

STUDENT AND FAMILY HANDBOOK

AFSA HIGH SCHOOL (grades 7-12)

2025-2026

100 Vadnais Boulevard
Vadnais Heights, MN 55127
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www.afsak12.com



AFSA PreK-12 MISSION STATEMENT

The Academy for Sciences & Agriculture, a public charter school for grades PreK-12, engages learners in academically rigorous, student-centered, hands-on experiences and leadership opportunities within a science, environmental, and agricultural context.

#BeAFSA

Be Responsible Be Respectful Be Safe Be Your Best

This handbook is meant to serve as a guide for students and parents. This handbook and its contents were approved at its meeting on 08/19/24. This handbook may be changed or amended during the school year. If you have any questions about the provisions in this handbook, please contact the school director.

AFSA does not discriminate on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, or political beliefs.

Who to Contact at AFSA High School (7-12):

Sam Wakefield - *Executive Director* - swakefield@afsak12.com - 651-209-3927

Student enrollment, discipline, district concerns or questions, bus concerns.

Laura Nelson - *Academic Director* - lnelson@afsak12.com - 651-209-3916

Academic supports, assessments & data, teacher observation, professional development

Angie Bergerson - *Front Desk* - abergerson@afsak12.com - 651-209-3910

Absences/attendance, directory information, submit student forms

Amanda Vorwald - *Student Support/ Activities Director* - avorwald@afsak12.com - 651-209-3910

Behavior concerns, mental health, student support, activities and athletics

Jacob Goebel - *Special Ed. Coordinator* - jgoebel@afsak12.com - 651-209-3910

Due process, IEP status, special education concerns/questions

Introduction

Welcome to AFSA 7-12! Our focus is the development of lifelong learners who care for others in their community, are inquisitive and have high skill levels to prepare for a future in a diverse, global, and changing society. Family involvement, community support, and partnerships with agribusiness and educational organizations will be emphasized. The Academy provides a nurturing environment that:

- Prepares students for their future endeavors in social, academic, and vocational development
- Fosters a diverse community that prioritizes equity and respects differences
- Develops, evaluates, and continuously improves student learning experiences
- Integrates projects and student choice into the curriculum
- Maintains high expectations for student performance

Values

Responsibility

- Being dependable
- Taking personal responsibility for personal actions
- Following through on commitments and promises
- Accepting the consequences of my decisions
- Being trustworthy
- Taking good care of myself and others

Nonviolence

- Learning to use mediations and circle skills
- Reporting acts of violence against people or property to the authorities
- Finding nonviolent ways to solve problems

Citizenship

- Participating the community events
- Caring about myself, my neighbor, and community
- Volunteering personal talents and skills
- Voting
- Helping others through service and giving

Integrity

- Setting a good example
- Being honest

Self-Control

- Thinking through my actions or thinking before acting

- Exercising control over my own actions without outside direction or restraint
- Learning how to resolve conflict with others
- Not giving in to pressures from others when I know it's wrong.

Caring

- Show by my actions that I value myself and others

Respect

- Showing consideration for self, others, and property
- Being kind and understanding to other
- Being a good listener

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Appendix A - State Testing Opt-Out Form

Appendix B: Bullying Policy

All policies are available online at www.afsak12.com

School Hours

Classes start promptly at 8:00 a.m. and end at 3:00 p.m. Students arriving prior to 7:45 a.m. will be allowed to remain in the lobby or cafeteria only. Access to student lockers and classrooms begins at 7:45 a.m. Twice a month students will have a WIN/FFA Schedule. Classes are shortened to allow time at the end of the day to participate in WIN or the FFA meeting.

The school building is open for arriving students at 7:30 a.m. No students are to be in the building after 3:30 p.m. unless under the supervision of a staff member. Students who are NOT participating in a supervised activity must leave the building at dismissal. Students staying for after school activities must have their own transportation home at the end of the activity.

2025-2026 Bell Schedule

2025-2026 Regular Bell Schedule (7-12)											
Regular Schedule A						Regular Schedule B					
Period	Time		Minutes			Period	Time		Minutes		
Block 1	8:00 AM	9:05 AM	65			Block 1	8:00 AM	9:05 AM	65		
Passing			4			Passing			4		
FOCUS	9:09 AM	9:54 AM	45			FOCUS	9:09 AM	9:54 AM	45		
Passing			4			Passing			4		
Block 2	9:58 AM	11:03 AM	65			Block 2	9:58 AM	11:03 AM	65		
						Passing			4		
Lunch A	11:03 AM	11:33 PM	30			Block 3	11:07 PM	12:12 PM	65		
Passing			4								
Block 3	11:37 PM	12:42 PM	65			Lunch B	12:12 AM	12:42 PM	30		
Passing			4			Passing			4		
Block 4	12:46 PM	1:51 PM	65			Block 4	12:46 PM	1:51 PM	65		
Passing			4			Passing			4		
Block 5	1:55 PM	3:00 PM	65			Block 5	1:55 PM	3:00 PM	65		

2025-2026 Afternoon Activity Bell Schedule (7-12)											
Regular Schedule A						Regular Schedule B					
Period	Time		Minutes			Period	Time		Minutes		
Block 1	8:00 AM	8:55 AM	55			Block 1	8:00 AM	8:55 AM	55		
Passing			4			Passing			4		
FOCUS	8:59 AM	9:29 AM	30			FOCUS	8:59 AM	9:29 AM	30		
Passing			4			Passing			4		
Block 2	9:33 AM	10:28 AM	55			Block 2	9:33 AM	10:28 AM	55		
Passing			4			Passing			4		
Block 3	10:32 AM	11:27 AM	55			Block 3	10:32 AM	11:27 AM	55		
Passing			4			Passing			4		
Lunch A	11:27 AM	11:57 PM	30			Block 4	11:31 AM	12:26 PM	55		
Passing			3			Passing			3		
Block 4	12:01 PM	12:56 PM	55			Lunch B	12:26 PM	12:56 PM	30		
Passing			4			Passing			4		
Block 5	1:00 PM	1:55 PM	55			Block 5	1:00 PM	1:55 PM	55		
Activity Time	1:59 PM	3:00	61			Activity Time	1:59 PM	3:00	61		

Building Hours: Building hours are from 7:30 a.m. to 4:00 p.m. Monday through Friday

Section 1: INFORMATION

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the district office and on the school district's website at www.afsak12.com

Communications

Blackboard Notification System

AFSA uses Blackboard Connect to send out mass communications via phone calls, emails and text messages; Blackboard is our automated calling system used to send notices to multiple families at a time. Parent/Guardian(s) do not need to subscribe to this service. School staff rely on this as a means of communication for reminders or invitations to events, or to share urgent messages with all families within the school. Whenever possible, calls are programmed to be made during evening hours. This system can call all AFSA families if there is an emergency. The system will leave a voicemail if you do not answer the call - please listen to the voicemail before calling the school's office.

Conferences

We encourage regular communication between home and school. When concerns arise please contact your child's teacher as soon as possible. You do not need to wait until conference time. AFSA conducts formal Parent/Guardian/teacher conferences every trimester. Conferences are student led and a time to celebrate your child's learning. Student report cards are mailed home at the end of each trimester.

Emergency School Closings

On a rare occasion it may be necessary to close school on a scheduled learning day. In the event this occurs, because of inclement weather or emergency, announcements will be made on WCCO Radio and Television, KSTP Television and KMSP 9 Television. AFSA will also send out an email notification to all parties on our listserve. School closing announcements start at approximately 6:30 a.m. each morning. Several of these stations have websites where Parent/Guardian(s) and/or students may sign up to be notified of school closures. School does not close in cold or snowy weather as long as the buses can safely operate.

Parent/Guardian Communication

AFSA will send out a weekly newsletter and family update via email. AFSA also maintains a Facebook page and Instagram account that is updated regularly with exciting things that are happening at our school. Also refer to www.afsak12.com.

Powerschool

Powerschool is a student information service used by AFSA. Powerschool manages attendance, grades, schedules and other information about each student. Parent/Guardian(s) should create an account to access their student's information. This can be done by either accessing an account through the Powerschool website or phone app.

National FFA Organization

All students at AFSA become members of the National FFA Organization. This is a school-based organization for students studying agriculture that provides many real-life experiences for students. For more information, please contact any staff member or go online to www.ffa.org.

The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth and career success through agricultural education.

Eighteen Year Old Students

The Minnesota State MSA 102.06 indicates that The Board of Education of any school district may require that students aged 18 and over adhere to the rules and regulations applicable to students under the age of 18. AFSA PreK-12 requires that all students, regardless of age, must adhere to the policies of AFSA PreK-12.

Fees

A \$25.00 school activity fee is due payable for each school year. This fee covers the cost of the following items: FFA dues, printer access, and the student's e-mail account. There may be additional fees for elective school activities.

An additional fee of \$25.00 will be charged for the following classes: 3D Art & Design, Construction, Small Engines, Engineering, Metals & Welding. Students are expected to provide their own school supplies and project materials. School supply lists are available on the school's website.

Food Program – Breakfast and Lunch

AFSA High School is a closed campus. Students are not to leave the building at any time without permission. No restaurant or food delivery may be brought in during the school day, with the exception of events authorized by school administration. Breakfast and lunch are free to all AFSA students this year. Students will be allowed one serving of each at no charge, however ***all families must complete the free or reduced lunch form by September 29, 2025, regardless of eligibility.***

Cost of second breakfast \$2.00 and Cost of second lunch \$3.50

Fundraisers/Sales

School administration must approve any solicitations or selling of merchandise for school funds. No outside sales are allowed.

Gifts to Employees

No gifts over \$25.00 may be accepted by an employee for services rendered as a part of their district job function or responsibilities. No fee may be charged or gifts over \$25.00 accepted by an employee for services rendered as a part of their District job function or responsibilities. Employees who are members of the Board, Administration, or otherwise in a capacity to make decisions on behalf of the District may not accept gifts from or on behalf of any interested person who has a direct financial interest in a decision the employee is authorized to make.

Messages to Students

A telephone for student use is located in the main office. This phone may be used before school, during passing time, during lunch and after school for brief personal calls. Messages for students will only be accepted from parents or guardians. Students will not be called out of class to receive phone messages except in the event of an emergency.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America every Wednesday. Anyone who does not wish to participate in reciting the Pledge of Allegiance for personal reasons may elect not to do so and students must respect another person's right to make that choice.

Employment Background Checks

State law requires a criminal background check be completed on all persons offered employment with the school district. The district will also seek background checks for volunteers and school board members.

Visitors in District Buildings

Parents/Guardians of students and community members are welcome visitors to the school. **All visitors must sign in at the main office.** To ensure a safe and secure learning environment the school does not permit visitors not enrolled at AFSA PreK-12 unless permission is given ahead of time and approved by administration. Visiting students may shadow other students for the day provided they are interested in attending AFSA PreK-12. Any exceptions must be pre-approved by the building administration

Parent/Guardian Volunteers

Parent/guardian involvement in the education of their children is encouraged and valued at AFSA PreK-12. Parents/guardians may become involved by: serving on parent advisory committees, attending parent conferences and presentation nights, and volunteering to support or enhance a variety of programs and activities for the school. To volunteer in the school district, parents/guardians should contact the front office. Parents/guardians who visit the school must sign in as a volunteer at the front office.

School Activities

Students are expected to follow appropriate behavior at all school events whether held on or off campus. All rules pertaining to student conduct and student discipline apply to all school activities. Students should remember that they are representing themselves and their school at all school activities. Special permission forms are required for outside guests (ie. Prom, Barn Dance).

Law Enforcement

Law enforcement officers are permitted to meet with students during the school day, without parental permission. Unless explicitly instructed not to by law enforcement, parents/guardians will be notified of such meetings. Parents/guardians may be notified by law enforcement if such contact occurs. AFSA PreK-12 will cooperate with law enforcement agencies.

Backpacks

Students must place books, backpack, coats and other personal items in their locker each day. Backpacks are not allowed in classrooms. Backpacks in the classroom may be taken from the student and are subject to disciplinary action under the Nuisance Items policy.

Searches of Student Lockers/Personal Possessions

Students are responsible for the items in their lockers. Students should not bring large amounts of money or valuable items to school. AFSA provides each student with a locked locker. School lockers are the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspections of the interior of lockers may be conducted by school authorities for any reason at any time,

without notice, without students consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide a notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. AFSA staff members will work in cooperation with the Ramsey County Sheriff's Department to investigate any violation of law.

Student Records

The Family Educational Rights and Privacy Act requires school districts to notify parents/guardians and students that certain information from student records will be released and made public without the written consent of parents/guardians or students 18 years or older. See School Board Policy 515: Protection and Privacy of Pupil Records.

Directory information that can be made public without parental/guardian consent includes student's name, major field of study, participation in officially recognized activities and sports, weight and height of athletic team members, dates of attendance, degrees and awards received.

Parents/guardians or eligible students (ie. students who have turned 18) may request that their student's directory information not be disclosed and/or be removed for mailing lists and directories that are sold or provided to community organizations. This request must be made in writing to the Director, AFSA PreK-12 at 100 Vadnais Blvd., Vadnais Heights, MN 55127. Requests for the present school year must be made by November 1.

Federal law requires that a student's name, address, and telephone number must be made available to military recruiters or institutions of higher education upon request. Parents/guardians or eligible students (ie. students who have turned 18) may request that this information not be disclosed by making a written request to the Director, AFSA PreK-12 at 100 Vadnais Blvd., Vadnais Heights, MN 55127. Requests for the present school year must be made by November 1.

Notice of Violent Behavior by Students

Per Minn. Stat. §§121A.64 and 121A.75, AFSA preK-12 will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classroom.

Student Rights and Responsibilities

The role of education is to assist every student to acquire the skills, knowledge and habits necessary to become a self-sufficient, democratic and thinking member of our society. This includes acquiring not only basic education skills, but also understanding self and others. The Academy has a responsibility to create a safe environment for learning, which requires an atmosphere of democracy, fairness and equity. This handbook contains the policies, procedures and regulations necessary to maintain that environment.

Every student has a right to develop their abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied, and to receive the benefits of all available school services. Students are responsible for knowing and complying with the Academy's policies, procedures and regulations. Students are expected to be respectful and act in a civil manner. Students are responsible for their own actions.

The following statement of rights is not expected to cover every situation that may arise. The statement covers only the protection and preservation of the rights of others and the rights of an individual in a democratic environment.

All students attending AFSA High School (grades 7-12) have a right to:

1. An equal educational opportunity and freedom from discrimination;
2. Due process including the right to appeal;
3. Freedom of inquiry and expression in a respectful manner;
4. Data privacy; and

5. An awareness of school policies, procedures and regulations.

All students attending AFSA High School have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions;
2. Pursue and attempt to complete the course of study prescribed by the state and Academy staff;
3. Make necessary arrangements for making up work when absent from school;
4. Assist the school staff in maintaining a safe school for all students enrolled therein;
5. Be aware of all school policies, procedures and regulations and conduct themselves accordingly;
6. Be aware of and comply with state and local laws;
7. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have pertinent knowledge relating to such cases;
8. Protect and take care of the school's property and the property of others;
9. Dress and groom to meet fair standards of safety, health and common standards of decency.

Student Surveys

Parents/guardians will be notified if any student surveys which use personal student information are to be conducted. Parents/guardians will have the opportunity to review the survey and opt out from participating in a student survey. No academic or other penalty will be imposed upon a student who opts out of participating. MN Statute 121A.065

Section 2: ACADEMICS

Academic Counseling

The Principal, and/or School Counselor or administrative designee will assist with post-secondary planning. AFSA staff members will attempt to assist in any situation in which a student feels a need for assistance, both personal and academic. Staff members' main concerns are that our students have successful and rewarding middle and high school careers.

Homework

Homework assignments and due dates are assigned by individual teachers. Students should follow teacher expectations regarding homework and dues dates.

Field Trips

Our students participate in a number of activities outside of the school building during the school year. Among these will be field trips and involvement with activities in the community. The trips are an outgrowth learning activities pertaining to AFSA graduation standards and are considered essential to the program at our school. Students must be in good standing to attend such activities, and have necessary permission slips signed to attend.

FFA Participation Policy

Every AFSA student is a member of the local, state and National FFA Organization. Membership is provided through each student's activity fee. The monthly FFA meeting will be held at AFSA High School during the school day. The FFA sponsors many student activities throughout the school year including FFA Activation week, Leadership camps, dances, competitions for advisory groups and much more. The AFSA High School FFA is very active in regional, state and national level competitive activities and awards. Students may choose their level of participation in competitive FFA activities.

Students are required to wear FFA official dress when attending regional, state, and National FFA activities. "Official Dress or O.D." is defined in the FFA student handbook and explained in all Introductory Agriculture classes. All students who are involved in FFA activities are encouraged to obtain a FFA jacket. Scholarships and special fund raising opportunities are available for earning a jacket.

Some FFA activities involve additional costs to the student, such as FFA Camps and participation in the State and National FFA Convention. There are many opportunities for earning scholarships and fund raising events available to students in these situations.

Study Hall

In some cases, students grades 9-12 may have study hall periods included in their schedule based on individual need. Students in study hall must treat this time the same as they would teacher-led classroom time. A staff person will take roll each day. Students must report on time to study hall and be prepared to do homework, study, read or work on other school-related activities.

Computer/Textbook Use

All computers and textbooks are loaned to students for use at school at no additional fee. Students are expected to take good care of the computers and books and will be held responsible for any damage(s) incurred while under their care. A student who is assigned to a specific book must pay for a lost book(s). Damage to a book or computer beyond normal wear and tear will result in a fine. No stickers, duct tape or other glued items may be placed on school property including, but not limited to, furniture, equipment or textbooks.

AFSA High School supports student use of personal laptops for appropriate school use. Students should request permission in classes whenever they would like to use their laptop. **Laptops that are being used for movies, games or other non-approved activities will be considered nuisance items and are subject to disciplinary action under the Cell Phone & Related Technology Device policy.**

Grading (Grades 7-12)

The following grading scale has been approved and adopted. All students in grades 7-12 will receive letter grades according to the chart below. State standards will be embedded in the planning for, instruction, and assessment for all students and all classes 7-12, but final grades will be reported in the A through F scale.

All Other Courses Grading Scale (7-12)		CIS/College Now Grading Scale	
100%	A+	100%	A+
93% - 99%	A	93% - 99%	A
90% - 92%	A-	90% - 92%	A-
88% - 89%	B+	87% - 89%	B+
83% - 87%	B	80% - 86%	B
80% - 82%	B-	78% - 79%	B-
78% - 79%	C+	74% - 77%	C+
73% - 77%	C	67% - 73%	C
70% - 72%	C-	65% - 66%	C-
68% - 69%	D+	61% - 64%	D+
63% - 67%	D	54% - 60%	D
60% - 62%	D-	52% - 53%	D-
59% and below	F	52% and below	F

Good Standing

Good Standing is defined as:

- following behavioral policies
- making adequate progress towards graduation (no F's in current classes)
- adhering to the attendance policy
- upholding a positive role model image

All students are eligible to participate in any AFSA approved student activity including-but not limited to-FFA events, clubs, athletics, recreational and competitive activities if they are in Good Standing at AFSA. Any student who violates behavioral policies as outlined in the student handbook or is not making academic progress towards graduation will be considered ineligible (Not in Good Standing) for student activities. The period of time a student is ineligible is determined by a school administrator.

Any student who is absent from school, will follow the attendance policy in regards to their participation in an event scheduled for the day they are absent. A student who does not uphold the student responsibilities and student rules of conduct as found in the student handbook shall be deemed ineligible.

A student who wishes to become eligible after being declared ineligible will develop a plan to return to Good Standing with the appropriate school official as designated by the school administrator. Students who are Not in Good Standing, may participate in practices for teams/competition based on the advisor/coaches discretion, but **MUST** be making progress towards being classified as a student in Good Standing.

Reinstatement Process for Good Standing Classification:

The reinstatement process may include the following:

1. A conference with the appropriate school official to develop a reinstatement plan. This written plan will include all activities required for reinstatement and a timeline for completion of these activities.
2. The student will bring all current grades to a passing level.
3. The student will provide a written letter of apology to the offended parties for the actions which caused them to lose Good Standing.
4. The student will serve a **minimum of ten (10) hours** of community service, to be monitored by the appropriate school official. An appropriate school official will determine the number of supervised community service hours to be served.
5. Additional components that may be a part of the reinstatement plan depending upon the initial offense:
 - a. Attendance contract
 - b. Technology contract
 - c. Counseling or referral to outside services
 - d. Tutoring sessions
 - e. Other actions deemed appropriate by school administration

Graduation

Ceremony: Students who have completed the graduation requirements are allowed to participate in the graduation events, unless participation is denied for appropriate reasons, which may include discipline. Seniors must be on schedule to earn all credits necessary for graduation upon successful completion of 3rd trimester classes. A student with extenuating circumstances must contact the designated member of the administration team to determine eligibility.

Graduation Requirements

To graduate from AFSA with an Honors Diploma, a student must earn 28.5 credits, complete 4 Science Fair projects, carry out 12 Public Presentations, participate in 12 hours of Community Service activities each year, and complete Post-Secondary planning requirements. Exceptions may be made by referral to the designated Administrator. All students must satisfactorily complete required Minnesota Graduation Standards.

Credits must be earned in each of the following areas:

- 4.5 credits of Language Arts
- 4 credits each of Math, Science, Social Studies, and AgriScience
- 2 credits of World Language

- 1 credit of Arts
- .5 credit of Physical Education
- .5 credit of Health
- 4 credits of Electives

Course details can be found in the high school (7-12) curriculum guide.

Science Fair projects: Students must complete 4 Science Fair projects (one per year):

- Science Fair projects may be completed in class (science or agriculture) or developed independently.
- AFSA High School holds an in-house science fair competition in January each year. Projects may be completed after January to meet graduation requirements, but students are encouraged to complete their project by the in-house competition date.
- Science Fair projects must be presented at the science fair competition or on a school presentation night.

Public Presentations: Students carry out 12 public presentations (three per year):

- One public presentation will be the student's annual science fair presentation at the local, state or national science fair.
- One public presentation may be a student's participation in a school event (giving tours, working at summer events, or other activities approved by the school).
- One public presentation may be from a class project developed by the student.

Note: In-class presentations do not count towards the public presentation requirement.

Post-Secondary Planning: Students must have the following completed prior to graduation:

- Resume
- Proof of post-secondary plan
- MCIS profile
- Optional: Complete ACT test, ASVAB (Armed Services Vocational Aptitude Battery) or Accuplacer test

Community Service: All students will participate in 12 hours of community service activities each year.

- Fall Farm & Community Service day in September
- Spring Farm & Community Service day in May

School Participation: Full participation in all seminars, terms, school activities and advisory.

- AFSA High School has a special activity schedule on select Fridays during the school year. Staff and students plan activities and events for these days.
- O-Term and J-Term activities.

Early Graduation

In accordance with Minnesota Statutes section 123B.07, any secondary school student who has completed all required courses or standards may, with the approval of the students, the student's parent/guardian, and local school officials, graduate before the completion of the school year. If a student wishes to graduate early, they must first meet with the designated school administrator. Arrangements must be made at least one trimester in advance.

College in the Schools (CIS) and College Now

Offered for the 2025-2026 school year:

- College in the Schools Calculus (4 college credits)

- College in the Schools Animal Science (4 college credits)
- College in the Schools Creative Problem Solving (3 college credits)
- College in the Schools Literature (4 college credits)

Other courses offered on a rotating basis:

- College in the Schools Composition (4 college credits)
- College in the Schools Political Science-American Democracy in a Changing World (4 college credits)

Post-Secondary Enrollment Options (PSEO)

It is recommended that students take all the available College in the Schools (CIS) classes at AFSA High School

PSEO is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders are eligible to enroll in PSEO on a more limited basis (see note below). Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO on a term by term basis.

By March 1 of each year, or three weeks prior to the date a student registers for courses for the following school year, schools must provide PSEO information to all students in grades 8-11 and their families. To assist the district in planning, a student must inform the district by May 30 of each year of their intent to enroll in postsecondary courses during the following school year.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course; however, students may incur fees for equipment that becomes their property when the course or program is completed, textbooks that are not returned to the postsecondary institution according to their policies, or for tuition costs if they do not notify the district by May 30 and the district does not waive this date requirement. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. For more information on these funds, [access the PSEO Mileage Reimbursement Program Instructions](#).

Enrolling in a PSEO course does not prohibit a student from participating in activities sponsored by the high school. School districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether on-line or on campus.

Each year, districts must publish their grade-weighting policy on their website, including a list of courses for which students can earn weighted grades.

All courses taken through the PSEO program must meet graduation requirements. Districts must transcript credits earned in PSEO by a ratio prescribed in statute. Districts have the authority to decide which subject area and standards the PSEO course meets. If there is a dispute between the district and the student regarding the number

of credits granted for a particular course, the student may appeal the board's decision to the commissioner. The commissioner's decision regarding the number of credits will be final.

Postsecondary institutions are required to allow PSEO students to enroll in online courses consistent with the institution's policy regarding postsecondary student enrollment in online courses. Tenth-grade students may initially enroll in one Career and Technical Education (CTE) PSEO course if they receive a reading proficiency score of "meets" or "exceeds" on the 8th grade MCA. If 10th graders taking a CTE PSEO course earn at least a grade C in that class, they may take additional CTE PSEO courses. If the student did not take the MCA in 8th-grade, another reading assessment accepted by the enrolling postsecondary institution can be substituted. For students with disabilities, there is an alternative option to demonstrate reading proficiency.

For current information about the PSEO program, [visit the Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#).

Deadlines

Students must notify their school by May 30 if they want to participate in PSEO for the following school year.

Students enrolling in PSEO -must meet all graduation requirements as set by AFSA High School. All students enrolled at AFSA High School must be working towards the AFSA High School Honors Diploma.

Important to remember:

- Students are responsible for contacting the post-secondary institution that they are planning to attend and obtaining application materials.
- It is the student's responsibility to make sure they are taking the required courses toward AFSA High School graduation requirements. These requirements will not automatically match what the post-secondary institution requires, so be sure to check credit requirements on a regular basis.
- If a student will be missing class time at AFSA High School, they must develop a graduation plan with the Principal, School Counselor or administrative designee.
- It is the student's responsibility to check with the Registrar at the post-secondary institution and request a transcript be sent to AFSA High School at the end of each term. Post-secondary institutions do not automatically send transcripts.
- If the final PSEO transcript is not received at AFSA High School prior to graduation, a diploma will not be issued until it has been received.

Summer School

AFSA offers limited summer school and credit recovery options during the summer. Students may have to enroll in their home district for summer school if additional credits are needed.

Parent/Guardian Right to Know

If requested by a parent/guardian, the school district will provide educational information and the level of achievement in each of the state academic assessments.

Cheating and Plagiarism

It is AFSA High School's policy to help guide students in recognizing, developing, and maintaining good mental and physical health, intellectual growth, and wholesome moral and spiritual character traits. Plagiarism is a dishonest scholarly act and will result in a penalty primarily determined by the instructor of the offended course or the school Administrator. Cheating is defined as and may involve: copying from another student's assignment or test;

using another person's idea, expression, or words without giving credit; preparing to cheat in advance by possessing a copy of a test, using notes during a test; talking while taking a test; the use of ChatGPT or any other Artificial Intelligence (AI) platforms that create work that is not the student's own thoughts, work, etc.

In most cases a student will automatically fail any assignment in which plagiarism or cheating is evident or other disciplinary sanctions may be imposed. Repeated acts of plagiarism or cheating may result in failure of the course.

Section 504

Section 504 prohibits discrimination based on an individual's disability in any program receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides that "no qualified person with a disability shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance." The District recognizes its responsibility to identify and evaluate learners who, within the intent of Section 504, need special accommodations or program change to ensure that the student is provided a free and appropriate public education.

Special Education Services

AFSA High School (7-12) is open to all who believe in and support the philosophy and mission of the school. Working in collaboration with resident school districts and other agencies or districts, AFSA High School provides for or arranges for comprehensive special education services for all eligible students. It is the responsibility and the goal of AFSA High School to ensure appropriate placement and services in order that each student's special needs are met.

AFSA High School has adopted a Five-Phase, School-Wide Support Model that consists of

1. Early identification
2. Intervention planning and implementation
3. Referral for special education consideration
4. Special education evaluation
5. Eligibility determination

In order to meet the needs of students who require more involved and intensive services, AFSA High School partners with resident school districts, other agencies or districts, and each family to identify appropriate programs and place students in them.

If you have questions or need additional information, please contact the special education office at 651-209-3926.

Section 3: Attendance and Absences

Attendance

Students are expected to attend school on all scheduled school days unless there is a valid excuse. Three or more unexcused absences may result in failure of that class.

Student, Parent, and School Responsibility

Regular school attendance is very important for successful schoolwork. While a student is enrolled in school, their number one job is attending classes regularly and fulfilling all class requirements. Regular and prompt attendance is a habit and should be cultivated as such. Minnesota State Law governs the attendance of pupils and obligates parents/guardians and schools to ensure regular attendance.

Reporting an Absence

1. Parent/Guardian is to call the Attendance Line (651-209-3910) by 9:00 AM each day the student is absent. You may also send an email to hsattendance@afsak12.com **You may call the number or email 24 hours a day.** When reporting an absence, please give the following information:
 - First and last name of student
 - Grade
 - Date(s) of absence
 - Reason for absence
2. If no contact has been made with the Attendance Line prior to the student's return to school, the parent/guardian must send a signed note to school with the student's name, grade, and date(s) and reason(s) for the absence. The note must be turned in to the Attendance Office before school starts. Failure to bring in a note will result in an unexcused absence (*refer to Unexcused Absences*).

Absences

Full day excused absences are those excused by both the school and parent/guardian:

1. Illness- excused with phone call or email - School may ask for a doctor's note if it exceeds more than 3 days in a row.
2. Family Emergency – excused with phone call or email
3. Religious Holiday – excused with phone call or email

Partial day excused absences are those excused by both the school and parent/guardian:

1. Medical, Dental, and/or Professional Appointments – **every effort should be made to schedule appointments outside the school day. If this is not possible, the student should:**
 - a. Submit a note to the Attendance Office to obtain a Medical Appointment Pass.
 - b. Have the Medical Appointment Pass signed by the medical person seen and return the pass to the Attendance Office upon returning to school.
2. Illness or Injury during the school day – Student must check out through the Front Office
3. Emergency during the school day – Students must check out through the Front Office.

Unexcused Absences

A student is considered unexcused from school when he/she:

1. Has an all-day absence that is not approved by the parent/guardian and the school.
2. Leaves the school building at any time for any reason without checking out or notifying the Front Office.
3. Reports to class after the first 15 minutes of class without a signed pass from the Front Office or administrator.
4. Does not report to a class and has not been previously excused by both a parent/guardian and the school.
5. Reports to class but leaves without permission.
6. Misses class time due to oversleeping, car trouble, traffic, missed bus, babysitting, work, college fair, rumored skip days, tournaments (not following school guidelines), or other activities deemed by the administration to be unexcused, regardless of whether they are approved by the parent/guardian.

Parents/guardians will be notified of repeated unexcused absences. Schools may assign consequences such as detention, parent/guardian conference, or suspension of hall pass privileges. Continued unexcused absences will result in a referral to the Ramsey County School Attendance Matters Program (SAM) or county of where the student resides.

A large part of what happens in the classroom cannot be replicated and is lost when a student misses valuable class time. When a student returns to school after an absence, students and/or parents or guardians are responsible for requesting make-up work for each day's absence. The responsibility for completing this work rests

with the student. Students will be allowed 2 school days to make-up assignments for each day of an excused absence with the exception of long-term assignments of 10 or more school days. Long-term assignments are due the day the student returns to school. The deadline may be extended at the discretion of the individual teacher. Teachers are responsible for providing assignments following student or parent/guardian requests. For work missed due to unexcused absences, the individual teacher has discretion.

Verification of Absences

Front Office staff may verify called in absences and follow up on other absences. In cases of suspected or actual unexcused or unapproved absences, the student may be referred to administration. Each day a student is reported absent from school, an automated system will call the student's home with the information.

Tardies

Getting to school and class on time is essential for the learning process. Tardies are a part of the school's attendance record. A student who is tardy to school 5 days in a 12 week period without a valid excuse is considered excessively truant.

A Student who reports to class within the first 15 minutes of each period **without an excused pass** from the attendance office will have an **unexcused tardy**.

If a student is classified as excessively tardy, the school may take the following actions:

- After 3 unexcused tardies, parents/guardians will be notified that their child is excessively tardy.
- After 5 unexcused tardies, an In-School Attendance contract will be created between an administrator and the student. A copy will be sent home to parents/guardians. Students may be assigned lunch or after-school detention.
- If attendance does not improve, the student will no longer be in Good Standing and school privileges may be revoked, including but not limited to: attending school dances, sports, activities, field trips, reward celebrations and other school perks.

Valid Excuses for a Tardy:

- Illness
- Doctor/Dentist appointment
- Late school-provided transportation
- Religious holiday
- Extreme family emergencies (ie. death in the family, hospitalization of family member, house fire, etc.)

Invalid Excuses for a Tardy:

- In another area of the school
- Missing the bus
- Transportation problems
- Oversleeping
- Personal Reasons
- Staying home to babysit
- Work or rest because of work
- Needed at home
- Any tardiness administration feels would be clearly detrimental to the continued education of the student

Truancy

Excessive Tardies and Absences The school district may require a health care provider's note for each absence due to illness in excess of 10 days during the school year. If the school has not been properly notified of an absence, the absence is considered unexcused.

After three (3) unexcused absences, a letter will be sent to the student's parent/guardian(s) notifying them their child is considered truant. The school's administration will work with the family to develop a contract to improve attendance. If a student's attendance does not improve, the matter will be referred to the respective County Attorney's Office for intervention.

Excessive Tardiness to School A child who is tardy to school three (3) days in a twelve (12) week period without a valid excuse is considered excessively tardy. If a child meets the above criteria, or at any point tardiness begins to impact the child's academic achievement, then it will constitute excessive tardiness.

Students are considered truant when they are tardy to school five (5) times in a 12 week period.

Section 4: Athletics

Athletic Participation Policy

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility. Eligibility for participation in school athletics may be limited by academic standing, disciplinary matters or enrollment status. AFSA High School students are required to be making positive progress towards graduation.

AFSA High School students are required to have a sports physical every 3 years - typically 7th & 10th grades - and have this form on file with the school. It is the student and parents/guardians responsibility to update the sports physical prior to the athlete competing. [MN State High School Sports Physical form](#).

Special Athletic Note: Students in extra-curricular activities must be in school by 11:00am in order to practice or participate on that specific day.

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

AFSA Eagles Teams for 2025-2026 (grades 7-12)

Fall	Winter	Spring
Girls Volleyball: \$150/student Boys Soccer: Co-op Determined.	Boys Basketball : \$150/student	Softball and Baseball: \$150/student Track & Field: Co-op Determined.

The maximum fee a student may incur is \$300 per student per year and \$600 per family per year. The fee is required to play each sport and must be paid prior to the first date of participation. The rate may be reduced if a student qualifies for free or reduced lunches. To qualify for reduced rates, the free/reduced lunch form must be submitted by September 29, 2025. For more information contact the Athletic Director, Ms. Amanda Vorwald at avorwald@afsahighschool.com.

Section 5: Procedures, Policies, and Expectations

Video and Audio Recording

Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This applies to students during the school day (instructional and non-instructional time) or while participating in school events.

All school buses used by AFSA PreK-12 may be equipped with a video camera. A notice will be posted informing students that their conversations or actions may be recorded. Information from these videos may be used as evident in any disciplinary action for student misconduct on the bus.

Food in the Classrooms

No food or drink (with the exception of bottled water) is allowed in the hallways, classrooms, computer areas or office areas. All meals must be eaten in the cafeteria. Snacks are allowed in the lobby area, provided students keep the area clean. Clear, sealable containers of water may be carried during the day. Food items in violation of this policy will be taken from the student and thrown away. Water bottle filling stations are available for student use.

Blankets & Stuffed Animals

No blankets or stuffed animals are allowed to be brought in by students. This is an academic setting that requires students to be alert, engaged, and to maintain a scholarly setting. Blankets and stuffed animals can reduce these opportunities, along with being a safety and hygienic concern. Students need to dress appropriately for the weather and the temperature changes in the building.

Dress Code

The AFSA High School student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school faculty and staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- Teachers should focus on teaching without the additional responsibility of dress code enforcement.
- Conflicting and inconsistent and/or inequitable discipline should be minimized whenever possible.

AFSA High School expects that all students will dress for the school day or for any school sponsored event.

- Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque (not see-through) fabric.
- Students Must Wear:
 - A top (shirt, tank top, sweatshirt, etc.) The top must have straps over the shoulders.
 - Bottom (pants, jeans, shorts, a skirt, sweatpants, leggings, etc.)
 - Shoes
- Students May Wear:
 - Hats - Hats must allow the face to be visible
 - Hoodie sweatshirts - Wearing the hood overhead is allowed, but the face must be visible
- Students May Not Wear:

- Any apparel or footwear that damages school property.
- Items with violent language or images specifically, but not exclusively, wearing or displaying the Confederate flag, a swastika and KKK symbols are prohibited.
- Items with images or language depicting drugs or alcohol (or any illegal item or activity)
- Items with images of guns and ammunition?
- Items with hate speech, profanity, and/or pornography.
- Items with images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Large puffy coats or long coats
- Costumes, except on designated days.
- Any clothing that reveals visible undergarments
 - Visible waistbands or straps on undergarments worn under other clothing is allowed
- **Dress Code Enforcement**

To ensure effective and equitable enforcement of this dress code, AFSA High School administration and staff shall enforce the dress code consistently using the requirements below. School staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

 - Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of the dress code will be provided two (2) options to be dressed more to code during the school day:
 - Students will be asked to put on their own (or a friend's) alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
 - If necessary, students' parents/guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day; OR
 - Students will be asked to turn the clothing item inside out if no alternative clothing is available and parents/guardians are not able to bring in new clothing. This is only used if turning it inside out does not continue to display the image.
 - Students should not be shamed or required to display their body in front of others in school. "Shaming" includes, but is not limited to:
 - measuring straps or clothing length,
 - asking students to account for their attire in the classroom or in hallways in front of others,
 - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others (faculty or staff will request a private conversation with a student),
 - accusing students of "distracting" other community members with their clothing.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the Executive Director.

Gender Inclusion

It is the school district's policy to respect all students' gender identity and gender expression by honoring the right of the students to be identified and addressed by their preferred name and pronoun. All legal documents (transcripts, 504s, IEPs) will maintain the biological name unless the student and parent/guardian have legally changed the name.

Hall Passes

If a student must leave the classroom, they are expected to sign out of the classroom and return to class in a timely manner. Hall passes are limited to five (5) minutes each. Students who are gone from class for more than five

minutes risk losing all consequent pass privileges. Passes may be used to go to the restroom, to the student's locker or to the school office. Passes may not be used to interrupt another class for any reason.

Elevator Use

The elevator is for persons who have difficulty navigating the stairs or for moving heavy objects between floors. The elevator is not to be used by students without permission from the office.

Parking on School District Property

Permission to park on school district property is a privilege, not a right, for students. Students who drive to school must register their vehicle with the school office. A parking permit must be prominently displayed on the car windshield at all times while on school property. Students may park in the main parking lot at AFSA High School but may not park on the south side of the lot, service areas or along Vadnais Blvd. Parking fees are \$50 per student driver. Any student who drives in a reckless manner or endangers other persons or property in the course of driving their vehicle on school district property will have their parking privileges suspended or revoked. AFSA High School reserves the right to search the contents of any vehicles on school grounds consistent with state and federal law.

Internet/Technology Acceptable Use Agreement

Students are personally responsible for appropriate behavior using technology and on the network throughout the school, just as they are in a classroom or hallway. Access to network services is given to students who act in a considerate and responsible manner and is a privilege, not a right. The school will use appropriate staff members and technology to help students follow this policy and help protect students from materials considered harmful to minors. Network and computer storage systems may be reviewed by school staff to maintain system integrity and ensure responsible system use. These guidelines also apply to any student using a personal computer or similar technology while within the school building. (Note: Items may be considered "related technology devices" and confiscated if used inappropriately.)

Students are expected to use technology and other resources in a safe and responsible manner. Students must not make, produce or distribute videos, images, sound recording or other mediums that show behavior prohibited by the Student Academic and Behavior Handbook on school property or at school events, including using school-owned or personal electronic devices (i.e. laptops, Chromebooks, iPads, tablets, e-readers, cellphones, video or still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, Snapchat or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately reported to the administration. Reproduction and distribution of these items will result in disciplinary action.

Students may not:

- Search, send, display, or print offensive messages, pictures, or obscene language.
- Change or alter in any way the desktop settings (including screensavers, icons, programs, etc.) of school owned computers.
- Access programs not intended for a specific class without permission.
- Damage any computer, software program, system, network or other technology tool.
- Violate copyright laws including loading, copying or modifying copyrighted software for personal or shared use.
- Use or attempt to acquire another's password.
- Trespass in another's folders, disks, work or files.
- Intentionally waste limited resources (i.e. disk space, paper, bandwidth, etc.)
- Load unauthorized software on school computers (i.e. games, P2P file sharing, etc.)

- Use the network or computer for commercial or illegal purposes.
- Use e-mail or instant messaging during school hours in any way unless used specifically for educational purposes.
- Disclose, use, or disseminate personal information about oneself or any other person.
- Use personal devices: laptops, MP3 players, iPod, etc., without teacher permission for a specific purpose.
- Disrupt another student's right to learn by interfering with another's workstation or their property.
- Engage in any action damaging to school software, hardware or other technology components or systems of the school.

Violations may result in the loss of access, reimbursement of the cost of the damage and/or the cost of technical consultants to assist with repairs, as well as other disciplinary procedures as outlined in this handbook and/or legal action.

Section 6: Discipline and Behavior

Discipline

Disciplinary action will be taken for any behavior which is disruptive of good order or violates the rights of others in school, at school activities (either on school grounds or off) or while on or in the vicinity of school property, including school buses, school vehicles, or school bus stops. (School Safe Zone, MN Stat. 152.01 and District 4074 policy #10.750 School District Bus Safety) Additionally, students involved in off-campus or out-of-school conduct that has a direct effect on the welfare of the school will be subject to school discipline. (MN Statute-Nexus Principle) The school has the authority and obligation to establish and enforce reasonable standards of conduct. In accordance with Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute as amended in 2001, a student may be removed from class, suspended, excluded or expelled from school for:

1. Willful conduct that significantly disrupts the right of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities.
2. Willful conduct which endangers the student or other students, or surrounding persons, including employees, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rule.

Behaviors Subject to Disciplinary Action

The following list identifies unacceptable acts subject to disciplinary action in the school district. The list is not intended to be exclusive as other behaviors may subject students to disciplinary action. Violation of any of these offenses before, during or after school hours while on school property, the school safe zone, the school bus, or any other school approved vehicle used to transport students; or at school functions or events held at other locations or the aiding and abetting of such acts will lead to the implementation of disciplinary action or consequence, including expulsion. However, a violation regarding possession, use and/or transmission of a weapon will lead to the immediate initiation of the due process procedure as outlined in the weapon policy.

1. Truancy and unauthorized absence;
2. Inappropriate and/or excessive displays of affection;
3. Possession, use, and/or distribution of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance or the unauthorized possession, use or distribution of prescription drugs;
4. Possession, use and/or distribution of tobacco or smoking related items in any form;
5. Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school

- activities, in the safe zone, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events; (See District 4074 Policy School Weapons)
6. Possession and/or use of any cell phone and/or “technology related devices” that may disrupt the educational process;
 7. Violations against other persons such as verbal and/or nonverbal intimidation/threats, stalking, cyberbullying, obstruction, assault, fighting, extortion, racial harassment, sexual harassment/violence or other harassment (See Harassment Policy; See Hazing Policy), and/or indecent exposure (offensive, inappropriate or vulgar display of one's body);
 8. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; or theft.
 9. Trespassing is the unauthorized presence on school property including the returning to school property without permission from the Administrator while on suspension or after being expelled;
 10. Violations of school procedures or acts disruptive to the educational process, including civil discourse or disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, use of profanity, improper activation of fire alarms and unauthorized access to school data or property;
 11. Failure to identify oneself when asked by a school employee or its designee;
 12. Violation of school bus or transportation rules;
 13. Violation of parking or school traffic rules and regulations;
 14. Violation of Internet and Technology Acceptable use standards;
 15. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism;
 16. Student attire and/or personal grooming which creates a danger to health or safety, creates a disruption to the educational process or violates common standards of decency, and any apparel, jewelry, accessories, or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as primary purpose) denotes membership in an organized gang;
 17. Criminal activity; and/or
 18. Violation of other school rules, policies, or procedures.

Disciplinary Action

Disciplinary action for any of the above offenses may include, but are not limited to the following non-exclusionary consequences, and can be implemented in any order:

1. Student conference
2. Loss of privileges
3. Parental/Guardian contact
4. Parent/Guardian conference
5. In-school suspension/Out of school suspension
6. Restitution
7. Referral to in-school support services
8. Detention/community service
9. Removal from class
10. Suspension from extracurricular activities
11. Referral to community service or outside agency services
12. Referral to police or other law enforcement agencies and/or
13. Referral to county juvenile authorities

The building Administrator (or the Administrator’s designee) will determine the appropriate disciplinary action. Non-exclusionary practices such as counseling, restorative practices, peer mediation, restitution plans, or family conferences and non-exclusionary discipline such as detention or ISS will be used when possible to reduce out of school time for student discipline.

Exclusionary discipline may be used if other methods of discipline have been attempted or if the student appears to pose an immediate or substantial threat to self, others, or surrounding property. Exclusionary discipline may include: suspension from school or expulsion from school. When making such a determination the Administrator will consider the level of disruption to the learning environment and/or the safety concerns for individuals and groups that occurred because of the offense. School administration and teachers may use reasonable force to restrain or correct a student.

Referrals

If a student is disruptive in any manner during the school day, the supervising staff member may elect to refer the student to the administration. Referrals will be entered into the computer system and tracked by administration. After three referrals, the designated Administrator will meet with the student to determine appropriate consequences. The three referrals can be skipped based on the severity and nature of the referral.

Detention

When necessary, a teacher may assign detention to be served with that teacher before school, after school or during lunch. Detentions may also be assigned if the student is unexcused tardy to class or unexcused absence from school. It is the parent/guardian's responsibility to ensure timely arrival and pick up if such a situation occurs. Teachers will contact the parent/guardian to discuss the reason for the detention and arrange a time and date.

In-School Suspension (ISS)

In-school suspension is the short-term modification of a student's program, not to exceed five (5) days per infraction. During in-school suspension, the student will be responsible for gathering homework and completing assignments. Staff members will ensure the student stays on task.

In-school suspension procedures

1. Student is assigned an in-school suspension due to violation of student rules of conduct.
2. School administration communicates in-school suspension to parents/guardians.
3. Student reports to the main office on the assigned in-school suspension date. Students should bring homework or a book to read and may be required to do community service during the in-school suspension.

Suspension from School (OSS)

If a student willfully violates a school rule, or when the student's presence presents a threat of disruption to the academic process, or presents a danger or threat of harm to self, others or school property, the student's behavior may result in a suspension from school. AFSA will use non-exclusionary discipline and strategies to avoid the use of out of school suspensions when possible. Prior to suspension, the student will meet with the Administrator for an administrative conference at which the administrator will notify the student of the grounds for the suspension, provide an explanation of the evidence the school has, and the student will have an opportunity to present the student's version of the facts. The Administrator and the student will also discuss the length of the suspension and the plan for re-admission. The administrative conference will take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

The school will provide the student with written notice of the grounds for the suspension, a brief statement of the facts, a description of any testimony, a readmission plan, and a copy of the Pupil Fair Dismissal Act prior to the suspension. The written notice will be served upon the student's parent or guardian by mail within 48 hours of the administrative conference. The school shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding

persons or property, the written notice shall be served upon the student and the student's parent or guardian within 48 hours of the suspension.

The length of the actual suspension may vary from one (1) to fifteen (15) school days, depending on the act itself, prior suspensions, and/or the threat to the academic process or danger to self, others, or school property posed by a student's presence in school. Suspensions are utilized in accordance with the Pupil Fair Dismissal Act and School Board Policy.

Students who have been suspended must provide parent/guardian contact information, leave school as directed, and may not attend any school functions on or off school property during the suspension period. Permission may be granted for the student to visit school for the purpose of gathering teacher instructions or assignments. After a suspension period has ended, a re-entry conference must be set with the Administrator prior to the student returning to school.

Expulsion

Expulsion may be recommended for students who repeatedly violate school policies or who violate weapons, alcohol, drug policies, or for other serious infractions. Every effort will be made to improve the student's pattern of disruptive behavior prior to recommending expulsion. Expulsions shall be imposed in accordance with the Pupil Fair Dismissal Act and School Board Policy.

When a student is recommended for expulsion, it is the intent of the Board of Education that the expulsion shall last for the remainder of the school year. However, the Board of Education may determine that a shorter or longer period (up to 12 months) is justified on a case-by-case basis. If a student brings a firearm to school, the Board of Education must expel the student for at least one year, though the Board of Education may modify this expulsion requirement on a case-by-case basis.

Buses: Conduct and Consequences

AFSA High School provides buses for student transportation. Students must be at the bus stop 5 minutes prior to their scheduled pick up time. Transportation becomes the responsibility of the parent/guardian if the student misses the bus. Lack of transportation is not an excused absence. Transportation and its related activities are an extension of school building policies. Student behavior at bus stops and on buses is subject to the same standards and consequences as behavior in the school building. These bus safety regulations have been developed so that students and parents of AFSA High School know and understand what is expected of students when they ride school buses:

1. Bus transportation is provided as a convenient privilege to transport students to and from school.
2. Students who do not follow AFSA High School bus guidelines forfeit their right to this service.
3. Students who follow the bus safety rules listed below will be safe bus riders:
 - a. immediately follow the directions of your driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Behave safely (do not throw any object; keep your head and arms in the window).
 - e. Keep your arms, legs and belongings to yourself.
 - f. Show respect for others (No fighting, harassment, intimidation or horseplay).
 - g. Treat the bus with respect (do not damage or deface the bus).
 - h. No eating, drinking or use of tobacco or drugs is permitted.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Obtain permission from the front office before riding on any bus to which you are not normally assigned.
4. Violations of any of the rules listed above shall be immediately reported by the bus driver to school administration and the following actions may be taken:
 - a. Assigned seat on the bus
 - b. Communication with the student and/or parents

- c. A second referral for any violation of bus regulations may result in the student forfeiting their right to transportation for up to two (2) weeks
 - d. Subsequent referrals may result in another suspension from bus service for up to two (2) weeks
 - e. Any further violations could result in forfeiture of busing service for the remainder of the school year
 - f. Other disciplinary actions may apply according to policy.
5. Vandalism, unauthorized use of the emergency door, or other major disruptions may result in immediate forfeiture of busing services for the rest of the year.
 6. Complaints or questions about bus behavior guidelines should be directed to the building administration.

Cell Phones & Related Technology

The purpose of this policy is to establish procedures for carrying out K12 student cell phones and “related technology devices” (earbuds/airpods, headphones, smart watches, tablets, laptops, gaming devices, or non-approved technology devices) and their use in the school setting to ensure learning is at the forefront in our academic communities, and to comply with all applicable state and federal laws.

7-8 Grade Level

- Cell phones and “related technology devices” are allowed at school
- CAN use during transitions (between classes) and lunchtime
- CAN use before 8:00am and after 3:00pm
- CAN be kept in backpacks and/or lockers from bell to bell (8:00am - 3:00pm); HOWEVER:
- DO NOT have on person
- DO NOT use during class periods (including when students go to the restroom, office, or outside the classroom during class time), during advisory time, and during field trips.
 1. Devices must be turned off/silenced during school hours
 2. Devices will NOT BE VISIBLE during class time - they can be stowed with the teacher provided classroom sleeve, in a student’s locker, in a student’s pocket, or bag (if applicable)

9-12 Grade Level

- Cell phones and “related technology devices” are allowed at school;
- CAN use during transitions (between classes) and lunchtime
- CAN use before 8:00am and after 3:00pm;
- CAN be kept on person: HOWEVER:
- DO NOT use during class periods (including when students go to the restroom, office, or outside the classroom during class time), during advisory time, and during field trips UNLESS the teacher has granted permission for an academic purpose.
 1. Devices must be turned off/silenced during school hours
 2. Devices will NOT BE VISIBLE during class time - they can be stowed with the teacher provided classroom sleeve, in a student’s locker, in a student’s pocket, or bag (if applicable)
 3. Devices need to be checked in to the teacher before going to the bathroom, our on a hallway pass, or for any reason student is exiting the classroom

Extenuating circumstances can occur from time to time, but the administration will give permission and communicate with teachers in these situations.

IMPLEMENTATION

- A. Students - follow expectations outlined to avoid consequences
- B. Teachers - hold students accountable of expectations outlined above at all times throughout the school day by following through on procedures

PROCEDURE

- A. When students follow expectations, no procedures will need to be implemented
- B. When students choose not to follow expectations, then the following procedures will be implemented:
 - 1. Any teacher or administrator will request the student to immediately turn in the misused cell phone or “related technology device” to them
 - a. When the student immediately turns in the misused cell phone or “related technology device”, then the teacher/admin will bring the technology to the office when they are next available to do so; the devices will remain in the office until a parent/guardian can pick up the phone by 3:30pm. The cell phone or the “related technology device” will not be returned to the student.
 - b. If the student chooses to deny turning in the misused cell phone or “related technology device”, then the teacher/admin will send the student to the office to contact parents/guardians to assist with turning it over to the administration. The cell phone or the “related technology device” will not be returned to the student.
 - i. If the student and parent refuse to turn over the cell phone or “related technology device”, then the student will earn in-school suspension until the concern is resolved (can include a parent/guardian meeting with administration, creating a technology agreement/contracts, etc.)

DISCIPLINARY POLICIES

Specific policies for some infractions are outlined below. This is not an all-inclusive list. Additional policies and actions may be incorporated into the rules of conduct as approved by the School Board in accordance with state law.

Defiance/Persistent Lack of Cooperation

Students may be suspended for defiance, persistent lack of cooperation, or failure to comply with a request or direction from an authorized adult.

Verbal Abuse and Disrespect of School Staff Members and Students

Students may be suspended for refusing to comply with reasonable requests from school authorities, directing profanity and verbal abuse towards adults and/or students, displaying behavior which is intended to be demeaning, derogatory or confrontational. Some examples include: name-calling, vulgar gestures, racial epithets, refusal to identify oneself, gang signals, profanity and the like.

Fighting/Assault Policy

It is the policy of Independent School District 4074 to maintain a learning environment that is safe and free from fear and violence. The School district prohibits any form of violence including fighting and/or assaults.

The first offense of fighting or assault will result in suspension of up to five (5) days for each student involved. Each student may be recommended for expulsion depending on the severity of the actions. The second offense during a student’s high school career will result in the student being suspended and recommended for expulsion. The student may be referred to law enforcement.

Alcohol Policy

Minnesota law prohibits the introduction, possession, use, and/or distribution of any alcoholic beverage, liquor, intoxicating beverage, or any controlled substance; or the unauthorized possession, use, sale or distribution of alcoholic beverages in any form on school property or at sites where school activities are held. Alcohol violations will result in suspension of the student and possible expulsion. The student may be referred to law enforcement.

Smoking/Tobacco Policy - AFSA is a smoke free and tobacco free school

It is unlawful in Minnesota to smoke, chew, or otherwise ingest tobacco or a tobacco product, or inhale or exhale vapor from an electronic delivery device on school property, school-owned or controlled vehicles, or at sites where school activities are held. A

The use and possession of tobacco is not allowed in or near the school building, on the campus, or at school-sponsored functions. This regulation also prohibits the use of smokeless tobacco.

Any student in violation of this law will be suspended or otherwise disciplined according to the school's discipline policy and a project on smoking and lung cancer may be assigned.

Controlled Substance Policy

Minnesota law prohibits the introduction, possession, use, and/or distribution of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance; or the unauthorized possession, use, sale or distribution of prescription drugs; in any form on school property or at sites where school activities are held. Controlled substance violations will result in suspension of the student and possible expulsion. The student will be remanded to law enforcement.

Vandalism/Theft Policy

Minnesota law prohibits violations against property, including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; theft or robbery. Vandalism/Theft policy violations will result in suspension of the student and possible expulsion. The student will be remanded to law enforcement and held responsible for restitution.

Transient Threat

Transient threats are statements, either verbal or written, that do not express a lasting intent to harm someone. Transient threats either are intended as figures of speech or reflect feelings that dissipate in a short period when the student thinks about the meaning of what he or she has said. Transient threats will be evaluated and may result in suspension or other disciplinary measures.

Substantive Threat

Substantive threats are statements, either verbal or written, that express a continuing intent to harm someone. Substantive threats may express emotion like transient threats, but they also indicate a desire to harm someone that extends beyond the immediate incident or argument when the threat was made. A substantive threat is a serious intent to harm others that involves a detailed plan and means (MN Statute 609.713). Substantive threats will be reported to law enforcement and may result in suspension or expulsion.

Weapons Policy

Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities on or off school grounds, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or

events. Weapons violations will result in suspension of the student and possible expulsion. The student will be referred to law enforcement.

The District takes a position of "No Tolerance" on the following objects:

1. All firearms (whether loaded or not) and/or ammunition
2. Other guns of all types including pellet or B-B
3. Lead pipes
4. Crossbows, bow and arrows (except authorized instructional)
5. Knives with a blade of three (3) or more inches
6. Switch blades or automatically opening knives with blades of any length
7. Black jacks, clubs, nunchucks, throwing stars, daggers or like objects
8. Metal knuckles
9. Explosives
10. Stun guns or tasers
11. Mace or pepper spray

No tolerance will also be the position of the District when any object (whether real or "look-alike") is used to injure, strike terror or threaten personal injury on school grounds or at authorized school events away from school grounds. Weapons violations by students will result in suspension of the student and possible expulsion. Weapons violations by other youth and adults (including Academy staff) will result in immediate law enforcement involvement.

Possession of Objects that May or May Not be Considered Weapons

The weapons policy represents a firm "no tolerance" position on weapons and/or look-alike weapons, but there are several questionable objects which may or may not be considered weapons and whether the presence of these objects requires activation and enforcement of this policy. School administration may use their discretion when interpreting use and intent in regards to such objects. Such objects may include but are not limited to:

1. Pocket knives and edged weapons or other knives with blades of less than 3"
2. Fireworks, fire crackers and smoke bombs
3. Throwing darts
4. Nuisance items and unauthorized tools
5. Possession of any of the above objects by students on school grounds may result in suspension of the student and possible expulsion. The student may be referred to law enforcement.

Inadvertent Possession/Administrative Discretion

This policy represents a firm "no tolerance" position on weapons possession on school property and is intended to prohibit all weapons for any reason; there may be a very rare occasion when a weapon is inadvertently brought onto school property. If such an occasion is clearly the case, the school Administrator will conduct a thorough investigation and may then use discretion in determining the appropriateness of applying consequences for such a violation. A student who finds a weapon on the way to school or in the school building and immediately turns it into a school staff member shall not be considered in possession of a weapon.

Authorized Instructional and Work Related Equipment & Tools

This policy represents a firm, "no tolerance" position on weapons and/or look-alike weapons. It is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner the guidelines and consequences of this policy will take effect.

Harassment and Violence Prohibition

All people who interact with the school district, including employees, students, parents, volunteers, and other third parties, have a right to be free from sexual, racial, and other forms of harassment, and such conduct is strictly prohibited.

- To maintain learning and work environments that are free from harassment and violence, AFSA High School prohibits any form of religious, racial and sexual harassment and violence.
- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- Religious and racial harassment and violence consist of physical or verbal conduct relating to an individual's religion or race.
- Any student or employee of AFSA High School who harasses or commits violence toward another student or employee through conduct or communication of a Religious, Racial, and Sexual nature will be subject to the consequences described in the harassment/ violence policy.
- All complaints, whether verbal or written, will be investigated and appropriate disciplinary action will be taken.
- All verbal and written complaints should be submitted to AFSA High School's Human Rights Officer, Director Becky Meyer.
- Retaliation is prohibited against any individual who reports harassment or violence or participates in an investigation.
- Confidentiality of all persons involved will be respected to the fullest extent possible.

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff 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

- No Student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Definitions

Hazing means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal laws or school district's policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. The school Director is the person responsible for receiving reports of hazing. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the Director immediately. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

School District Action

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing. Upon completion of the investigation, 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 deter violations and to appropriately discipline prohibited behavior. 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, school district policies and regulations.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Smoking is defined as possession of cigarettes, e-cigarettes, vapes, lighting a cigarette, holding a cigarette/e-cigarette, lit or unlit, inhaling or exhaling smoke, and circumstantial evidence of smoking involving limited locale, persons, and presence of lighted cigarette/e-cigarette, vapes, possession or smoke.

Authorized Instructional and Work Related Equipment & Tools

This policy represents a firm, "no tolerance" position on weapons and/or look-alike weapons. It is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner the guidelines and consequences of this policy will take effect.

Anti-Bullying Policy (See Appendix B for entire policy)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school 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 or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of school resources.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other AFSA personnel. Malicious and sadistic conduct and sexual exploitation by a school district or AFSA staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as is prohibited.

No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with AFSA's policies and procedures, including AFSA's discipline policy. A teacher, administrator, volunteer, contractor, or other employee of the school who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false report of bullying shall be subject to disciplinary action. AFSA 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 or other prohibited conduct may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. AFSA 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 AFSA, 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 property and events.

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

Anonymous form:

AFSA supports all of its students, staff, parents/guardians, volunteers, and community members. Discrimination of any kind is strictly prohibited. In accordance with Board policy and the Minnesota Human Rights Act, if anyone feels they have been the victim of discrimination, harassment, or retaliation by an AFSA staff member or student, or if they know or suspect someone else has been the victim of such conduct, they should report the alleged conduct to AFSA's Executive Director or any other staff member as soon as possible.

<https://www.afsahighschool.com/school-board/policies-procedures/complaint-report-form>



Additionally, anyone may file a complaint alleging discrimination, harassment, or retaliation on the Google Form available. These reports may be filed anonymously. All complaints will be reviewed and investigated. Any form of discrimination, protected-class harassment, and retaliation is prohibited by the Minnesota Human Rights Act and may also be reported directly on the Minnesota Department of Human Rights' website or via its discrimination helpline.

Section 6 - Health and Safety

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

Crisis Management

AFSA's crisis management policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classrooms or campus evacuation, and communication procedures. Announced and unannounced emergency drills will occur throughout the school year. AFSA High School will conduct fire drills (5), lock-down drills (5) and a tornado drill. It is important for students to take the emergency drills seriously.

Standard Response Protocol (SRP) - [I Love You Guys Foundation Parent/Guardian Handout](#)

AFSA has adopted the emergency procedure terminology used by local authorities and emergency response personnel. The *Standard Response Protocol* allows school districts and first responders to share a common language and enable clear communication in the event of a school emergency. Below *Standard Response Protocol (SRP)* vocabulary used when discussing emergency procedures with students and staff.



Hold is followed by the Directive: "In Your Room or Area" and is the protocol used when hallways need to be kept clear of occupants.



Secure is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard people within the building.



Lockdown is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep occupants quiet and in place.



Evacuate may be followed by a location, and is used to move people from one location to a different location in or out of the building.



Shelter and state the Hazard and Safety Strategy for group and self protection.

Health Services AFSA will follow all recommended Covid-related guidance from the MDH and CDC.

If a student becomes ill during the school day, they must see the Front Office. Health services are always available to students who become ill during the school day. Prescription medication for a student must be deposited with, and taken under the supervision of the Front Office and/or administrator.

Health Service Staff

AFSA High School has a contracted assigned Licensed School Nurse (LSN) that is not available daily. The LSN is responsible for the overall management of the health office. Responsibilities of the LSN include immunization compliance, health assessments and planning, including special education, identification and reporting of communicable disease, health screening, implementing district policies and procedures in the health office, and health, safety and emergency planning.

Menstrual Products

Menstrual products will be available for students in bathrooms for free. If the container is empty please see the front office for period products.

Emergency Health Card/Form

To ensure the safety and well-being of each student, an Emergency Health Card/Form must be completed each school year. Parents/guardians are responsible for informing school staff of any changes that occur during the school year, such as address, phone number, emergency contact persons, or significant health changes. All information is kept confidential and will be shared only with appropriate school staff, the bus personnel, emergency responders, and others on a need-to-know basis. Please notify the front office if there are any changes in emergency contact information.

Medications and Treatments

Individual students may require medically necessary procedures or prescribed medication during the school day. Students MAY NOT CARRY prescription medications on their person during the school day, unless the carrying of such medication is authorized by law and the legal requirements are met (asthma inhalers and epinephrine auto-injectors), and a health action plan is in place with intended use for awareness for all staff. All medications must be stored in the school office.

Physician's orders are required for all prescribed medications and treatments. The orders must be complete and specific, and signed by the physician/licensed practitioner and the parent/guardian before any medication or treatment will be dispensed. Authorization forms for medications and procedures are available from the front office. Medication must be supplied in the original, properly labeled pharmacy container. Orders expire at the end of the school year.

No over the counter medication will be supplied from any staff member, nurse, or front office assistant.

On occasion, an individual student may be allowed to carry an asthma inhaler with parent/guardian permission and doctor approval (above) and after demonstrating proper usage to the LSN. Any student who violates this policy and carries unapproved medications on their person will be subject to the discipline policy regarding controlled substances.

At the end of each school year, or in the event that a student no longer requires medication or no longer attends AFSA, any and all medications arranged for storage in accordance with the policy must be claimed by the parents/guardians of the student.

1. AFSA will make a reasonable attempt to return unused prescription drugs or medication to parents and/or legal guardians.
2. If the unclaimed prescription drug is not a controlled substance or is an over-the-counter medication, AFSA will transport the medication to a designated drop-off box or collection site.
3. If the unclaimed prescription drug is a controlled substance, AFSA will request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

Illness/Injury

AFSA does not have a daily, on-site nurse. If a student becomes ill or is injured during the school day, a staff member will contact the front office. If it is determined that the student needs to go home, the administration will contact the parent/guardian, or in their absence, the designated emergency contact person. It is expected that parents/guardians will attend to their child's illness/emergency in a reasonably timely fashion. The parent/guardian/designee will be expected to sign the student out at the office. Proper identification may be requested of individuals not recognized by the office staff.

Communicable Diseases

The health service personnel follow the communicable disease guidelines consistent with the Minnesota Department of Health. If a student is diagnosed with, or suspected of having a communicable disease, the LSN will contact the parent/guardian to assure that appropriate treatment and follow-up are completed. At times, it may be necessary to exclude a student from school, according to school health policy.

Chronic Condition or Extended Illness

AFSA High School will authorize absences resulting from a chronic medical condition or extended illness once a Chronic Condition Form is on file with the Nurse's office. AFSA will work with the healthcare provider regarding the student's chronic health issue and its impact on school attendance.

Health Care Plans

Students with specific health conditions may require special care or monitoring during the school day. The LSN will determine the need for an individual health or emergency care plan, and develop the plan with information provided by the parent/guardian and the student's physician. Physician's orders may be required for certain procedures and to ensure the appropriateness of care. The health care plan may be shared with other school staff where applicable to the student's safety and well-being.

Immunizations

All students entering AFSA High School must show evidence of immunizations as required by Minnesota State Law. All students must clear their immunization records through the health office.

Suicide and Crisis Lifeline

In addition to the school and local agency resources available to them, students who are struggling with mental concerns or suicidal thoughts have access to the national 988 Suicide and Crisis Lifeline/Text line. Students can find free, 24/7 assistance for crisis and suicide prevention by calling the Crisis Lifeline at **988** or texting **HOME** to the Crisis Text line at **741741**. More information can be found at www.988lifeline.org.

Asbestos Reporting/Plan

AFSA Schools **DO NOT** contain any asbestos due to when the buildings were built. All schools are required to follow the procedure set by AHERA. AHERA regulates ACM in K-12 public and non-profit private schools, including charter schools and schools with religious affiliations. For schools that are renting or leasing space, it is their responsibility to inspect ACM and implement a management plan, not the building owners. Schools must follow:

- Perform an initial inspection of ACM in all school facilities and to re-inspect these facilities every three years.
- Develop and maintain an asbestos management plan and keep a readily available copy at the school.
- Provide yearly notification to parent, teacher, and employee organizations regarding the school's asbestos management plan and any asbestos abatement actions taken or planned in the school.
- Designate a contact person to ensure the responsibilities of the school district or school are properly implemented.
- Visually inspect known or suspected ACM every six months.
- Ensure that Minnesota certified individuals perform inspections, prepare management plans and conduct asbestos abatement.
- Ensure that whenever greater than 3 linear feet or 3 square feet of ACM is disturbed the proper abatement action is carried out.
- Provide custodial staff with asbestos-awareness training.

Pesticide Use

Minnesota state law requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, schools that apply these pesticides must maintain an estimated schedule of pesticide applications and make the schedule available to parents and guardians for review or copying at each school office.

No pesticides are used on the school lawn or property during the school year.

Pesticide application is limited to parking lots and sidewalks during summer months when no students will be present for at least five days from the time of application. The only pesticide used is Round Up.

Only Minnesota certified pesticide applicators trained in Integrated Pest Management will apply pesticides on AFSA School District properties.

Students, staff and parents/guardians will be notified at least 24-48 hours prior to any pesticide application. For emergency applications where an imminent threat to health exists (e.g., stinging insects), students, staff, and parents/guardians will be notified within 24 hours after application.

Lead Testing

The Academy for Sciences & Agriculture (AFSA) is committed to providing a safe and healthful learning and work environment for all students and staff. We recognize the importance of protecting our students and staff from potential lead exposure. AFSA Elementary School was built in 2002, AFSA High School was built in 2004. Minnesota Statute 121A.335 requires public school buildings to test for lead in water in potable water sources (consumable water) every 5 years. The MDH and MDE have published “Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota’s Public Schools,” Minnesota Statute 121A.335 requires lead concentration to be under 5 ppb in any tap that could be used as a drinking or cooking water source in a public school.

A school district or charter school must send parents an annual notice that includes the district's or charter school's annual testing and remediation plan, information about how to find test results, and a description of remediation efforts on the district website. The district or charter school must update the lead testing and remediation information on its website at least annually.

More information of how AFSA meets the requirements of lead testing can be found on our website:

<https://www.afsahighschool.com/school-board/policies-procedures/lead-water-testing>

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

Additional Information

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

(Note: This form is only applicable for the 2025 to 2026 school year.)



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

Statewide Assessment: Parent/Guardian Decision Not to Participate

Student Information

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

Date of Birth: _____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal: _____

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

- MCA/MTAS Reading
- MCA/MTAS Science
- MCA/MTAS Mathematics
- ACCESS/Alternate ACCESS

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

AFSA High School

Adopted: January 17, 2006 District 4074
Revised: January 22, 2008
Revised: August 26, 2014
Revised: August 22, 2023

514 AFSA HIGH SCHOOL BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The Academy for Sciences & Agriculture (herein after "AFSA" or "the school") 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 AFSA and the rights and welfare of its students and is within the control of AFSA 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 AFSA 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 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 or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of school resources.

B. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other AFSA personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or AFSA staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

C. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying.

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

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

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

G. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with AFSA's policies and procedures, including AFSA's discipline policy. A teacher, administrator, volunteer, contractor, or other employee of the school who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false report of bullying shall be subject to disciplinary action. AFSA 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 or other prohibited conduct may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. AFSA 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 AFSA, 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 property and events.

H. AFSA will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of AFSA 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, malicious and sadistic conduct, and sexual exploitation.

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 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. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school property, at school functions or activities, or on school transportation" means all school 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 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 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, AFSA does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying or cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. “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.

I. “Student” means a student enrolled in the school.

IV. REPORTING PROCEDURE

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

B. AFSA 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 an AFSA human rights officer or the Executive Director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director or the AFSA 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 shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

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

B. The building report taker or other appropriate school 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, AFSA 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. Action taken by AFSA 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 and other applicable AFSA policies; and applicable regulations.

E. AFSA is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of AFSA. 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, AFSA 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

AFSA will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of AFSA 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. AFSA shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. AFSA 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 AFSA. AFSA 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. AFSA 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. AFSA 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 AFSA 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.

F. AFSA 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. Affected students and their parents may have rights under state and federal data practices laws to obtain access to data related to an incident and to contest the accuracy or completeness of the data.

VIII. NOTICE

A. AFSA 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.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy 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's website.

F. AFSA 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 AFSA policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. 121A.0312 (Malicious and Sadistic Conduct)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 124E (Charter Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

To access the full text of the student handbook, follow the link in the Family e-Newsletter that is delivered on Fridays. There is also a link to summary slides in the newsletter. The handbook is also available at afsahighschool.com

Student Name _____ Grade _____		
Advisor _____		
STUDENT / PARENT STATEMENT 2025-2026		
<i>We have read and understand the policies in AFSA High School (7-12) Student/Parent Handbook regarding school policies, classroom expectations, and Minnesota law pertaining to attendance and participation in school activities. We have read and understand the AFSA High School Acceptable Internet Technology Use Agreement. We also understand that any violation of this policy may result in my loss of computer use privileges throughout the school. We understand that it would then be the student's responsibility to find other ways to complete assignments requiring computer use outside of school.</i>		
_____ Parent / Guardian Signature	_____ Date	_____ Email Address (Parent / Guardian)
_____ Student Signature	_____ Date	_____ Student Cell Phone Number
Note: Failure to sign and return this form will result in loss of school privileges until it is returned.		

Please complete this page and remove it from the Student Handbook. This signed page must be returned to your student's advisor no later than September 30, 2025.

Please call the school at 651-209-3910 if you have any questions or require a paper copy of the handbook.