



# **ALEXANDRIA**

## **Public Schools**

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*Rich tradition. Bright future.*

# **Student Handbook**

## **Middle School**

### **2026-2027**

| <b><u>Title/Department</u></b>          | <b><u>Principal/Administrator</u></b> | <b><u>Telephone</u></b> |
|-----------------------------------------|---------------------------------------|-------------------------|
| Principal                               | Troy Wunderlich                       | 320-762-7900            |
| Asst. Principal/Dean of Students, Gr. 6 | Caitlin Hendricks                     | 320-762-7900            |
| Dean of Students, Grade 7               | Luke Lagergren                        | 320-762-7900            |
| Dean of Students, Grade 8               | Becky Schlichting                     | 320-762-7900            |
| Activities Director                     | Todd Johnson                          | 320-762-7900            |
| Transportation Director                 | Amie Moos                             | 320-762-3317            |
| Food & Nutrition Svcs. Director         | Janeen Peterson                       | 320-762-3315            |



### **Alexandria Public Schools: Mission**

*Our mission is to achieve educational excellence and to inspire a life-long passion for learning.*

### **Alexandria Public Schools: Vision**

*Our vision is to be an extraordinary school district that tailors learning for all, by working together.*

### **Discovery Middle School: Vision**

*Discovery's mission, as a student-centered school of early adolescence, is to prepare all of our students to be successful learners in a technology-based, complex, changing society. This will be accomplished by providing a safe and caring environment where individuality is encouraged, by assisting students in the development of self-worth and responsibility and by supporting student exploration in academics and recreation.*

| Discovery Middle School Daily Schedule |                             |                             |                            |
|----------------------------------------|-----------------------------|-----------------------------|----------------------------|
| Period                                 | Grade 6                     | Grade 7                     | Grade 8                    |
| Homebase                               | 8:15 - 8:35                 | 8:15 - 8:35                 | 8:15 - 8:35                |
| 1                                      | 8:40 - 9:35                 | 8:40 - 9:35                 | 8:40 - 9:35                |
| 2                                      | 9:40 - 10:35                | 9:40 - 10:35                | 9:40 - 10:35               |
| 3                                      | <b>Lunch:</b> 10:35 - 11:05 | 10:40 - 11:35               | 10:40 - 11:35              |
| 4                                      | 11:10 - 12:05               | <b>Lunch:</b> 11:35 - 12:05 | 11:40 - 12:35              |
| 5                                      | 12:10 - 1:05                | 12:10 - 1:05                | <b>Lunch:</b> 12:35 - 1:05 |
| 6                                      | 1:10 - 2:05                 | 1:10 - 2:05                 | 1:10 - 2:05                |
| 7                                      | 2:10 - 3:05                 | 2:10 - 3:05                 | 2:10 - 3:05                |

Discovery Middle School operates on an A/B day system in physical education, fine arts and other elective classes. On student schedules, A and B days will be listed to communicate the days of attendance. The Alexandria Public Schools website communicates the cycle day schedule for student and parent reference.

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## **Elastic Clause**

The administration of Alexandria Public Schools reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as considered necessary. Each situation is different and will be handled on an individual basis.

## **Above & Beyond**

Above & Beyond is an afterschool student academic support offered from October to May, provided on Tuesdays and Thursdays after school, provided there is adequate staffing. Students must have parent permission to attend. The Code of Conduct and Cardinal Way expectations must be followed to assure a productive environment for this beneficial learning support. Additional information about Above & Beyond will be shared on the daily bulletin in September.

## **Activities & Extracurricular**

- Student athletes in Grades 6, 7 and 8 are considered participants in the middle school athletic program. The philosophy guiding this program stresses the value of participation as compared to the more competitive play-to-win philosophy at the high school level. The activities are intended to provide experiences not otherwise provided in the instructional curriculum in the areas of athletics and academics. Families are encouraged to contact the office located at Discovery Middle School for more information about the opportunities available through the programs. You may reference the online list of [athletics and extracurricular activities](#) for students in grades 6, 7, and 8 or obtain a paper copy in the main office or guidance office at Discovery Middle School. ([Policy 655 - Student Activities](#))
- Athletes in 7th through 12th grade programs (Alpine Ski, Nordic Ski, Hockey, Wrestling, Gymnastics, Adapted Bowling, Clay Target) will be considered high school level participants, although they are still subject to Discovery Middle School eligibility guidelines based on academic performance.
- **Eligibility requirements** shall be those set forth by the MSHSL as well as the following:
  - Students absent from school may be denied the right to participate in either practice or activities on that day or night unless the absence was an excused absence for another school function or activity. Consideration will be given for such reasons as medical concerns or family emergencies. To be considered eligible, students must be in school by the beginning of the third hour on the day of the activity.
  - Students must make satisfactory progress in school to be eligible. If a student is ineligible due to failing or incomplete grades, students and families will be informed of the process for regaining eligibility.
  - Students will be eligible based on behavior during the school day and during practice and games. Coaches and/or the athletic director will inform families of behavioral concerns that disrupt or impede practice or event/game

Behavior that results in administrative disciplinary referral will be handled according to [Policy 506 – District-Wide Student Discipline](#). Students may lose the privilege of participating in the extracurricular activity, dependent on the severity of the disciplinary incident.

## **Aerosols/Sprays**

It is requested that anything containing a scented aerosol not be brought to school, as some students and staff are allergic to these sprays or scents. If there is a need for an unscented aerosol deodorant, it may be used in the locker room.

## **Anonymous Tip Line**

Alexandria Public Schools believes it is all of our responsibility to keep our schools safe. To that end, students and parents have access to our anonymous tip app found as a feature in our Alexandria Public Schools app. Reporting negative behavior can be done via the app in an anonymous manner.

## **Asbestos Management Plan**

The school district has developed an asbestos management plan. A copy of this plan is available for public inspection in the District Office during normal business hours. More information can be found in the district [website annual notice content area](#).

## **Attendance**

The Board of Education believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administration. This policy will assist students in attending class. ([Policy 503 - Student Attendance](#))

### **PRE-ARRANGED ABSENCE**

Please communicate prearranged absences to your child's teachers and the attendance secretary.

### **ATTENDANCE LETTERS**

Attendance letters are mailed to families when there are concerns relating to a student missing ten percent or more school days. While a student may or may not have excused reasons for absence, this communication is intended to encourage improved student attendance.

### **TRUANCY/UNEXCUSED ABSENCES**

An unexcused absence indicates that the student is absent from school or class without the consent of the parent(s)/guardian(s). Make-up work is required.

An attendance intervention may be set up with recurrent unexcused absences to support class attendance. This will include a team meeting that includes a parent/guardian.

If a student is deemed habitually truant/unexcused, a letter will be filed with the Douglas County Attorney's Office stating that this child is in need of protective services.

### **TARDINESS**

Tardiness is late arrival to school or entering a class hour. Tardiness is classified as excused and unexcused. Some examples are as follows:

Excused: Illness, medical/dental appointments, family emergencies, building pass from school personnel, family emergency, school activity, vacation

Unexcused: Oversleeping, missing the bus, truancy, school office uninformed (no parent/guardian communication), arriving late to class without pass to excuse being late

Recurrent unexcused tardiness will be addressed by the student's grade level dean, grade level team and a social worker. Beginning at the fourth unexcused tardy in the same class period within a quarter, an intervention will be put in place.

The intervention planning may include: a passing time plan, an hour after school session of class make-up time and/or a parent meeting.

## **Backpacks/Belongings**

Students may carry backpacks to and from school. Students are required to place backpacks, coats and valuables, including personal electronic devices, in their lockers upon arrival, using their school-purchased locks to keep items secure.

## **Before/After School**

In the interest of safety and security, it is requested students arrive at school between 7:45 am and 8:10 am when possible. Academic areas will remain closed until 7:45 when supervision is available. Physical Education lockers will remain locked until 8:05 for delivery of physical education clothing. At the end of the school day, students who are not in an after-school activity are expected to ride the bus home or have their ride pick them up by 3:30 pm, unless an arrangement has been made with a Discovery staff member. There is no adult supervision available for students who are not in pre-planned after-school activities.

## **Bikes/Longboarding/Skateboarding/Rollerblading**

Bikes should be placed in available bike racks provided on school grounds. Safely locking bikes to the rack is recommended. Use of longboards, rollerblades or "skate shoes with wheels" are not allowed on school grounds. Students are allowed to use these items as a means of transportation to and from school. Once students arrive at school, the transportation item must be placed into the student's locker to be stored appropriately.

## **Bullying Prohibition Policy & Reporting**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property at school functions or activities, on school transportation or by misuse of technology. For complete information on bullying prohibition, please refer to District Policy. ([Policy 514 - Bullying Prohibition](#))

Options for reporting bullying or harassment:

- Tell a trusted school adult. All adults within Discovery Middle School are responsible for responding to and reporting any bullying or harassment concern.
- Complete a bullying/harassment form in the guidance office to report the incident.
- Parents may contact an adult at school to inform of concern, such as a teacher, a Dean of Students, the Assistant Principal or the Principal.

- The Anonymous Tip Line may be used to report the concern.

Deans of Students, the Assistant Principal and the Principal are the assigned designees responsible for fully investigating the report.

## **Bus Information**

See 'Transportation'

## **Buses – Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of alcohol, tobacco or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement. For complete information on bus conduct and consequences for misbehavior, please refer to District Policy. ([Policy 709 – Student Transportation Safety](#))

## **Calendar**

The school calendar may be accessed online or a paper copy may be picked up in the main office. This calendar includes dates when school is not in session, including conference dates and two-hour late starts.

## **Celebrations**

Discovery Middle School sponsored events, such as school dances and celebrations are exclusively for Discovery Middle School students. Student visitors are not allowed to attend these school-related functions. These celebrations are considered an extension of the school day and all school policies/behavioral expectations are maintained.

## **Cell Phones/Personal Electronic Devices**

### **I. Purpose**

Discovery Middle School is committed to providing a learning environment that maximizes student engagement, fosters positive social interactions and supports mental well-being. The use of personal electronic devices can disrupt instruction, district students, contribute to social challenges (such as cyberbullying) and interfere with a student's ability to focus on learning. This procedure aims to minimize these disruptions while maintaining an appropriate balance with personal and family needs.

### **II. Procedure Statement**

All personal electronic devices, including but not limited to cell phones, bluetooth headphones, tablets and other wearable technology, must be **turned completely off and stored securely in student lockers** during the official school day (from 8:15 am until 3:05 pm).

### **III. Device Use Restrictions**

During the school day, personal electronic devices **may not be used or visible** in any school location, including but not limited to:

- Classrooms
- Hallways
- Locker areas
- Restrooms
- Cafeteria
- Outdoor learning spaces
- School grounds (including during passing times, lunch and recess)

### **Exceptions:**

- **Medical Necessity/IEP/504 Plans:** Exceptions may be granted for students with documented medical needs or as outlined in an Individual Education Program (IEP) or 504 Accommodation Plan. Parents/guardians must communicate with school administration to establish such accommodations.
- **Emergency Communication (via Main Office):** In the event of a family emergency, parents/guardians should contact the Discovery Middle School main office at 320-762-7900. School staff will ensure that students receive urgent messages promptly. Students needing to contact a parent/guardian for an emergency during the school day must request to use a school phone in the main office or with staff permission.

### **IV. Storage of Devices**

All personal electronic devices must be stored in a student's assigned locker with the locker secured. Devices should remain off and out of sight from the time the student enters the school building until they are dismissed at the end of the school day.

### **V. Consequences for Procedure Violations**

Violations of this policy will result in disciplinary action, which may include:

- **First Offense:**
  - Device confiscated by staff member.
  - Device turned into the main office.
  - Device returned to the student at the end of the school day.
  - Warning issued; policy reviewed with the student.
  - Parent contact.
- **Second Offense:**
  - Device confiscated by staff member.
  - Device turned into the main office.
  - Parent/guardian required to pick up the device from the main office.
- **Third Offense and Subsequent Offenses:**
  - Device confiscated by staff member.
  - Device turned into the main office.
  - Parent/guardian required to pick up the device from the main office.
  - After-school detention or other appropriate disciplinary action.
  - Repeated violations may result in an individualized cell phone plan.

**Discovery Middle School is not responsible for lost, stolen or damaged personal electronic devices.** Students bring these devices to school at their own risk.

### **VI. Parent/Guardian Communication**

We understand the importance of communication between families and students. Please reiterate to your child the importance of following this policy. In case of emergency, please contact the main office directly. We appreciate your cooperation in helping us maintain a focused and productive learning environment for all students.

## **Census Information**

If you are new to town or your family has a change of address, phone number, number of children in the family, marital status or other pertinent information, please notify the District Office at 320-762-2141 or the individual school office so that our student records are kept up to date.

## **Chemical Use and Abuse**

Use of controlled substances or look-alike substances, toxic substances and alcohol is prohibited in the school setting. Disciplinary action will occur for any violations. The entire District-Wide Student Discipline policy ([Policy 506 - District-Wide Student Discipline](#)) can also be viewed on the District website; Disciplinary Guidelines can be found in Appendix B of this handbook.

## **Child Abuse/Mandated Reporters**

Minnesota State Law requires that school employees, as mandated reporters, report to the county Social Services department any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report has been made, official representatives of the county Social Services department have the right to come to the school to interview the child. The department need not obtain parent/guardian permission.

**Interviewing of Students by Outside Agencies** - Students may not be interviewed during the school day by persons other than the student's parents, school district officials, employees and/or agents except as otherwise provided by law.

## **Code of Conduct & Cardinal Way**

Discovery Middle School is committed to creating and maintaining a positive and safe learning environment. We utilize Positive Behavior Interventions and Supports proactively to teach desired behaviors. This school-wide approach focuses on three core **Cardinal Way** behavior expectations:

- Be Ready
- Be Respectful
- Be Responsible

The **Cardinal Way** also incorporates the district-wide Code of Conduct:

- **Respect:** Be considerate of self, others, their beliefs and property
- **Honesty:** Be truthful
- **Kindness:** Be caring, friendly and helpful
- **Responsibility:** Be dependable and accountable
- **Fairness:** Be committed to the just treatment of others

## **Custody**

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school

information about their child unless prohibited by court order. A certified copy of that order must be on file at the school. The school should also be made aware of any unusual situations that might require a heightened need for greater security for your child.

## **Discipline**

The District-Wide Student Discipline Policy provides expectations for student conduct. Abiding by these expectations will enhance the school district's ability to maintain discipline and ensure a quality educational experience. The school district will take appropriate disciplinary action when students fail to adhere to acceptable behavior standards established by this policy and its guidelines and/or appendices. For complete information on district-wide student discipline, please refer to District Policy. Disciplinary Guidelines can be found in Appendix B of this handbook. ([Policy 506 - District-Wide Student Discipline](#))

### **DISCIPLINARY ACTION**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct.

The goal of progressive discipline is preventing recurrence of negative behavior by helping students learn from mistakes. Essential to the implementation of progressive discipline is assisting students who have engaged in unacceptable behavior to:

- Understand why the behavior is unacceptable and the harm it caused;
- Understand what they could have done differently in the same situation;
- Take responsibility for their actions;
- Learn pro-social strategies and skills to use in the future;
- Understand the progression of consequences with recurring behavior.

Reasonable effort will be made to correct student behavior through school-based interventions. At a minimum, violation of school district rules, regulations, policies or procedures will result in instruction and discussion of the violation. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district as outlined in the District-Wide Student Discipline Policy.

## **Distribution of Non-School Sponsored Materials**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For complete information on distribution of nonschool-sponsored materials, please refer to District Policy. ([Policy 505 – Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees](#)).

## **Dress and Appearance Policy**

Students are encouraged to dress appropriately for school and in keeping with community standards. This responsibility belongs to both the student and parent/guardian. Specific expectations are outlined in district policy. ([Policy 567 - Student Dress and Appearance](#))

## **Drills: School Safety**

As per Minnesota State Law, there will be:

- **Fire:** Five fire drills must occur each school year. Students practice evacuation of the school and are led to areas designated as safe on the school grounds.
  - Charges may be filed through the State Fire Marshall's Office and Law Enforcement against any student who falsely pulls a school fire alarm. ([Policy 806 - Crisis Management](#))
- **Tornado/Severe Weather:** One tornado drill is practiced in the spring. The school conducts a tornado drill in conjunction with the State of Minnesota's Severe Weather Awareness Week. Students are led to designated areas inside the school.
- **Lockdown:** Five lockdown drills occur during the year. During these drills, an audio announcement will be made by an administrator (building principal or designee) directing the lockdown procedure.
- Staff and students will base lockdown decisions on Run, Hide, Fight training to stay in the classroom or leave the area if the area is secured.
- Families will receive school communication about Run, Hide, Fight training, along with information about school-wide Run, Hide, Fight lockdown drills.

## **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. For complete information regarding employment background checks, please visit the district [website annual notice content area](#).

## **Fees and Financial Obligations**

Public education in Minnesota is free to all residents. However, fees may be charged under some circumstances. For complete information regarding fees and financial obligations, please visit the district [website annual notice content area](#).

## **Field Trips**

The district supports and approves student field trips and travel beyond the classroom and area of competition that are properly planned, well organized and carefully supervised. Students participating in approved field trips and travel will be permitted to prepare assignments in advance or make up work missed in classes from which they are absent. All trips and travel require parent/guardian authorization. ([Policy 538 - Student Travel](#))

## **Food & Beverages**

In order to maintain a clean and sanitary environment, food and beverages will not be allowed in any academic area of the building unless permitted by the classroom instructor. Students are permitted to bring water bottles to class to remain hydrated.

## **Food Service**

Alexandria Public Schools recognizes the role proper nutrition has in student learning. Alexandria Public Schools is committed to providing appropriate school breakfast programs, school lunch programs and other related food service programming. The food service program will follow state and federal guidelines when providing school breakfast and school lunch programs. ([Policy 730 - Food and Nutrition Services Program](#))

## **Harassment and Violence Policy**

The purpose of this policy is to maintain a learning environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. For complete information on harassment and violence, please refer to District Policy. ([Policy 413 - Harassment and Violence](#))

## **Hazing Prohibition Policy**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Students who violate this rule will be subject to disciplinary action pursuant to the school district's student discipline policy. For complete information on hazing prohibition, please refer to District Policy. ([Policy 526 - Hazing Prohibition](#))

## **Health Services**

Students who become ill during the school day may go to the health office. Alexandria Public Schools employs one school nurse district-wide. A school health paraprofessional (SHP) or a building secretary will be responsible for your child's health needs when the nurse is not available.

- **Emergency Health Situations and District Insurance Limitations:** The district does not purchase medical, health or accident insurance for your child. If your child has an accident, is ill or is injured while at school or participating in district-sponsored activities, families will need to access their own insurance plans to cover any associated costs (e.g. medical care, emergency transportation, etc.). The district cannot pay these associated costs.
- **Immunization Requirements:** Students are required to provide proof of immunization or appropriate documentation exempting the student from immunizations and other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. ([Policy 530 - Immunization requirements](#))
- **Injuries:** If a student sustains an injury at any time during school or while participating in any school-sponsored activity, he/she must immediately report the injury to the supervisor, school nurse or an administrator. If the injury appears to be serious, every effort will be made to contact parents/guardians. If the school is unable to contact the parents/guardians, a judgment may be made to call an ambulance.
- **Medication:** The district acknowledges that students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse or other trained school employees. The district

strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian on file in the health office.

([Policy 516 - Student Medication and Telehealth](#))

- **Students with Communicable Diseases and Infectious Conditions:** Students with communicable diseases are not to be excluded from attending school in their daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees. ([Policy 420/540 - Student and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions](#))

## **Honesty, Cheating and Learning**

Learning requires effort, diligence and dedication; therefore, achievement in the pursuit of knowledge is commendable. When students succeed academically, they are wisely preparing for the future and should be very proud of their accomplishments. Anything that jeopardizes or thwarts this important, meaningful process of learning must not be tolerated and educators have a professional obligation to prevent disruptions while supporting and reinforcing learning. Each teacher will discuss the ramifications of cheating in his/her class and determine the consequence if cheating does occur, which may include a "zero" or "no credit" for the assignment/test.

## **Internet User & Computer Use Rules**

Students may access online resources from their classrooms via the Internet. Procedures and guidelines have been established for access to the district's networks and acceptable and safe use of the Internet. The administration will supervise the guidelines. Specific expectations, including the *Online Code of Ethics*, are outlined in School Board policies.

Staff will inform families of concerns relating to Chromebook usage. Non-educational Chrome Extensions added by students to district-owned Chromebooks can be removed by staff members (example: non-educational games).

Parents or guardians must give approval for their child(ren) to access Internet resources and students must agree to follow the acceptable use procedures. Yearly, consent forms are required for students. The form is available from school media centers and on the website. ([Policy 524/453 – Internet, Technology and Cell Phone Acceptable Use and Safety](#))

## **K-9 Use/Dogs on Campus**

From time to time, we partner with local law enforcement to conduct sweeps of our campus to seek a drug free environment. These are conducted at random and consist of walk-throughs of our buildings and parking lots.

## **Language Access Plan**

Alexandria Public Schools is committed to ensuring that every student has equitable access to information. For complete information on our Language Access Plan, please visit the district website annual notice content area.

## **Lead in School Drinking Water**

Alexandria Public Schools will follow the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." For complete information regarding lead testing and remediation efforts, please visit the district [website annual notice content area](#).

## **Library and Media Center**

Libraries and Media Centers exist to provide materials and resources to meet the educational needs of all students in the district. For complete information regarding Libraries and Media Centers, please refer to District Policy. ([Policy 606.5 – Library Materials](#))

## **Lockers and Locks**

All students will be assigned a locker. It is expected that students use assigned lockers to store coats, hats, personal belongings, including personal electronic devices and academic material not in use.

All students must use padlocks purchased at Discovery Middle School to secure assigned hallway lockers. (Students are advised not to share locker combinations with friends. If students do not secure lockers with padlocks, they are responsible for the contents and risk loss of items.) For safety and security reasons, no personal locks will be allowed on hallway lockers. Non-school locks will be removed. Students may not handle, remove or take another student's padlock.

Students will be assigned a locker in the locker room with its combination for locking. It is the responsibility of students to assure belongings are placed into the locker while in physical education class or after school activities. Unlocked items are at risk of being lost or stolen.

School lockers are the property of the district. The district maintains exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school employees for any reason at any time, without notice, without student consent and without a search warrant.

The personal possessions of students within a school locker or on a student's person may be searched only when school employees have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions within a locker, a school employee will notify the student whose personal possessions within a locker were searched, unless disclosure would impede an ongoing investigation by policy or school employees. ([Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person](#))

## **Lunch**

Discovery Middle School offers several choices for lunch daily. In accordance with the Minnesota Free School Meals program, a standard school lunch is provided to all students at no cost. Alternatively, students are welcome to bring a lunch from home. Please note that while standard daily meals are free, students must use their student accounts to purchase any additional a la carte items or snack items from the school store.

The lunchroom should be a place which is pleasant, relaxed and clean. To maintain a welcoming environment, students are taught the behavioral expectations linked to *The Cardinal Way*. If students are not meeting expectations in the cafeteria, consequences may include one or more of the following:

- Warning and reteaching of expectations
- Lunch detention (number of days determined by severity or recurrence of the behavior)
- School Service: if the student makes a mess, he/she is expected to clear up the mess or assist in cleaning it up with an adult
- An individual behavior plan will be developed for recurring issues

Students should bring their scan card daily, as it helps students efficiently get through the line.

**Confidentiality of Free and Reduced Meal Eligibilities:** Free and reduced meal forms are available through the principal's office, the District Food & Nutrition Services Department or online on the [district website](#). We would encourage you to fill these forms out to find out if you qualify, as many of our school programs are funded based on the information we receive from these forms. The district has policies and procedures to ensure a student's free and reduced meal eligibility status is confidential. The school district may identify specific district employees to be aware of a student's eligibility status to improve a student's performance in accordance with the federal law.

## **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression or age in its programs and activities. The school board has designated Jessie Hjelle, Director of Human Resources, 1410 S. McKay Ave., Ste. 201, Alexandria, 320-762-2141, as the district's Title IX Coordinator and as the Americans with Disabilities Act (ADA) Coordinator. For complete information regarding nondiscrimination, please visit the district [website annual notice content area](#).

## **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. For complete information regarding notices of violent behavior, please visit the district [website annual notice content area](#).

## **Parent Involvement**

Parent involvement opportunities will be communicated throughout the school year. Parents are invited and encouraged to team with school staff in working together for the betterment of the school and its students.

Email is the main method of communication between school and parents. We also have an emergency notification system that we use for critical updates (weather, emergency, etc.). Schools will also send a text with a prompt for parents to check email. Engaged parents are essential to students' success.

### **PARENT PRINCIPAL CONNECT**

Parent Principal Connect meetings are facilitated by Principal Troy Wunderlich, along with Assistant Principal Caitlin Hendricks. Families are notified of meeting dates and times.

The goal of these meetings is to foster partnership between school and home, increasing opportunities for family engagement at the middle school level.

## **CONFERENCES**

Strong partnerships between home and school are vital to your child's middle school journey. We host Parent-Teacher-Student conferences twice a year to discuss your child's academic progress, celebrate achievement and set shared goals. Because this dedicated time is designed to focus entirely on your student's unique growth, we want to ensure they have our undivided attention. We kindly ask that families make alternative arrangements for younger siblings during their scheduled conference time to our meeting space remains distraction-free and centered entirely on your middle schooler.

## **Parent Right to Know**

Upon parent request, information will be provided regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

## **ParentVue**

Parents have access to their child's grades and attendance at all times through ParentVue, which can be accessed on the Alexandria Public Schools website.

## **Passes**

Any student who is out of a class must have a signed pass and is required to display it to any school employee upon request.

## **Pesticide Application Notice**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. For complete information regarding pesticide application, please visit the district [website annual notice content area](#).

## **Pledge of Allegiance**

Students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to participate. Students and school employees must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of and respect for the flag. For complete information regarding the Pledge of Allegiance, please refer to District Policy. ([Policy 531 - The Pledge of Allegiance](#))

## **Printing**

Students are able to print assignments for their classes on the printer that is located in the media center with their unique pin. Students are asked to conserve paper by printing only what is needed or required. Misuse of printing for unauthorized purposes may result in loss of printing privileges and/or charges for excessive ink usage.

## **Scan Cards**

Student scan cards are used for multiple purposes. During the school day, these cards are used to check out library books, print assignments and help students get through the line more quickly at lunch. This year, students will also be able to use scan cards to check out board games during lunch. Replacement cards are \$5.00.

## **Schedule**

The daily schedule has been included in the student handbook. Special schedules will be communicated in the daily bulletin and will be posted on the website.

## **School Cancellation**

Throughout the year, there may be times when school will be delayed or called off due to inclement weather or some emergency. Official announcements for school closings may be heard over radio - KXRA (1490AM), KX92 (92.3FM), KIKV (100.7FM), Z99 (99.3FM) and KSAX/KRWF-TV. Weather related announcements are also posted on the Alexandria Public Schools website at [www.alexschools.org](http://www.alexschools.org). Parents that have current phone numbers on file with the District will also receive a phone call and text from our automated calling system.

## **School Resource Officer**

Alexandria Public Schools partners with the Alexandria Police Department to provide an onsite School Resource Officer. Such a school resource officer shall be a licensed police officer and shall not be an employee of the school district. While it is the hope of the school district and Alexandria Police Department the presence of a school resource officer will deter discipline problems and serve as a beneficial role model for the students, it is also recognized that the school resource officer may have a role in the disciplinary process.

## **Search of Lockers, Desks, Possessions and Persons**

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent and without a search warrant.

Students' personal possessions within a school locker, vehicle or on a student's person may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions within a locker, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. ([Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person](#))

## **Special Education**

Alexandria Public Schools provides services in a variety of disability areas when a student has been through the referral process and meets eligibility requirements for a disability. An Individual Education Plan (IEP) meeting will be scheduled and services will be determined. Parents/guardians are an essential part of the referral and assessment team. Results of the assessments and suggested placement in service areas are shared with parents/guardians at scheduled meetings. Parents/Guardians are encouraged to participate and ask questions throughout this process. With parent/guardian permission, special education services are integrated into their child's school day.

## **Statewide Testing**

The statewide assessments in mathematics, reading and science (MCA) are used to measure whether students and their school and district are meeting the Minnesota Academic Standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards. Additional information and the refusal process can be found in Appendix A. The "Statewide Assessment: Parent/Guardian Decision Not to Participate" form must be provided to the school prior to the test being administered.

## **Student Grading and Assessment**

The purpose of the Student Grading and Assessment Policy is to provide a structure and framework for grading student learning in Alexandria Public Schools. ([Policy 550 - Student Grading and Assessment](#))

Students will receive letter grades. They will be graded on grade-level academic standards with all staff using a common grading scale, based on percentages. Grades will be weighted most heavily on student assessment of learning, rather than student practice. "Academic practice" includes assignments that help students practice toward mastery of a given standard, often referenced as "homework."

Assessment will be **at least 80% of the student grade**, and **up to 20%** may be weighted based on practice completion. "Academic practice" includes assignments that help students practice toward mastery of a given standard.

| GRADE | PERCENTAGE     |
|-------|----------------|
| A     | 93 - 100%      |
| A-    | 90 - 92.9%     |
| B+    | 87 - 89.9%     |
| B     | 83 - 86.9%     |
| B-    | 80 - 82.9%     |
| C+    | 77 - 79.9%     |
| C     | 73 - 76.9%     |
| C-    | 70 - 72.9%     |
| D+    | 67 - 69.9%     |
| D     | 63 - 66.9%     |
| D-    | 60 - 62.9%     |
| F     | 59.9% or lower |

A grade of “No Evidence” = The student **provided no evidence** of their learning to measure mastery of standards.

\*\*\*Non-academic factors like behavior, attitude and classroom participation are not included in the **academic** grade and will be reported through the Cardinal Way behavior rubric. Within each course, a rubric score for the areas of “Be Ready,” “Be Responsible” and “Be Respectful” will be included. While this will not have a weighted grade impacting the academic grade, it will provide students and families with information related to these behavioral areas.

## **Student Photographs and Names**

Student pictures and identifying names will be printed in the school yearbook and school paper and given to the local news media on occasions when warranted. If the student is under the age of 18, any student's parent/guardian may request that his/her picture NOT be published in the media or the school yearbook. Such a request must be made in writing to the principal of the school. This does not cover pictures taken by the news media of school events. Directory information is public and includes: student's name, photograph, date of birth, grade level and school activity participation. ([Policy 515 – Protection and Privacy of Pupil Records](#))

## **Student Records**

Student records are classified as public, private or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For complete information regarding student records, please refer to District Policy. ([Policy 515 – Protection and Privacy of Pupil Records](#))

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, please refer to District Policy. ([Policy 520 – Student Surveys](#))

## **Suicide Prevention Information**

These mobile contacts provide short-term mental health crisis response services to children and adults.

**988 Suicide & Crisis Lifeline: 988lifeline.org (website)**

**To contact: Text or dial 988**

**Region 4 South: West Central Minnesota Mobile Response Team**

**(701) 364-0431**

24 Hour Immediate Crisis Services for Children & Their Families serving Douglas County, Grant County, Pope County, Stevens County & Traverse County.

## **Textbooks**

All textbooks are furnished free of charge by Alexandria Public Schools. A charge will be made by the individual teachers for any loss of books or for wear beyond normal use. It is recommended that all textbooks be covered. Students will be required to pay the full cost of replacement of any lost book.

## **Tobacco-Free Environment**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles or at any school events or activities. Any student who violates this policy is subject to school district discipline. For complete information on a tobacco-free environment, please refer to District Policy. ([Policy 419 – Tobacco-Free Environment: Possession and Use of Tobacco, Tobacco-Related Devices and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction](#))

## **Transportation**

Transportation on any school bus is considered an extension of the school and all school policies will apply to students who are on the bus.

The State of Minnesota declares transportation to be a privilege and not a right. Students must demonstrate mastery of the state competencies for bus safety. When students do not demonstrate mastery of the state competencies for bus safety, they may be denied the privilege of school transportation. If this type of situation occurs, parents/guardians will be notified. Please see the Alexandria Public Schools calendar or reference information regarding transportation on the Alexandria Public Schools website. ([Policy 707 - Transportation of Public School Students](#))

## **Visitors**

All school district visitors are required to adhere to the Minnesota Statute, 609.605 Subd. 5, governing visitors at any school building. Student visitors are not allowed to attend unless for pre-arranged educational purposes. Parents/guardians are always welcome. We request that an appointment be made in advance. ([Policy 903 - Visitors to School District Buildings and Sites](#))

## **Volunteers**

Volunteers are a vital part of our school community, and we appreciate their willingness to help. We are committed to maintaining an optimal learning environment for our students. All volunteers who work with students will be subject to all standards set forth by policies, including the completion of a criminal background check by those volunteers who will be attending overnight trips or left unsupervised with students. ([Policy 912 – Use of Volunteers in School](#))

## **Weapons, Threats & Violence Prevention**

The purpose of the weapons policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer or member of the public who violates this policy. ([Policy 501 - School Weapons Policy](#))

The policy of the school district is to act promptly in investigating all acts or complaints of violence and take appropriate disciplinary action against any student or staff member who is found to have violated this policy or any related policy. Any report of possible possession of a weapon is investigated fully. If a student or adult has a reported concern of a weapon or threat, contact should be made to inform building administration immediately.

Students may not make any oral, written or physical threat, sign or act that conveys intent to cause harm or violence.

# APPENDIX A



## 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.

Explore  
the Statewide  
Testing page  
for more  
information

([education.mn.gov](http://education.mn.gov) >  
Students and Families >  
Programs and Initiatives >  
Statewide Testing)

### Additional Information

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

(Note: This form is only applicable for the 2022 to 2023 school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

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

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

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

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

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

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## **APPENDIX B**

### **DISCIPLINARY GUIDELINES**

Every student and employee of Alexandria Public Schools is entitled to learn and work in a safe school environment. To ensure this safe environment, the school district has established clear student discipline policies, consequences appropriate to behavior and a practice to implement these guidelines fairly. These guidelines were developed to help ensure that each and every student is able to learn, discover their possibilities and thrive.

All PreK-12<sup>th</sup> grade students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities.

The following are district-wide discipline guidelines. These guidelines and the potential consequences apply any time a student is present on district property, participating in a district-sponsored activity or traveling in a district vehicle. These guidelines and the potential consequences also apply to student behavior that has a nexus to district property or the student's status as a district student. Student conduct that occurs off-campus, but has a nexus to the school environment, may form the basis for school discipline. This specifically includes activities that occur off-campus over the internet, on social media or through other communications. Listed are the violations and the recommended consequences, although all determinations will be made on a case-by-case basis. Minnesota State High School League consequences may also apply in accordance with its rules and district policy.

A student who accumulates excess violations of these disciplinary guidelines or several infractions for serious behavior may be disciplined in light of the student's overall record. The student and parent/guardian will have a conference with the principal and/or other appropriate employee(s) to make them aware that the student is accumulating excessive infractions. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon the student's return if the student commits additional offenses of the same nature.

Restitution or restorative justice principles may be utilized when appropriate for the disciplinary infraction. Restorative school discipline practices focus on fostering a sense of community within school environments to prevent conflict, encourage students to accept responsibility for their actions and rebuild relationships.

The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g., student whose misbehavior is related to their disability). These discipline guidelines are based on district policies, located on the district's website.

### **KEY TO SYMBOLS IN TABLES BELOW**

*(#) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration.*

*(\*) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Student Services referral should involve counselor, social worker, psychologist, case manager, chemical health counselor or other support services.*

*(&) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Building administration will consider intent when assigning disciplinary consequences.*

(%) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. Restorative actions in these cases need to include an educational component. Student Services referral should involve counselor, social worker, psychologist, case manager or other support services.

(@) Indicates opportunity for restorative practices and potential disciplinary action assigned by building administration. School administration retains discretion to advance to higher levels of discipline based upon the severity of an infraction. Student Services referral should involve counselor, social worker, psychologist, case manager or other support services.

## ATTENDANCE

### 1. ATTENDANCE, TARDINESS, TRUANCY

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the intrinsic value of attendance each school day by each student. It enables every student to profit to the maximum degree from the enhanced learning environment that full attendance promotes.

Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absence or tardiness. Parental/guardian notification will occur when a student is determined to be truant by the school. A student under the age of 17 years with seven or more unexcused absences may be referred to appropriate services.

Attendance disciplinary action is outlined in the district's attendance policy (Policy 503).

## CHEMICAL INFRACTIONS

### 2. ALCOLHOL OR CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited while on district property, participating in a district-sponsored activity or traveling in a district vehicle.

| Grades        | First Offense                                                                                               | Second Offense                                                        | Third Offense                                                                       |
|---------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Grades PreK-3 | *                                                                                                           | *                                                                     | *                                                                                   |
| Grades 4-5    | *                                                                                                           | Social worker intervention<br>Possible police referral                | Up to 3-day suspension<br>Possible police referral                                  |
| Grades 6-12   | Up to 3-day suspension<br>Possible police referral<br>Student Services referral<br>Chemical health referral | Up to 5-day suspension<br>Police referral<br>Chemical health referral | Up to 10-day suspension<br>Expulsion<br>Police referral<br>Chemical health referral |

### 3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, deliver, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic, illegal substance or controlled substance on district property, while participating in a district-sponsored event or traveling in a district vehicle is prohibited.

| Grades | First Offense | Second Offense | Third Offense |
|--------|---------------|----------------|---------------|
|--------|---------------|----------------|---------------|

|               |                                                                        |                                              |                                           |
|---------------|------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------|
| Grades PreK-3 | *                                                                      | *                                            | *                                         |
| Grades 4-5    | *                                                                      | Student Services referral<br>Police referral | Up to 3-day suspension<br>Police referral |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                              |                                           |

#### 4. MEDICATION MISUSE (OVER THE COUNTER)

Any student in possession of or using an “over the counter” medication must do so in a manner consistent with district policy (see Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver exchange or distribute any “over the counter” medication is prohibited.

| Grades        | First Offense                                       | Second Offense                                                         | Third Offense                                                          |
|---------------|-----------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | *                                                   | *                                                                      | *                                                                      |
| Grades 4-5    | *<br>Student Services referral                      | Up to 1-day suspension<br>Student Services referral                    | Up to 3-day suspension<br>Student Services referral                    |
| Grades 6-12   | Up to 3-day suspension<br>Student Services referral | Up to 5-day suspension<br>Student Services referral<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

#### 5. MEDICATION MISUSE (PRESCRIPTION)

Any student in possession of or using prescription medication must do so in a manner consistent with district policy (Policy 516 – Student Medication). Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited.

| Grades        | First Offense                                                          | Second Offense                                      | Third Offense                             |
|---------------|------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------|
| Grades PreK-3 | *                                                                      | *                                                   | *                                         |
| Grades 4-5    | *<br>Student Services referral                                         | Up to 2-day suspension<br>Student Services referral | Up to 5-day suspension<br>Police referral |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                                     |                                           |

#### 6. TOBACCO/NICOTINE USE OR POSSESSION

Possession or use of tobacco/nicotine is prohibited, including e-cigarettes and other items used for the use of tobacco or other illegal substances. Students who congregate in an area where tobacco use has recently occurred (e.g., bathroom stall) will each be considered to have been using tobacco.

| Grades        | First Offense                             | Second Offense                            | Third Offense                             |
|---------------|-------------------------------------------|-------------------------------------------|-------------------------------------------|
| Grades PreK-3 | #                                         | #                                         | #<br>Student Services referral            |
| Grades 4-5    | #                                         | #                                         | Up to 1-day suspension<br>Police referral |
| Grades 6-12   | Up to 1-day suspension<br>Police referral | Up to 3-day suspension<br>Police referral | Up to 5-day suspension<br>Police referral |

## DANGEROUS AND/OR NUISANCE ITEMS

### 7. FIREARMS

Minnesota state law requires that school board *must expel for a period of at least one year* a student who is determined to have brought a firearm to school. The definition of a firearm is found at 18 U.S.C. § 921. The board may modify this expulsion requirement on a case-by-case basis.

| Grades         | First Offense                                                          |
|----------------|------------------------------------------------------------------------|
| Grades PreK-12 | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

### 8. FIREWORKS

Possession, distribution or use of any type of fireworks (sparklers, firecrackers, smoke bombs) or ammunition is prohibited. Use of any fireworks that creates a serious disturbance or safety hazard may be considered a violation of "Weapons, Explosives, Incendiary Devices, Ammunition and Other Dangerous Items."

| Grades        | First Offense          | Second Offense          | Third Offense                                       |
|---------------|------------------------|-------------------------|-----------------------------------------------------|
| Grades PreK-3 | &                      | &                       | &                                                   |
| Grades 4-5    | &                      | &                       | &                                                   |
| Grades 6-12   | Up to 5-day suspension | Up to 10-day suspension | Up to 10-day suspension<br>Expulsion recommendation |

### 9. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but are not limited to, laser pointers, lighters, radios, squirt guns, video games, snaps and stink bombs.

| Grades        | First Offense | Second Offense         | Third Offense          |
|---------------|---------------|------------------------|------------------------|
| Grades PreK-3 | #             | #                      | #                      |
| Grades 4-5    | #             | #                      | #                      |
| Grades 6-12   | #             | Up to 1-day suspension | Up to 3-day suspension |

### 10. POTENTIALLY DANGEROUS ITEMS

Possessing potentially dangerous items that if misused may be considered dangerous, illegal or could possibly cause harm are prohibited. If it is determined that a student brought such an item to school without intent to harm, the student might not be considered in possession of a weapon. If a student directly or indirectly threatens another person or persons with such an object, the student will be determined to be in possession of a weapon and appropriate action will be taken in accordance with district policy.

| Grades        | First Offense          | Second Offense              | Third Offense          |
|---------------|------------------------|-----------------------------|------------------------|
| Grades PreK-3 | #                      | #                           | #                      |
| Grades 4-5    | #                      | #<br>Up to 1-day suspension | Up to 3-day suspension |
| Grades 6-12   | Up to 1-day suspension | Up to 3-day suspension      | Up to 5-day suspension |

# 11. WEAPONS, EXPLOSIVES, INCENDIARY DEVICES, AMMUNITION AND OTHER DANGEROUS ITEMS

The possession, real or implied, of weapons, explosives, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. The possession of imitation, non-working or self-created weapons (i.e., 3D printing) is prohibited. The use or detonation of explosives, weapons, incendiary devices, ammunition or other items considered dangerous, illegal or which could cause harm, destruction or disruption is prohibited. If it is determined that a student brought such an item to school without intent to harm, the student might not be considered in possession.

| Grades        | First Offense                                                          | Second Offense                                                         |
|---------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | #                                                                      | #                                                                      |
| Grades 4-5    | Up to 5-day suspension<br>Police referral                              | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                                                        |

## **DRIVING INFRACTIONS AND TRANSPORTATION**

### 12. DRIVING CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on district property in such a manner as to endanger people or property is prohibited.

| Grades      | First Offense                                                                                             | Second Offense                                                                                                                | Third Offense                                                                 |
|-------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| Grades 9-12 | Warning or 1-week to 1-month suspension of Parking Permit depending upon circumstances<br>Police referral | Suspension of Parking Permit for 1-week, 1-month or for remainder of the year depending upon circumstances<br>Police referral | Suspension of Parking Permit for the remainder of the year<br>Police referral |

### 13. TRANSPORTATION

All rules that apply to building and classroom behavior apply while riding a school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with district policy. Students endangering persons or property may lose bus riding privileges immediately and for an indefinite period. Students, grades 6-12, who commit a fourth offense will be suspended from riding the bus for the remainder of the school year.

| Grades       | First Offense  | Second Offense                  | Third Offense                   | Fourth Offense                               | Fifth Offense                                |
|--------------|----------------|---------------------------------|---------------------------------|----------------------------------------------|----------------------------------------------|
| Grades PrK-5 | Verbal Warning | #<br>Up to 1-day bus suspension | #<br>Up to 3-day bus suspension | #<br>Up to 5-day bus suspension              | Loss of bus riding privilege for school year |
| Grades 6-12  | Verbal Warning | #<br>Up to 3-day bus suspension | Up to 10-day bus suspension     | Loss of bus riding privilege for school year |                                              |

14. VEHICLE, UNAUTHORIZED PARKING, DISPLAY OF PARKING PERMIT

Not having or not displaying a valid parking permit is prohibited. Parking a vehicle in an unauthorized area is prohibited. Failure to adhere to parking regulations may result in towing without warning. In addition, students and their entire carpool are subject to temporary or permanent loss of parking permits.

| Grades      | First Offense                           | Second Offense                          | Third Offense                           |
|-------------|-----------------------------------------|-----------------------------------------|-----------------------------------------|
| Grades 9-12 | Immobilization of vehicle and \$30 fine | Immobilization of vehicle and \$60 fine | Immobilization of vehicle and \$90 fine |

15. VEHICLE, STEALING PERMIT, FORGING PERMIT, FALSE PERMIT

Stealing, forging or using a false permit will result in a school suspension and the loss of parking privileges.

**PHYSICAL INFRACTIONS**

16. ASSAULT

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

| Grades        | First Offense                                       | Second Offense                                                         | Third Offense                                                          |
|---------------|-----------------------------------------------------|------------------------------------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | @                                                   | @<br>Student Services referral                                         | @<br>Student Services referral                                         |
| Grades 4-5    | Up to 2-day suspension<br>Student Services referral | Up to 3-day suspension<br>Student Services/Police referral             | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |
| Grades 6-12   | Up to 5-day suspension<br>Student Services referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                                                        |

17. ASSAULT, AGGRAVATED

Committing an assault upon another person with a weapon or an assault that inflicts great bodily harm upon another person is prohibited.

| Grades        | First Offense                                                          | Second Offense                                                         | Third Offense        |
|---------------|------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------|
| Grades PreK-3 | @                                                                      | @<br>Student Services referral                                         | @<br>Police referral |
| Grades 4-5    | Up to 5-day suspension<br>Student Services referral                    | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                      |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                                                        |                      |

18. FIGHTING

Engaging in any form of fighting where blows are exchanged is prohibited.

| Grades        | First Offense                                       | Second Offense                                      | Third Offense                                       |
|---------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Grades PreK-3 | @                                                   | @                                                   | @<br>Student Services referral                      |
| Grades 4-5    | @                                                   | @<br>Student Services referral                      | @<br>Student Services referral                      |
| Grades 6-12   | Up to 3-day suspension<br>Student Services referral | Up to 5-day suspension<br>Student Services referral | Up to 10-day suspension<br>Expulsion recommendation |

19. PUSHING, SHOVING, SCUFFLING

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

| Grades        | First Offense | Second Offense              | Third Offense          |
|---------------|---------------|-----------------------------|------------------------|
| Grades PreK-3 | #             | #                           | #                      |
| Grades 4-5    | #             | #                           | #                      |
| Grades 6-12   | #             | #<br>Up to 1-day suspension | Up to 3-day suspension |

20. SEXUAL MISCONDUCT

Engaging in nonconsensual sexual intercourse or sexual contact with another person including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is sexual or aggressive in nature, is prohibited. Indecent exposure is also prohibited.

| Grades        | First Offense                                                                                       | Second Offense                 | Third Offense                                       |
|---------------|-----------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------|
| Grades PreK-3 | *                                                                                                   | *<br>Student Services referral | *<br>Student Services referral                      |
| Grades 4-5    | *                                                                                                   | *<br>Student Services referral | Up to 5-day suspension<br>Student Services referral |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Student Services referral<br>Police referral |                                |                                                     |

## PROPERTY INFRACTIONS

### 21. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

| Grades         | First Offense                                                          |
|----------------|------------------------------------------------------------------------|
| Grades PreK-12 | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

### 22. BREAKING AND ENTERING

Entering a secured district location, after school hours, using an unauthorized mechanism of entering is prohibited.

| Grades        | First Offense                             | Second Offense                                                         |
|---------------|-------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | #                                         | #                                                                      |
| Grades 4-12   | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

### 23. FIRE EXTINGUISHER, UNAUTHORIZED USE

Fire extinguishers are important tools that are needed in potentially life-threatening fires. All other uses are prohibited.

| Grades        | First Offense | Second Offense         | Third Offense           |
|---------------|---------------|------------------------|-------------------------|
| Grades PreK-3 | #             | #                      | #                       |
| Grades 4-5    | #             | #                      | Up to 2-day suspension  |
| Grades 6-12   | #             | Up to 5-day suspension | Up to 10-day suspension |

### 24. ROBBERY OR EXTORTION

Taking property from another person by use of force, threat of force compelling acquiescence or under false pretenses is prohibited.

| Grades        | First Offense                             | Second Offense                                                                                         | Third Offense    |
|---------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------|
| Grades PreK-3 | #                                         | #                                                                                                      | #                |
| Grades 4-5    | #                                         | #                                                                                                      | 2-day suspension |
| Grades 6-12   | Up to 5-day suspension<br>Police referral | Up to 10-day suspension pending further investigation**<br>Expulsion recommendation<br>Police referral |                  |

(\*\*) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

## 25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera or an automatic locking door apparatus.

| Grades        | First Offense                             | Second Offense                            | Third Offense                                                          |
|---------------|-------------------------------------------|-------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | #                                         | #                                         | #                                                                      |
| Grades 4-5    | #<br>Police referral                      | Up to 1-day suspension<br>Police referral | Up to 3-day suspension<br>Police referral                              |
| Grades 6-12   | Up to 3-day suspension<br>Police referral | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

## 26. THEFT, RECEIVING OR POSSESSION STOLEN PROPERTY

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, will be required.

| Grades        | First Offense          | Second Offense                            | Third Offense                                                          |
|---------------|------------------------|-------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | #                      | #                                         | #                                                                      |
| Grades 4-5    | #                      | #                                         | Up to 2-day suspension                                                 |
| Grades 6-12   | Up to 3-day suspension | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

## 27. TRESPASSING

Students are not to go into district buildings unless they have permission from the building administrator or are attending scheduled classes or a district-sponsored event. Remaining on district property without authorization is prohibited. Any student on suspension who goes to a district location without permission is subject to being charged with trespassing and an increase

in suspension time. Admitting others through a locked or secured entrance without the permission of district employees is prohibited.

| Grades        | First Offense          | Second Offense         | Third Offense           |
|---------------|------------------------|------------------------|-------------------------|
| Grades PreK-3 | #                      | #                      | #                       |
| Grades 4-5    | #                      | #                      | #                       |
| Grades 6-12   | Up to 1-day suspension | Up to 3-day suspension | Up to 10-day suspension |

28. VANDALISM, MINOR ACTS (LESS THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

| Grades        | First Offense                             | Second Offense                            | Third Offense                                                          |
|---------------|-------------------------------------------|-------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | #                                         | #                                         | #                                                                      |
| Grades 4-5    | #                                         | #                                         | Up to 2-day suspension                                                 |
| Grades 6-12   | Up to 3-day suspension<br>Police referral | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |

29. VANDALISM, MAJOR ACTS (MORE THAN \$500)

Littering, defacing (including placement of graffiti), cutting, damaging or destroying property that belongs to the district or other individuals/entities is prohibited. Vandalism is prohibited.

| Grades        | First Offense                             | Second Offense                                                         | Third Offense          |
|---------------|-------------------------------------------|------------------------------------------------------------------------|------------------------|
| Grades PreK-3 | #                                         | #                                                                      | #                      |
| Grades 4-5    | #                                         | #                                                                      | Up to 5-day suspension |
| Grades 6-12   | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                        |

**SCHOLASTIC DISHONESTY**

30. DISHONESTY, SCHOLASTIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

| Grades        | First Offense | Second Offense         | Third Offense           |
|---------------|---------------|------------------------|-------------------------|
| Grades PreK-3 | *             | *                      | *                       |
| Grades 4-5    | *             | *                      | Up to 3-day suspension  |
| Grades 6-8    | *             | Up to 1-day suspension | Up to 3-day suspension  |
| Grades 9-12   | *             | Up to 1-day suspension | Up to 10-day suspension |

|  |                           |  |  |
|--|---------------------------|--|--|
|  | Student Services referral |  |  |
|--|---------------------------|--|--|

## TECHNOLOGY INFRACTIONS

### 31. ELECTRONIC DEVICES, MISUSE OF

Rules relating to the possession and/or use of cell phones and/or personal electronic mobile devices in school are depending upon the grade level of the individual student. Students are not allowed to use cell phones or personal electronic mobile devices at the elementary level during the hours of the school day, unless specifically directed otherwise by a district employee. High school and middle school students may use cell phones or personal electronic mobile devices at the discretion of a teacher and in accordance with district policy, and only in a way that is not disruptive to the educational process including use in class or in any way that sacrifices, or potentially sacrifices, academic integrity (see also Dishonesty, Scholastic and Photographic Device Misuse).

| Grades        | First Offense | Second Offense         | Third Offense          |
|---------------|---------------|------------------------|------------------------|
| Grades PreK-3 | #             | #                      | #                      |
| Grades 4-5    | #             | #                      | #                      |
| Grades 6-8    | #             | #                      | Up to 1-day suspension |
| Grades 9-12   | #             | Up to 1-day suspension | Up to 3-day suspension |

### 32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera or video camera to capture, record, transmit and/or post the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person without their permission, and/or which impinges upon the rights of others, is prohibited. This prohibition includes the distribution or receipt of a picture(s)/recording(s) that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of an individual may result in the immediate initiation of the expulsion process.

| Grades        | First Offense          | Second Offense         | Third Offense          |
|---------------|------------------------|------------------------|------------------------|
| Grades PreK-5 | #                      | #                      | #                      |
| Grades 6-12   | Up to 2-day suspension | Up to 5-day suspension | Up to 5-day suspension |

### 33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

Misuse of technologies, equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. In addition, network access may be monitored and/or limited as a result of technology and/or telecommunication misuse.

| Grades        | First Offense | Second Offense | Third Offense                                                |
|---------------|---------------|----------------|--------------------------------------------------------------|
| Grades PreK-5 | #             | #              | #                                                            |
|               |               |                | Network access limited or monitored for the rest of the year |

|             |   |   |                                                                                                                  |
|-------------|---|---|------------------------------------------------------------------------------------------------------------------|
| Grades 6-12 | # | # | Up to 10-day suspension<br><i>and</i><br>access limited or monitored indefinitely<br>Expulsion<br>recommendation |
|-------------|---|---|------------------------------------------------------------------------------------------------------------------|

34. TECHNOLOGY & TELECOMMUNICATIONS, BREACH OF

The deliberate breach of the district network and technology resources is prohibited, and may result in disciplinary actions, including but not limited to suspension, police referral and recommendation for expulsion.

| Grades        | First Offense                                       | Second Offense                            | Third Offense                                                             |
|---------------|-----------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------|
| Grades PreK-5 | *                                                   | *                                         | *                                                                         |
| Grades 6-12   | Up to 3-day suspension<br>Student Services referral | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Police referral<br>Expulsion<br>recommendation |

**THREATENING AND/OR DISRUPTIVE BEHAVIOR**

35. RACISM, RELIGIOUS-BASED DISCRIMINATION, XENOPHOBIA, SEXUAL ORIENTATION AND GENDER IDENTITY DISCRIMINATION

Student misconduct based on race, religion, country of origin, sexual orientation or gender identity that includes, but is not limited to, inappropriate and harmful comments, slurs, jokes, pictures, objects, threats and/or intimidation.

| Grades        | First Offense                                         | Second Offense                                                                       | Third Offense                                                                        |
|---------------|-------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Grades PreK-3 | %                                                     | %<br>Student Services referral                                                       | %<br>Student Services referral                                                       |
| Grades 4-5    | %                                                     | %<br>Student Services referral                                                       | Up to 2-day suspension<br>Student Services referral                                  |
| Grades 6-8    | Up to 3-day suspension<br>Student Services referral   | Up to 5-day suspension<br>Student Services referral                                  | Up to 10-day suspension pending further investigation**<br>Student Services referral |
| Grades 9-12   | Up to 5-day suspension<br>Student Services referral** | Up to 10-day suspension pending further investigation**<br>Student Services referral | Up to 10-day suspension pending further investigation**<br>Student Services referral |

(\*\*) Indicates further investigation may result in a reduction of suspension or a recommendation for expulsion.

36. ABUSE, VERBAL

The use of language that is obscene, threatening, intimidating or inflammatory, or that degrades other people is prohibited. Verbal abuse may also be addressed under the guidelines for harassment and/or bullying, when appropriate.

| Grades        | First Offense          | Second Offense            | Third Offense                                       |
|---------------|------------------------|---------------------------|-----------------------------------------------------|
| Grades PreK-3 | *                      | *                         | *                                                   |
|               |                        | Student Services referral | Student Services referral                           |
| Grades 4-5    | *                      | *                         | Up to 2-day suspension<br>Student Services referral |
| Grades 6-8    | Up to 2-day suspension | Up to 3-day suspension    | Up to 5-day suspension                              |
| Grades 9-12   | Up to 3-day suspension | Up to 5-day suspension    | Up to 10-day suspension<br>Expulsion recommendation |

37. BOMB THREAT OR TERRORISTIC THREAT

Making, publishing or conveying in any manner a bomb threat or any other type of terroristic threat pertaining to a district location or event is prohibited.

| Grades        | First Offense                                                          | Second Offense                             | Third Offense                                                          |
|---------------|------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------------------------|
| Grades PreK-3 | #<br>Student Services referral                                         | #<br>Student Services referral             | #<br>Student Services referral                                         |
| Grades 4-5    | Up to 5-day suspension<br>Police referral                              | Up to 10-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                            |                                                                        |

38. BULLYING OR INTIMIDATING BEHAVIOR

Bullying or intimidating behavior of any type, including through the use of technology and the Internet, is prohibited. Bullying or intimidating behavior may also be addressed under the guidelines for harassment and/or verbal abuse, when appropriate.

| Grades        | First Offense | Second Offense            | Third Offense                                       |
|---------------|---------------|---------------------------|-----------------------------------------------------|
| Grades PreK-3 | *             | *                         | *                                                   |
|               |               | Student Services referral | Student Services referral                           |
| Grades 4-5    | *             | *                         | Up to 2-day suspension<br>Student Services referral |
| Grades 6-12   | *             | Up to 3-day suspension    | Up to 10-day suspension                             |

|  |  |                           |                           |
|--|--|---------------------------|---------------------------|
|  |  | Student Services referral | Student Services referral |
|--|--|---------------------------|---------------------------|

39.

#### DISORDERLY CONDUCT

Disorderly conduct is prohibited. Disorderly conduct is an act that the student knows or has reasonable grounds to know will alarm, anger, disturb others or provoke an assault or breach of the peace. Disorderly conduct may also be engaging in offensive, obscene, abusive, boisterous or noisy conduct or gestures, or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others.

| Grades        | First Offense                                       | Second Offense                                      | Third Offense                                       |
|---------------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------|
| Grades PreK-3 | *                                                   | *                                                   | *<br>Student Services referral                      |
| Grades 4-5    | *<br>Student Services referral                      | *<br>Student Services referral                      | Up to 1-day suspension<br>Student Services referral |
| Grades 6-12   | Up to 1-day suspension<br>Student Services referral | Up to 5-day suspension<br>Student Services referral | Up to 10-day suspension<br>Expulsion recommendation |

40.

#### DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

| Grades        | First Offense | Second Offense              | Third Offense               |
|---------------|---------------|-----------------------------|-----------------------------|
| Grades PreK-3 | #             | #                           | #                           |
| Grades 4-5    | #             | #                           | #                           |
| Grades 6-8    | #             | #                           | #<br>Up to 3-day suspension |
| Grades 9-12   | #             | #<br>Up to 1-day suspension | #<br>Up to 3-day suspension |

41.

#### FIRE ALARM, FALSE

Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm, fire alarm system or sprinkler system is prohibited.

| Grades        | First Offense                             | Second Offense                                      | Third Offense                             |
|---------------|-------------------------------------------|-----------------------------------------------------|-------------------------------------------|
| Grades PreK-3 | #                                         | #<br>Student Services referral                      | #<br>Student Services referral            |
| Grades 4-5    | #<br>Police referral                      | Up to 2-day suspension<br>Police referral           | Up to 3-day suspension<br>Police referral |
| Grades 6-12   | Up to 5-day suspension<br>Police referral | Up to 10-day suspension<br>Expulsion recommendation |                                           |

|  |  |                 |  |
|--|--|-----------------|--|
|  |  | Police referral |  |
|--|--|-----------------|--|

42.

#### GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

| Grades        | First Offense | Second Offense                 | Third Offense                  |
|---------------|---------------|--------------------------------|--------------------------------|
| Grades PreK-3 | #             | #<br>Student Services referral | #<br>Student Services referral |
| Grades 4-5    | #             | #                              | Up to 2-day suspension         |
| Grades 6-12   | #             | Up to 3-day suspension         | Up to 5-day suspension         |

43.

#### HARASSMENT OR RETALIATION

Harassment and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age, as defined in district policy, are prohibited. Reprisal or retaliation for a complaint of harassment is prohibited.

| Grades        | First Offense                                       | Second Offense                                       | Third Offense                                                                    |
|---------------|-----------------------------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------|
| Grades PreK-3 | *                                                   | *<br>Student Services referral                       | *<br>Student Services referral                                                   |
| Grades 4-5    | *                                                   | *<br>Student Services referral                       | Up to 2-day suspension<br>Student Services referral                              |
| Grades 6-8    | *                                                   | Up to 3-day suspension<br>Student Services referral  | Up to 5-day suspension<br>Student Services referral                              |
| Grades 9-12   | Up to 5-day suspension<br>Student Services referral | Up to 10-day suspension<br>Student Services referral | Up to 10-day suspension<br>Expulsion recommendation<br>Student Services referral |

44.

#### HAZING

Hazing activities of any type are prohibited at all times. 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. Specific examples of hazing are found in Policy 526 – Student Hazing Prohibition. Hazing, by its very nature, often occurs off district grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

| Grades        | First Offense | Second Offense | Third Offense |
|---------------|---------------|----------------|---------------|
| Grades PreK-5 | #             | #              | #             |

|             |                        |                        |                                                     |
|-------------|------------------------|------------------------|-----------------------------------------------------|
| Grades 6-12 | Up to 3-day suspension | Up to 5-day suspension | Up to 10-day suspension<br>Expulsion recommendation |
|-------------|------------------------|------------------------|-----------------------------------------------------|

45. **INSUBORDINATION**

A deliberate refusal to follow an appropriate direction or to identify oneself when requested is prohibited.

| Grades        | First Offense | Second Offense         | Third Offense           |
|---------------|---------------|------------------------|-------------------------|
| Grades PreK-3 | #             | #                      | #                       |
| Grades 4-5    | #             | #                      | Same/next day dismissal |
| Grades 6-12   | #             | Up to 3-day suspension | Up to 5-day suspension  |

46. **THREATENING GROUP ACTIVITY**

Threatening group-related activity, including but not limited to the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

| Grades        | First Offense                                       | Second Offense                 | Third Offense                                       |
|---------------|-----------------------------------------------------|--------------------------------|-----------------------------------------------------|
| Grades PreK-3 | *                                                   | *                              | *<br>Student Services referral                      |
| Grades 4-5    | *                                                   | *<br>Student Services referral | *<br>Student Services referral                      |
| Grades 6-12   | Up to 3-day suspension<br>Student Services referral | Up to 5-day suspension         | Up to 10-day suspension<br>Expulsion recommendation |

47. **THREATS OF PHYSICAL HARM TOWARD STUDENTS, EMPLOYEES OR OTHER PERSONS**

The use of language that is blatantly threatening or intimidating that could be interpreted as a death threat or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited. Making comments that could be interpreted as death threats or insinuating the infliction of serious bodily harm upon students, employees or other persons is prohibited.

| Grades        | First Offense                                                          | Second Offense                                                   | Third Offense |
|---------------|------------------------------------------------------------------------|------------------------------------------------------------------|---------------|
| Grades PreK-3 | #                                                                      | #                                                                | #             |
| Grades 4-5    | Up to 5-day suspension                                                 | Up to 10-day suspension<br>Expulsion referral<br>Police referral |               |
| Grades 6-12   | Up to 10-day suspension<br>Expulsion recommendation<br>Police referral |                                                                  |               |

**OTHER BEHAVIOR INFRACTIONS**

48.

## DRESS AND APPEARANCE

This district encourages students to be dressed and groomed appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s). Further detail on Student Dress and Appearance is described in Policy 567.

| Grades         | First Offense                  | Second Offense                 | Third Offense                  |
|----------------|--------------------------------|--------------------------------|--------------------------------|
| Grades PreK-12 | *<br>Student Services referral | *<br>Student Services referral | *<br>Student Services referral |

49.

## FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

| Grades        | First Offense          | Second Offense         | Third Offense          |
|---------------|------------------------|------------------------|------------------------|
| Grades PreK-3 | #                      | #                      | #                      |
| Grades 4-5    | #                      | #                      | Up to 3-day suspension |
| Grades 6-12   | Up to 3-day suspension | Up to 3-day suspension | Up to 5-day suspension |

50.

## RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity or forging notes is prohibited.

| Grades        | First Offense          | Second Offense         | Third Offense          |
|---------------|------------------------|------------------------|------------------------|
| Grades PreK-3 | #                      | #                      | #                      |
| Grades 4-5    | #                      | #                      | #                      |
| Grades 6-8    | #                      | Up to 3-day suspension | Up to 5-day suspension |
| Grades 9-12   | Up to 1-day suspension | Up to 3-day suspension | Up to 5-day suspension |

51.

## SECRET SOCIETIES (FRATERNITIES/SORORITIES)

Membership in secret fraternities, sororities and clubs is prohibited throughout the district.

| Grades        | First Offense | Second Offense         | Third Offense          |
|---------------|---------------|------------------------|------------------------|
| Grades PreK-3 | #             | #                      | #                      |
| Grades 4-5    | #             | #                      | #                      |
| Grades 6-12   | #             | Up to 3-day suspension | Up to 5-day suspension |

52.

## UNIQUE SITUATIONS

Discipline situations not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations at a particular school may call for an adjustment in the discipline policies to meet the school's or district's needs.