bus:

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, DO NOT GO BACK TO PICK IT UP!
3. Walk 10 steps on the sidewalk or the side of the road away from the bus. Always walk in front of the bus.



4. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

Consequences:

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



Part VI: Health, Wellness & Safety

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

Health Services No. 604.2:

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

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

The Health Office is Open from 7:30 am – 3:30 pm Every School Day

Contact Number: (507) 333-6304.

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the FMS Nurse's Office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

First Aid:

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in main hallways. Tampering with any AED is prohibited and may result in discipline.

Child Becomes Ill at School:

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

Communicable Illness / Diseases:

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a



case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

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

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

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

Parents must inform the school within 24 hours if their child has an infectious disease. These may include but are not limited to: head lice, ringworm, scabies, impetigo, chickenpox, and pink eye.

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

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

Medication:

All medication must be administered through the school health office. Tylenol and ibuprofen can be administered by school health personnel, with written parental authorization, up to a maximum of 5 times a month. Students need to have their own supply in the health office. All other medications require Doctor's authorization and signed by a guardian. Inhalers and EpiPens may be carried by a student at the middle school level if the proper forms have been completed, are on file in the health office and the nurse has determined the student is able to administer them safely. The school district can not furnish Acetaminophen and Ibuprofen.

All medications other than Ibuprofen or Tylenol must be:

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



Food Allergy:

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

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

IMMUNIZATIONS:

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

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

Exemptions:

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

**Asbestos Management Plan:**

The school district has developed an asbestos management plan. A copy of this plan can be found by contacting the Faribault Public School District Office.

Crisis Management:

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Suicide Prevention Information:

FMS can play a vital role in hope, help, and healing of all students and staff. Policies and practices that create safe, healthy, and supportive environments can prevent individuals from having suicidal experiences. FMS can help with teaching coping and problem-solving skills and promote healthy connections among peers and positive community connections.

Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services.

Pesticide Application Notice:

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, a parent may request to be notified prior to the application of certain pesticides. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the district office), and the long-term health effects of the class of pesticide on children can be requested by contacting.

Safety:

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.



Part VII: School Policies, Procedures, and Discipline

Announcements / Delivering Messages:

Student cell phones are not allowed to be used during the day. Parents may call the Main Office to deliver any student messages. Unless the message to a student is an emergency, classes will not be interrupted. Normally, messages for students will be handled between classes, during lunchtime, or at the end of the day. Announcements that include items of interest and importance to most students are displayed on the monitors in the hallways. At the end of the day, more specific announcements are read over the intercom.

Attendance/Tardy Expectations:

At

Faribault Middle School we expect our students to arrive in each class on time with necessary materials. Frequent tardiness will be handled in the office.

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

Tardy (Late) Consequences:

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

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

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

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

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

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device.

The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

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

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



Violations Cell Phone Policy:

- A. An employee shall direct the student to put the device away.
- B. The employee may confiscate the device and turn it into the school office where the student may retrieve it at the end of the school day.
 - **First-time offense**, turned into the office and can get picked up at the end of the day. The teacher will communicate with the parent/guardian.
 - **Second offense and thereafter**, turn into the office and a parent needs to pick it up at the end of the day or a conference with the parent, student, and administrator must take place before the phone is returned to the student.
- C. At the principal's discretion, result in additional disciplinary action.
- D. ***The school is not responsible for lost or stolen cell phones.***

Internet Acceptable Use:

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's Technology Acceptable Use Policy (Board Policy 524) is available on our district website at www.faribault.k12.mn.us.

Technology Acceptable Use Policy:

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

Technology Acceptable Use Policy Board Policy No. 524:

<https://resources.finalsite.net/images/v1591706433/faribaultk12mnus/jvd9ydwpufrkvbluwghwh/524InternetAcceptableUseandSafetyPolicy.pdf>

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider. Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

Photos/Videos:

Any video or still pictures taken on campus without the consent of the participant, is prohibited and in violation of the school district's Technology Acceptable Use Policy (Board Policy 524) is available on our district website at www.faribault.k12.mn.us.



iPads (Non-School Issued):

1. Students are not allowed to bring to school iPads other than those issued by the school.
2. Students will not be allowed to bring school iPad home. They will remain in the student's 7th period class where they will store in a charging station.
 - a. Students will be responsible for picking up their iPad each morning prior to the start of their 1st period class.

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

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

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

Dress Code and Appearance Policy No. 504:

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Improperly fitting clothing that results in questionable exposure or is a safety hazard
- See-through clothing
- Clothing that does not create a health or safety hazard.
- Hoods that cover the student's head and face.
- Apparel with offensive, obscene, indecent, degrading, or profane pictures/messages will not be allowed. This includes any clothing with a slogan, which can be interpreted in different ways which have connotations which may be offensive, obscene, indecent, or degrading.
- Chains, spikes, long belts or other potentially dangerous accessories
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property. Any other clothing that interferes with the educational process



- State Law requires that shoes be worn by students at all times.
- Student clothing must not create a health hazard to the student's safety or to the safety of others.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day.

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

Please see school board policy 504 for complete policy.

Clothing:

Length must be appropriate; Size appropriate – waist, seat, inseam, and neckline; Bottoms must be worn at waistline.

Hats and Hoods:

Hats are allowed to be worn during the academic school day. Hooded sweatshirts and jackets may be worn, however, the hoods are not allowed to be worn on student heads or tied around student faces while in classrooms or halls during the academic school day. Students may be asked to remove a hooded sweatshirt if the student refuses to remove hood when asked or is asked multiple times during the school day.

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

Fragrance:

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

Public Displays Of Affection (PDA):

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

Sales:

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

Bicycles, Roller Blades, Hoverboards, Skateboards, and Electric Scooters:

Parental discretion is advised when allowing students to bring bicycles and other means of transportation to school. Things to consider are safety factors, weather conditions, and risk of vandalism, and theft. Students who ride bikes are to park them in the designated bike racks. We advise that all bikes be locked, as the school cannot



be held liable for theft or damage. Vandalism or missing bikes should be reported immediately to building administration.

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

Other Motorized Vehicles:

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

Use Of School Property:

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

Vandalism:

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

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

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

Students given OSS will have their assignments requested through the office. Parents/Guardians will be notified of pick up time and date. Students will have two days following OSS to complete homework.

Notice of Violent Behavior by Students:

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Harassment and Violence Prohibition:

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.



Hazing Prohibition:

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

Part VIII: District Level Policies, Procedures, and Discipline

BULLYING PROHIBITION POLICY Policy No. 514

I. Purpose:

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

II. General Statement Of Policy:

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

B. No teacher, administrator, volunteer, contractor, or other employees of the school district shall permit, condone, or tolerate bullying.

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;



2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for Students: who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for Employees: who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for Other Individuals: engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. Definitions:

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

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

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

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

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression,



academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

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

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

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

IV. Reporting Procedures:

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employees shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or



prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

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

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

V. School Distraction Action:

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

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

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

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

**VI. Retaliation Or Reprisal:**

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

VII. Training and Education:

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

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

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

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

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

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



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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by the inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. Notice:

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.



IX. Policy Review:

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

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

Hazing Prohibition Policy No. 526:

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

General Statement Of Policy:

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employees of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

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

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. 526-2 Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

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

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

Chemical Use and Abuse Policy No. 417

I. Purpose:

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

**II. General Statement Of Policy:**

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a Child Study Team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students, and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

B. Reports of Chemical Use and Abuse:

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



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

I. Purpose:

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

II. General Statement Of Policy:

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

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

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

VI. Enforcement:

A. Students

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

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

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices;

Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Student Discipline:

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy.

Ombudsperson Service:

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment

**Removal from Class:**

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

Tennessee Warning:

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

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

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

Zero Tolerance Behaviors:

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

Possession of Weapons:

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

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

**Aggravated Assault:**

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

Selling and/or Distributing Drugs or Alcohol on School Property:

Selling or distributing, or intending to sell or distribute, alcohol, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

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

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

Grounds for Suspension Shall Include Any of the Following:

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

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

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

Dismissal:

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

Communication:

Procedure for Notifying Students and Parents or Guardians of Violations

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



Maintenance of Student Discipline Records:

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights.

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

Interaction with Law Enforcement Authorities:

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

Student Use of Information, Technology Acceptable Use Policy Board Policy No. 524:

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

Academic Dishonesty

Cheating/Plagiarism:

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

Determination of Academic Dishonesty:

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

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

Consequences:

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

**Important Considerations:**

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

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

Title IX Compliance:

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



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

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

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

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

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

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

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

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



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

24-25 Faribault Middle School Behavior Expectations

Behavior	Range	First Occurance	Repeated Occurrence
Bus Rules -	Minimum	As per district policy	As per district policy
	Maximum	As per district policy	As per district policy
Damage of or Tampering with property (Vandalism) - Intentionally defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members, or to other individuals while on school property, at a school activity, in a school vehicle or under the supervision of school staff. (i.e. lockers, hallway clocks, and lockerroom areas)	Minimum	Suspension, resitution, parent notification, report to law enforcement	Resitution, parent notification, report to law enforcement, 1-3 days OS
	Maximum	1-3 days OSS	3-5 days OSS
Cell phone / Electronic Devices (see handbook)	Minimum	Conference with administration, bring to office, parent notification	Conference with administration, bring to office, parent notification
	Maximum	Parent involvement	Parent involvement
Creating a Dangerous Situation - acts that threaten the safety of the school environment. This may include horseplay, exiting secured enterances, bringing non-students into the school, instigating and/or filming a fight, the slapping game or same/ similiar tytpe of game.	Minimum	Suspension, resitution, parent notification, No Contact Contract	Suspension, resitution, parent notification, 1-3 days OSS, No Contact Contract
	Maximum	1-3 days OSS	3-5 days OSS, consider expulsion
Disorderly Behaviors - acts that disrupt or threaten to disrupt the educational process in the classroom, hallways, or at school functions, including, but not limited to, disobedience, disrespectful behavior, inappropriate language, harassment, discrimination, or defiance of authority or any conduct tending to cause disruption or arouse alarm, anger or resentment in others.	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification.	Mediation, ISS, Detention Reteach, Restorative practices, 1-3 days OSS
	Maximum	1-3 days OSS	Expulsion
Dress and Grooming - inappropriate dress at school and/or school activities. A student's dress or appearance becomes the concern of the school if it falls short of contemporary adult community standards, disrupts the educational program of the school, promotes an activity that is prohibited by school policy, or is unsafe, displays language or images deemed inappropriate by school officials. *Shoes must be worn at all times for health and safety reasons * Clothing must be appropriate in size * No clothing or accessories (including backpacks) that include words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise violence, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors	Minimum	Conference with administration or Student Services, parent notification, detention, changing, covering, or turning inside out	Conference with administration or Student Services, parent notification, detention, suspension, changing, covering, or turning inside out
	Maximum	1 days ISS	1 day OSS
Explosives (Possession and/or Use) - possessing or using any compound, mixture or device of which the primary or common pur pose is to function by explosion (that is with substantially instantaneous release of gas and heat) A. Class A/B explosives (as defined by state statute) i.e. dynamite B. Class C explosives (as defined by state statute) i.e. firecrackers, stink/smoke bombs sparklers, bottle rockets*	Minimum	Suspension, resitution, parent notification, report to law enforcement	5-10 days OSS, resitution, parent notification, report to law enforcement
	Maximum	5-10 days OSS, expulsion	Expulsion



Behavior	Range	First Occurance	Repeated Occurrence
Fighting (Physical) - engaging in any physical form of fighting, regardless of who initiates the fight or whether the student believes he/she was acting in self-defense; includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person	Minimum	Suspension, resitution, parent notification, report to law enforcement, assessment, No Contact Contract	5-10 days OSS, resitution, parent notification, report to law enforcement, assessment, No Contact Contract
	Maximum	3-5 days OSS	Expulsion
Fighting (Promoting/Instigating a fight) - Any attempt to get others to promote violence against another person and/or contributing to an act of violence verbally or through other behaviors, including through the use of electronic communication, including any attempt to instigate violence for the purpose of recording	Minimum	Suspension, resitution, parent notification, report to law enforcement, assessment, No Contact Contract	3-10 days OSS, resitution, parent notification, report to law enforcement, assessment, No Contact Contract
	Maximum	1-3 days OSS	Expulsion
Fire Extinguisher (Unauthorized use) - unauthorized handling of a fire extinguisher or fire alarm	Minimum	2 days OSS, resitution, parent notification, report to law enforcement	5 days OSS, resitution, parent notification, report to law enforcement
	Maximum	5 days OSS	5-10 days OSS, expulsion
Falsification of Records or Identification - falsifying signatures or data or refusing to give proper identification or giving false information or refusing to identify oneself to a staff member	Minimum	Suspension, detention, parent notification	Suspension, detention, parent notification
	Maximum	1 day OSS	1-3 days OSS
Gambling - playing games of chance for stakes	Minimum	Suspension, detention, parent notification, report to law enforcement	1 day OSS, parent notification, report to law enforcement
	Maximum	1 day OSS	3 - 5 days OSS
Gang Involvement - gang related activity including graffiti, emblems, symbolism, hand signs, slang, jewelry, discussion, and clothing	Minimum	Suspension, detention, parent notification, report to law enforcement	Suspension, detention, parent notification, report to law enforcement
	Maximum	3-5 days OSS	3-5 days OSS, consider expulsion
Harassment - continued or on-going inappropriate remarks that willfully injure, degrade, or disgrace a person's race, color, beliefs, religion, national origin, sex, sexual orientation, homophobia, marital status, disability, age, or socioeconomic status (See complete high school league rules under section "Racial, Religious, & Sexual Harassment and Violence Policy")	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement
	Maximum	1-5 days OSS, consider expulsion	3 - 5 days OSS, expulsion
Hazing - committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization (Consent to be hazed or permission to hazed will not lessen the consequences. Harassment by ways of initiation, ridicule, or criticism is prohibited at all times)	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification, report to law enforcement
	Maximum	1-3 days OSS	3 - 5 days OSS, expulsion
Insubordination - willful refusal to follow appropriate directions given by a staff member, to willingly withhold information or purposefully provide false information during a school investigation.	Minimum	Mediation, ISS, Detention, Suspension, Reteach, Restorative practices, parent notification,	Mediation, ISS, OSS, Detention, Suspension, Reteach, Restorative practices, parent notification,
	Maximum	3 days OSS	3 - 5 days OSS, expulsion



Behavior	Range	First Occurance	Repeated Occurrence
Interference, Disruption or Obstruction - any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including loud speech, shouting, screaming, or through the use of electronic devices	Minimum	Mediation, ISS, Detention, Reteach, Restorative practices, parent notification.	Mediation, ISS, OSS, Detention, Reteach, Restorative practices, parent notification.
	Maximum	1-3 days OSS	3-5 days OSS, expulsion
Lewd Behavior - sexual conduct that is considered indecent or offensive	Minimum	Conference with administration or Student Services, parent notification, detention, suspension, restriction of school device, referral to Title IX coordinator for further investigation	Conference with administration or Student Services, parent notification, detention, suspension, restriction of school device; referral to Title IX coordinator for further investigation
	Maximum	1-3 days OSS; referral to Title IX coordinator for further investigation	1-5 days OSS, expulsion; referral to Title IX coordinator for further investigation
Medication (Over the counter) - sharing non-prescription medication	Minimum	Conference with administration or Student Services, parent notification, detention, suspension	Conference with administration or Student Services, parent notification, detention, suspension
	Maximum	1 day OSS	1-5 days OSS
Nuisance Objects - possession, use or distribution of any object that causes distractions	Minimum	Conference with administration, bring to office, parent notification, detention, suspension	Conference with administration, bring to office, parent notification, detention, suspension
	Maximum	1 day ISS	1 - 5 days OSS
Robbery or Extortion - the obtaining of property from another where his/her consent was induced by a use of force or a threat of force or under false pretenses	Minimum	Report to law enforcement; 3 day OSS	Report to law enforcement; 10 day OSS; consider expulsion
	Maximum	Report to law enforcement; 10 day OSS, consider expulsion	Expulsion
A. Sexual Misconduct or indecent exposure - engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments if the action is performed with sexual or aggressive intent B. Criminal Sexual Conduct - sexual conduct as defined in MN. Stat SS609.341-609.3451.	Minimum	Report to law enforcement; 5 day OSS; referral to Title IX coordinator for further investigation	Report to law enforcement; Pursue alternative placement; referral to Title IX coordinator for further investigation
	Maximum	Report to law enforcement; 10 day OSS; consider expulsion; referral to Title IX coordinator for further investigation	Report to law enforcement; Expulsion; referral to Title IX coordinator for further investigation
Propping, Rigging, Disabling, or Opening a Secure Door - Any action which causes a door to be unsecured in order to facilitate prohibited entry, or future reentry into the school	Minimum	Restorative practices; reteaching; parent notification; ISS	Restorative practices; reteaching; parent notification & conference with administration; 2 day OSS
	Maximum	1 day OSS	3 days OSS
Technology and Telecommunications Misuse - inappropriate use of schools Internet, technology, or telecommunications equipment (iPads/Computers) including the following: 1. To record (video/audio/picture) of any school employee or student without their consent. 2. To access, Air Drop, upload, download, or distribute pornographic, obscene, or sexually explicit material, or other material that is used to cheat or is disruptive to the teaching/learning environment. 3. To violate any local, state, or federal statute. 4. To vandalize, damage or disable the property of another person or organization. 5. To access another person's or organization's materials, information, or files without the implied or direct permission of that person or organization. 6. To violate copyright laws 7. To use for unauthorized commercial activity and/or financial gain of the user. 8. To wastefully use network or print resources. 9. To use social media to cause stress/anxiety in another student that negatively impacts their learning experience. 10. To change computer set-up, i.e., icons, background, etc. 11. To use technology for any non-school activity deemed inappropriate by teacher or administration 12. Any action, intentional or unintentional, that interferes with the school setting or student learning.	Minimum	Restorative practices; loss of media center and/or other FMS computer/iPad privileges (duration to be determined by administration); restitution; detention	Restorative practices; loss of media center and/or other FMS computer/iPad privileges (duration to be determined by administration); ISS
	Maximum	3 days OSS	5 days OSS



Behavior	Range	First Occurrence	Repeated Occurrence
interferes with the school setting or student learning.			
	Minimum	Restorative practices; loss of media center and/or other FMS computer/iPad privileges (duration to be determined by administration); restitution; detention	Restorative practices; loss of media center and/or other FMS computer/iPad privileges (duration to be determined by administration); ISS
	Maximum	3 days OSS	5 days OSS
Terroristic Threat - threatening, directly or indirectly (verbal, written or signed), committing any crime of violence with the purpose of terrorizing another person or group of people.			
	Minimum	Report to law enforcement; 5 day OSS, No Contact Contract	Report to law enforcement; 10 day OSS; consider alternative placement, No Contact Contract
	Maximum	Report to law enforcement; 10 day suspension; consider alternative placement	Expulsion
Theft - unauthorized taking, using, transferring, hiding, possessing, or receiving property of another person or of the school district without the consent of the owner. If the theft is over \$250, the offense will be handled as a second or third offense			
	Minimum	Restorative practices; restitution; report to law enforcement; 3 days OSS	Restorative practices; restitution; report to law enforcement; 5 days OSS
	Maximum	Restorative practices; restitution; report to law enforcement; 5 days OSS	Report to law enforcement; restitution; 5 days OSS; consider expulsion
Tobacco - possessing or using tobacco in district buildings, in vehicles or at district events on or in sight of school grounds. This includes all e-cigs/vapes and associated items regardless of whether nicotine is present. Distribution or intention to sell will result in maximum consequences being issued. Note: LIGHTERS - students will receive ISS for the remainder of the day plus ISS on the next school day.			
	Minimum	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; reteach on dangers of tobacco/vape use; 1 day OSS	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; reteach on dangers of tobacco/vape use; 3 days OSS
	Maximum	2 days OSS	5 days OSS
Trespassing - A. Physically present on a school campus, in a district vehicle, or at a school activity after being requested to leave by school personnel B. Off Limits - The presence by student in an area of the school building or school grounds designated by school personnel as being unavailable for student use <i>This section is to include the roof of the building, gaining access to the ceilings within the building, and all storage areas and custodian areas in and outside of the building.</i>			
	Minimum	Report to law enforcement; potential official no-trespass documentation; parent notification; 1 day OSS	Report to law enforcement; 3 days OSS
	Maximum	Report to law enforcement; official no-trespass documentation; parent notification; 3 days OSS	Report to law enforcement; 5 days OSS
Truancy A. Class Truancy - In the building or on the school grounds but not in attendance at assigned classes B. Off Grounds/Leaving			
	Minimum	Parent notification; detention	Parent notification & conference with administration; detention; ISS
	Maximum	Parent notification & conference with administration; ISS	Parent notification & conference with administration; referral to Rice County Student Attendance Review Board (SARB); detention; ISS
Unauthorized Distribution - distribution of inflammatory, libelous, or slanderous literature, or other materials within sight of school property which results in a disruption to the educational environment, and/or other violation of District policy regarding distribution of non-curricular literature to students			
	Minimum	Restorative practices; reteach; parent notification	Restorative practices; reteach; parent notification & conference with administration; detention; ISS
	Maximum	Detention; ISS	3 day OSS
Unauthorized Use or Possession of School Property - the unauthorized/illegal use of school property for non-school sponsored activities			
	Minimum	Report to law enforcement; parent notification & conference with administration; detention	Report to law enforcement; parent notification & conference with administration; 3 day OSS
	Maximum	Report to law enforcement; parent notification & conference with administration; 3 day OSS	5 day OSS
Weapon (look alike or real) - possession of a sharp object, knife, gun, projectile or look-alike designed or used in a harmful manner			
	Minimum	Report to law enforcement; 5 day OSS	Expulsion
	Maximum	Report to law enforcement; expulsion	Expulsion
FMS strives to provide a safe and secure setting for staff students, and the community. FMS administration reserves the right to modify the severity of the consequences during the end of the school year or to coincide with natural breaks in the school schedule.			



Student Code of Conduct _____

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

STUDENT CODE OF RESPONSIBILITY

All students have the responsibility:

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



m DEPARTMENT OF EDUCATION Parent/Guardian Guide to Statewide Testing

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

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

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

Why does participation matter?

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

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

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

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

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

<p>Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

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

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

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

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

Are there limits on local testing?

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

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

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

When do I receive my student's results?

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

How much time is spent on testing?

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

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

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

Where do I get more information?

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



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

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

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS or Alternate ACCESS for ELLs

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

I understand that by signing this form, my student will receive a score of "not proficient" and he/she waives the opportunity to receive a college-ready score that could save time and money by not having to take remedial, noncredit courses at a Minnesota State college or university. My school and I may lose valuable information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____