



ALEXANDRIA

Public Schools

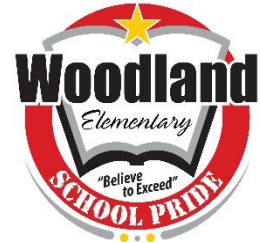
Rich tradition. Bright future.

Student Handbook

Elementary Schools

2026-2027

School/Department	Principal/Administrator	Telephone
Carlos Elementary	Rick Sansted	320-852-7181
Garfield Elementary	Dr. Michelle Bethke-Kaliher	320-762-3350
Lincoln Elementary	Brendan Bogart	320-762-3320
Miltona Elementary	Dr. Trish Perry	877-736-1419
Voyager Elementary	Dana Christenson	320-762-3325
Woodland Elementary	Heather Timm	320-762-3300
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.

Elementary School Schedules		
School	Start Time	End Time
Carlos Elementary	7:55am	2:25pm
Garfield Elementary	7:55am	2:25pm
Lincoln Elementary	8:15am	2:45pm
Miltona Science Magnet	8:30am	3:00pm
Voyager Elementary	7:50am	2:20pm
Woodland Elementary	7:50am	2:20pm

Table of Contents

Elastic Clause	4
After-School Activities	5
Asbestos Management Plan	5
Attendance	5
RESPONSIBILITIES	5
ATTENDANCE PROCEDURE	5
Before-School Activities	6
Birthdays	6
Bullying	6
Bus Information	6
Buses – Conduct on School Buses and Consequences for Misbehavior	7
Cell Phones/Photographic Devices/Other Electronic Devices	8
Census Information	8
Chemical Use and Abuse	8
Child Abuse/Mandated Reporters	8
Code of Conduct	9
Compass and Club Before- and After-School Child Care Program	9
Custody	9
Directory Information	9
Discipline	10
Distribution of Non-School Sponsored Materials	10
Dress Code	10
Drills	10
Employment Background Checks	10
Enrollment	10
Fees and Financial Obligations	11
Field Trips	11
Gmail for Students	11
Harassment Policy	11
Health Services	12
Homework	13

Insurance	14
Internet User & Computer Use Rules	14
Language Access Plan	14
Lead in School Drinking Water	14
Library and Media Center	14
Lockers/Desks/Personal Possessions	14
Lost and Found	15
LOST OR DAMAGED TEXTBOOKS AND LIBRARY BOOKS	15
Lunch/Breakfast Program	15
Nondiscrimination	15
Notice of Violent Behavior by Students	16
Parent Involvement	16
CONFERENCES	16
Parent Right to Know	16
Pest Control	16
Pesticide Application Notice	16
Pets	17
Pledge of Allegiance	17
Promotion/Retention/Acceleration	17
Recess	17
WEATHER GUIDELINES	17
WINTER CLOTHING	17
STAYING INDOORS	17
Search of Lockers, Desks, Possessions and Persons	17
Snacks	18
Solicitation	18
Special Education	18
Standardized Tests	18
Student Participation in Statewide Testing	18
Student Photographs and Names	19
Student Pick-Up	19
Student Records	19
Student Surveys	19

Student Teachers	19
Supervision of Students	19
Telephones	20
Tobacco-Free Environment	20
Toys (Electronic Toys and Personal Belongings)	20
Transportation	20
Visitors	20
CLASSROOM VISITS	21
Volunteers	21
Weather	21
Weapons	21
GENERAL STATEMENT OF POLICY	22
Withdrawals	22
Other Programs and Services	22
APPENDIX A	23
Healthy and Nutritious Snacks:	23
APPENDIX B	24
APPENDIX C	25
APPENDIX D	27
DISCIPLINARY GUIDELINES	27

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.

After-School Activities

In the interest of safety and security, students who are NOT in an after-school activity are to ride the bus home, have their ride pick them up or otherwise leave the building and school grounds within 10 minutes of school dismissal time. For more information on before- and after-school childcare, refer to 'Compass' in the student handbook.

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 full-time attendance to be an essential element in the student's educational process. Regular attendance fosters a climate conducive to learning, perpetuates effective teaching, protects the integrity of the school day and ensures quality education. Regular attendance, a responsibility that should be shared by students, parents and school, is one means by which a student learns responsibility and self-discipline. Student absenteeism is often the cause of many failures in school. Consequently, the attendance policy is intended to be positive and not punitive. ([Policy 503 - Student Attendance](#)) Specific elementary attendance information begins on page 13.

RESPONSIBILITIES

Student: Students have the RIGHT to attend classes at the elementary school level. Students attending an elementary school have the RESPONSIBILITY to maintain punctual, regular attendance. The school reserves the right to determine if an absence is excusable.

Parent/Guardian: It is the responsibility of the student's parent/guardian to encourage the student to attend school, to inform the school in the event of a student's absence and to work cooperatively with the school and the student to develop acceptable attendance patterns.

Teacher: Alexandria Public Schools will provide certified, competent teachers in all classes. The teachers will conduct well-planned, educational, orderly and timely instruction in all classes. Teachers will record and report accurate attendance to the office for each student.

Administrators: It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

ATTENDANCE PROCEDURE

If a student is absent or will be absent from class, will arrive late to school or leaves school prior to the regular dismissal time, the student's parent or guardian must notify the school office prior to the beginning of the school day. Notifications can be made through a phone call, personal contact or by a note. Absences not reported by parents may be counted as unexcused. The student has 24 hours to change

the absence from unexcused to excused. If a parent is unable to follow the above procedure, the principal must be contacted.

Office personnel will attempt to contact parents of unexcused students after the school day has begun to ensure their location; however, the student's absent status may still be considered unexcused.

If a parent or guardian does not call the child in absent, an administrative designee will attempt to call all of the phone numbers listed in our student information system. In some events, law enforcement may be called to do a "safety check" at the child's home to ensure that the student is safe.

If students arrive after school has started, parents need to check them in. The schools will be locked after school starts and students need to be brought into the building.

Before-School Activities

In the interest of safety and security, students who are NOT in a before-school activity are to ride the bus to school or have their parent/guardian drop them off at school no earlier than 30 minutes before the actual start of the school day. Supervision at the individual schools is not available prior to this time. For more information on before- and after-school childcare, refer to 'Compass' in the student handbook.

Birthdays

Students with birthdays may bring purchased snacks to share with their class, however, instruction time will not be significantly delayed for parties. Students are not allowed to hand out party invitations at school because some students may feel excluded. You may get a class list from your child's teacher. Classroom treats should be consistent with the District-wide School Wellness Policy ([Policy 533 - Wellness](#)). **See Appendix B for greater details related to birthday treats.**

Bullying

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 Alexandria Public Schools are responsible for responding to and reporting any bullying or harassment concern.
- Complete a bullying/harassment form in the main office to report the incident.
- Send the principal an email to inform them of the concerns.
- Parents may contact an adult at school to inform of concern, such as a teacher or the Principal.
- The Anonymous Tip Line may be used to report the concern.

The Principal is the assigned designee 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](#))

Cell Phones/Photographic Devices/Other Electronic Devices

The use of cell phones and other devices are prohibited during school hours unless approved by the supervising teacher. **The school will not assume responsibility for investigating loss or theft of such articles.** If confiscated and subsequently lost or stolen, the school will bear no responsibility for the replacement. Electronic devices misused by the student will remain in the office for three school days unless picked up by a parent or guardian.

Cell phones will not be permitted to be used during instructional field trips, regardless of the destination or duration.

Under **NO** circumstances are any pictures or information to be taken or recorded without permission during school hours, during an extracurricular activity or on a bus to be used by students outside the classroom for any information sharing purposes. Consequences will be enforced for any activity involving information sharing.

NOTE: Any item that causes a distraction towards the educational process (fidget spinners, playing cards, trading cards, toys, etc.) are prohibited unless used for an educational purpose.

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 D 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

Alexandria Public Schools has adopted a Code of Conduct. All Alexandria students, staff and community members dedicate themselves to the following Code of Conduct standards when attending school functions. Code of Conduct posters are displayed throughout each building. ([Policy 541 - Code of Conduct](#))

The Code of Conduct emphasizes the following:

- **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

Compass and Club Before- and After-School Child Care Program

Compass offers morning, after-school, non-school day and summer programming for children in kindergarten through 5th grade. Compass provides a warm, relaxed and caring environment where children have the opportunity to pursue their own interests, develop friendships and grow in confidence, independence and respect for themselves and others. For more information and to enroll, contact Community Education at 320-762-3310 or register [online](#).

After School Club is an academic and enrichment program for upper elementary students. Club meets 2-3 days per week after school, between the months of October and April, where students have a place to grow academically, stay on top of schoolwork, get some physical activity and gain new hobbies and experiences. Licensed teachers lead this activity and registration is through Community Education.

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.

Directory Information

Directory information regarding a student is public information under State and Federal law. Directory information as defined in district policy ([Policy 515 - Protection and Privacy of Pupil Records](#)) includes, but is not limited to, a student's name, photograph, date and place of birth, attendance dates, grade level, participation in activities and sports, degrees and awards received and weight/height of athletic team participants. It also includes only the name of the student's parent(s). A parent/guardian may refuse to have any or all of the directory information made public by notifying the building principal in writing 30 days after the first day of school or enrollment in Alexandria Public Schools. If you do not want this information released, please stop by your child's school office and fill out a form indicating your preferences.

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 D of this handbook. ([Policy 506 - District-Wide Student Discipline](#))

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 Code

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

Drills

As per Minnesota State Law, there will be:

- **Fire:** Five fire drills each school year. Students practice evacuation of the school and are led to areas designated as safe on the school grounds.
- **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 during a year. In the event an intruder should enter the building, teachers have been instructed on how to best keep their students safe.

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](#).

Enrollment

Kindergarten: To enter kindergarten, a child must be five years of age on or before September 1st of the present school year. Children must have had the state required immunizations and participated in the preschool screening program for school admittance. Contact the building principal if there are any questions.

New Student: Students new to the district should contact the District Enrollment Secretary to answer questions about registering, school and community information and confirmation of their child's school based on their resident address. The District Enrollment Secretary is available at the Alexandria Public Schools District Welcome Center located at 1410 S. McKay Ave., Suite #201 or can be contacted by phone at 320-762-2141.

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

Various classroom teachers schedule educational field trips throughout the school year. These trips are designed to supplement the classroom curriculum and introduce students to the resources of the community.

Parents/guardians will receive notices of field trips in advance of the scheduled trip and will be asked to sign a permission form at the beginning of the school year for trips in the local area. Trips outside of the Alexandria area will require a separate permission slip. Sometimes a small contribution will be requested to help offset transportation or admission costs. No student will be denied the opportunity to go on the field trip if funds are not affordable. Contact your building principal for details.

Parents/guardians will be consulted if special circumstances arise regarding their child's field trip participation.

All students attending the field trip must be enrolled in the class participating in the field trip. ([Policy 538 - Student Travel](#))

Gmail for Students

Google Apps for Education is a standard technology application used in Alexandria Public Schools. Gmail provides an email address that can only send and receive email, for specific teacher directed projects, within the Alexandria Public Schools domain. All student email is filtered from known inappropriate sites and is archived. It's important to know that some inappropriate email may get past the filters. If you do not want your child to utilize Google Apps for Education, you must notify the school office.

Harassment 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](#))

Health Services

The school nurse serves all students of Alexandria Public Schools. The nurse will discuss any medical issues related to your child with you and may contact you regarding any prolonged absences. Any accident incurred on the school premises should be reported immediately. A school staff member will be in the office when the nurse is not available.

If your child's programming needs to be changed due to sickness or injury, please have your physician send details of your child's limitations and their durations to the school Health Services.

- **Accidents:** If an accident occurs involving a student, every effort will be made to contact the parent/guardian of the child and to take action at the parent/guardian's direction. If a parent/guardian cannot be contacted, school officials will take whatever means necessary to preserve the health of the child. Parents/guardians of any child with health problems that might cause a health emergency should be certain to notify the school. It would be helpful for the school to know the procedures that would need to be followed should the child become ill at school. We ask that parents fill out the required Emergency Contact Form and include an alternative emergency contact in case the parent/guardian cannot be reached.
- **Head Lice:** Our goal is to not allow head lice to interfere with a student's learning. Our position is to support families and keep kids in school.

Pediculosis (head lice) represents a common communicable childhood condition. Head lice are acquired by direct contact, head touching head, and by indirect contact through sharing combs, hats and other hair accessories. Lice do not live on household pets or in the general environment. Nits (eggs) can't survive without a host and will die within 6-20 hours; live lice will die within 24 hours without a food source. Head lice are not a serious medical condition and pose no health risk to children.

The average case of head lice is several weeks old before being detected. Therefore, we use caution in sending infected children home from a medical, scientific and social perspective. Maintenance of the child's integrity and confidentiality is paramount. Screening of whole classrooms has not been proven to have any effect on the incidence rate of head lice in schools. The most effective screening is done at home.

If live lice are discovered, the student's parent/guardian will be contacted by phone and may be asked to pick their child up from school for immediate treatment. The appropriate Head Lice Information (AD-H-302) form will be sent home with the student. Other school-age siblings who live in the home may need to be evaluated also. The student can be readmitted to school after treatment and upon examination if the school-designated personnel find no live lice on the child.

On occasion, when active cases are discovered in a classroom, letters will be sent home to parents/guardians of all students in that classroom. These letters are done at the discretion of the school principal, with input from the school nurse. Recurrences of head lice within three weeks in that classroom do not require that another letter be sent out, as the information is the same. In accordance with FERPA/HIPAA, school officials may not disclose to any other parent or guardian the name(s) or private health information of affected students.

- **Health Records:** A health record for each student is required by law in Minnesota. An update request slip will be sent home with the student each year so that his/her health history may be

kept current. If your child experiences a change in health status or gets a booster shot, please notify the school nurse or building school health paraprofessional. More comprehensive information related to health services can be found on page 28 of the school calendar.

- **Immunization Program:** Minnesota Statutes requires that all children entering a Minnesota public, private or parochial elementary school, daycare setting or nursery school for the first time must be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hepatitis B and chicken pox and meningococcal for 7th grade. These requirements may be waived only if a notarized medical or conscientious exemption form is filed with the school. For your child to enter, it is mandatory that an immunization form be completed, signed and on file prior to admission at the school your child will attend. The information you provide on this form will be available to the local public health agency and the Minnesota Department of Health.
- **Medication:** Students will be given medication by the health services department only if a student would not be able to be in school without it. All medications must be in the original container, and we must receive a written parent/guardian request and written doctor's orders to administer it during the school day. This also includes all over-the-counter medication. All medications brought to school must be kept in the health services department. An exception would be a medication kept with the student once approved by the school nurse with proper doctor's orders, i.e. inhalers and "epi-pens." ([Policy 516 - Student Medication](#))
- **End of the School year Medications:** We request parents to pick up schedule II drugs but will work with families to accommodate the return. We request parents pick up any leftover medications by the last day of school. Any medications left at school two weeks after school is dismissed will be destroyed.
- **"Send Home" Policy:** If a student has a temperature of 100 degrees or higher or is determined to be too ill to be in school for the day (diarrhea, vomiting, suspicious rash, chronic coughing, etc.), the parent/guardian will be called to pick up their child.
- **Returning to School:** Students may return to school as ordered by their family doctor or when their temperature has returned to normal for at least 24 hours without medications to lower it.
- **Screenings:**
 - Vision and hearing screenings will be given to children in grades 1, 3, 5, 7 and 10 or as requested by teacher and/or parents. Parents/guardians will be advised to consult a physician when a screening indicates a vision or hearing concern.
 - Scoliosis screenings are done by the school nurse for all 5th grade female students. Parents/guardians will be advised to consult their family doctor when a screening indicates a spinal concern.

Homework

Homework is considered an essential part of the learning process and is assigned at varying degrees depending on the child's level of learning. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Our district encourages parents/guardians to ensure that their child's homework is completed to the best of the child's ability. Parents/guardians can help their child by arranging a quiet, comfortable place for the child to work, by setting aside time for homework and by checking to see that assignments are completed.

We know that there will be times when families go on extended vacations or have other reasons why their child would need to miss an extended number of school days. Teachers may make efforts to have some of the homework ready for you to take with you if you request it far enough in advance. There may be items that cannot be prepared in advance and cannot be sent along as homework. Parents should also understand that the homework sent might be an approximation of what needs to be done. The teachers

cannot always accurately predict how far they are going to get in all curricular areas. It is also the parent's responsibility to make sure that the requested work is completed when the student returns to school.

Insurance

Alexandria Public Schools does not provide accident or medical insurance for students. You may purchase school accidental/dental insurance at the beginning of the school year for a reasonable fee. Insurance enrollment and claim forms may be obtained from the school office. It is the parent's/guardian's responsibility to file any claim.

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.

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](#))

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/Desks/Personal Possessions

Students may be issued a hallway locker of their own or to share with another student. Lockers are to be used to store school supplies and outerwear. Because of the limited room for winter clothing in the lockers, they should be kept orderly. Personal items of value or money should not be kept in lockers. The school is not liable for loss of valuable items placed in the lockers. School lockers and desks are considered the property of the school. School personnel may search lockers, desks and personal possessions in order to provide a safe and healthy educational environment.

Lost and Found

Many articles of clothing remain unclaimed during the school year. Helping your child to be responsible for his/her possessions is highly important. Marking ALL of the child's clothing and personal items is of great help. Clothing not claimed is donated to a number of organizations.

LOST OR DAMAGED TEXTBOOKS AND LIBRARY BOOKS

Alexandria Public Schools will provide students with textbooks, library books and other resource materials to meet the learning expectations and standards of a course or grade level and to enhance student learning opportunities. The books and materials will be provided at no cost to the students. Students are expected to maintain the books and materials during their use and return them at a time to be determined by the school. A student and his/her family will be responsible for payment for any lost or damaged books or materials with the cost to be determined by the building principal depending on the value of the books and/or materials. ([Policy 543 - Lost or Damaged Text and Library Materials & Devices](#))

Lunch/Breakfast Program

Lunch: Lunches are served daily to those students who wish to participate in the program. A copy of the menu is posted to our [district website](#). Students can purchase milk separately if they are bringing their own lunch. Questions about the food service program can be directed to the Food & Nutrition Services Director at 320-762-2141.

Breakfast: Breakfast is served at all elementary schools and follows a similar format as the lunch program. Free and reduced prices also pertain to the breakfast program. All kindergarten students can receive a free breakfast regardless of their eligibility status.

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

Each elementary school has a parent organization that provides opportunities for parents/guardians and school staff to work together for the betterment of the school and its students. Call your school office for more details and meeting schedules.

CONFERENCES

Parent-Teacher-Student conferences are available twice a year. Parent/guardian participation at conferences is very important so student progress can be discussed and goals set. So that the teacher and the parent/guardian(s) can give their full attention to the student, we encourage you to make arrangements for the care of the student's siblings outside of your child's classroom when attending a conference. **Due to limited allocation of time, teachers will only schedule one conference per student.**

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.

Pest Control

Parents/Guardians who request notification in writing will be notified when pest control materials are being used for the prevention and control of rodents, insects and other pests inside and outside of the district buildings.

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](#).

Pets

No pet of any kind is to be brought to school without prior permission from the classroom teacher. The teacher may schedule a time your child may bring their healthy, appropriate pet to school as part of a sharing activity. Some children and staff are allergic and therefore can make plans to avoid contact. Pets cannot be transported on the bus per Minnesota State Law.

Pledge of Allegiance

Students shall recite the Pledge of Allegiance 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. For complete information regarding the Pledge of Allegiance, please refer to District Policy. ([Policy 531 – The Pledge of Allegiance](#))

Promotion/Retention/Acceleration

Those with questions may refer to [Policy 513 - Student Promotion, Retention and Program Design](#) for information on student promotion, retention and acceleration.

Recess

Students enjoy outdoor recess daily. In the event of inclement weather, recess will be held in the classrooms or gym.

WEATHER GUIDELINES

We head outside if the actual temperature is zero (0) degrees or above or if the wind chill is -10 degrees or above. Recess supervisors use their discretion based on wind gusts, sunshine and dampness in determining whether students play outdoors. Recess supervisors may bring students inside early if necessary.

WINTER CLOTHING

Parents are responsible for sending students with appropriate winter outerwear. Families experiencing financial hardships can contact the building principal or school social worker for assistance with winter gear.

STAYING INDOORS

If your child needs to stay inside for medical or physical reasons, please submit a written request. A physician's note is required for requests lasting longer than one day.

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](#))

Snacks

Students may bring a healthy snack to enjoy during designated classroom snack times. **See Appendix A for more information on our healthy snack program.**

Solicitation

To protect the school environment, the solicitation of students or employees by businesses, organizations or individuals to sell products, services or memberships is prohibited on school grounds. Students should not bring items to school to sell to classmates or staff.

Note: Businesses wishing to advertise should contact the Community Education Office to utilize the Community Education Class Catalog.

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.

Standardized Tests

Standardized tests are periodically administered to students as required by Minnesota State Law. Students are tested in several academic areas at different times during the school year. The purpose of the testing is to monitor student achievement and to identify strengths and weaknesses in academic areas. If parents/guardians have questions about the tests administered, they should contact their building principal.

Student Participation in 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 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 C. The “Statewide Assessment: Parent/Guardian Decision Not to Participate” form must be provided to the school prior to the test being administered.

Student Photographs and Names

Student pictures and identifying names will be printed in the school yearbook and provided to local news media when requested. If the student is under the age of 18, parents/guardians may request that their child’s 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.

Student Pick-Up

To maintain a secure building, parents/guardians must always come to the main office to check students out during school day hours. Please do not go directly to the classroom or to the playground. Once you have signed your child out using the school’s procedure, staff will call your student down to the office to meet you.

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](#))

Student Teachers

In partnership with area universities, we host student teachers. This allows aspiring educators to gain valuable, hands-on experience in a structured classroom setting alongside our experienced staff.

Supervision of Students

Students are under the supervision of the Alexandria Public Schools system staff during the regular school day and during school-sponsored events after the regular school day. The school is not responsible for students on school grounds during any other times. Children should not be dropped off at school earlier than one half hour before school begins and should be picked up promptly after school is dismissed.

Telephones

Telephones are available for student use but require permission from the student's teacher or office personnel. The nature of the call must be school related. Messages for students pertaining to alternative dismissal arrangements must be received at least 45 minutes before dismissal time to ensure that the student will receive the message.

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](#))

Toys (Electronic Toys and Personal Belongings)

Toys and other distracting personal belongings such as cellphones, electronic games and trading cards may not be brought to school unless the student's classroom teacher has given prior permission. Such items may be taken from the student's possession and sent home with them or their parent/guardian as arranged.

Note: Any item that causes a distraction towards the educational process (fidgets, trading cards, etc.), is prohibited unless being used for an educational purpose.

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

We love welcoming families and community members to our schools! To keep our students safe, please follow these steps:

- Enter exclusively through the main front doors and report directly to the office.
- Sign into our Visitor Management System using your ID.
- Wear the provided visitor's badge visibly during your stay.

- Return the badge and sign out before leaving.

CLASSROOM VISITS

Please pre-arrange meetings with your child's teacher. To protect student privacy laws and avoid instructional disruptions, informal "drop-in" observations are not permitted. Pre-arranged visits must be structured through building administration and in accordance with data privacy and confidentiality laws.

Volunteers

Parent and community volunteers play a very important role in the educational experience in Alexandria Public Schools. We are thankful for the generous support of hundreds of people who donate their time to our schools.

For the safety of our students, and pursuant to Minnesota Statutes 123B.03, Alexandria Public Schools requires background checks on all volunteers who are in regular direct contact with students.

Prospective volunteers must complete the Mentorship Program Application & Background Check. These forms can be completed online through the [district website](#). Hard copies of the application forms can be picked up at your school's office or the District Office. Volunteers will be under the guidance of Community Education.

Weather

If unusually extreme weather conditions develop, schools may be closed early or for an entire day at the discretion of the superintendent. Announcements concerning these situations will be made through the local radio, television stations and our automated calling/texting system for families that have a current number on file.

In cases of bad weather conditions, parents/guardians should make the decision as to whether or not their child should come to school. Students will not be penalized if parents/guardians feel it is unsafe for their child to come to school during bad weather days when school has been delayed.

Any bus unable to deliver the children to their homes will return to the school building. The principal and other designated staff members will stay at school until all students are home safely.

Cancellation or Early Dismissal: 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. Parents that have current phone numbers on file with the District will also receive a phone call and text from our automated calling system.

Weapons

The purpose of this policy is to assure a safe school environment for students, staff and the public. ([Policy 501 - School Weapons Policy](#))

GENERAL STATEMENT OF POLICY

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.

Withdrawals

Please provide the school office with at least two days' notice upon withdrawal. All school-owned property (textbooks, library books and technology devices) must be returned, and outstanding fees resolved, at the time of withdrawal.

Other Programs and Services

- **Music Lessons:** Private lessons (i.e. private piano, voice, guitar, violin, etc.) must be scheduled outside of the school day so students do not miss academic instruction.
- **Recreation:** Community Education offers PreK-12 classes, camps and activities. Youth Enrichment Brochures are sent home in student backpacks 3 times/year. Explore listings at alexschools.org call 320-762-3310 or visit the Community Education office located at 1410 S. McKay Ave., Ste 201, Alexandria.

PLEASE FEEL FREE TO CALL THE BUILDING PRINCIPAL REGARDING ANY CONCERNS YOU MAY HAVE ABOUT YOUR CHILD'S EDUCATION

APPENDIX A

Healthy and Nutritious Snacks:

Alexandria Public Schools is committed to student health and wellness. ([Policy 533 – Wellness](#))

Snack time is a great opportunity to introduce healthy habits. To partner with families, our elementary schools offer fresh fruits and vegetables during classroom snack breaks for a minimal fee. Please contact your school's Food and Nutrition staff or building secretary to sign up for this program.

APPENDIX B

Birthday Celebrations for your child:

Birthdays are a memorable milestone. Due to health regulations and to protect students with severe food allergies, **all birthday treats brought to school must be store-bought.**

We highly encourage families to consider **nutritious or non-food items, such** as stickers, pencils or a fun class game or activity.

APPENDIX C



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

(Note: This form is only applicable for the 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.

Updated April 21, 2022 - Page 2 of 2

APPENDIX D

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-12th 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 Possible police referral	Up to 3-day suspension Possible police referral
Grades 6-12	Up to 3-day suspension Possible police referral Student Services referral Chemical health referral	Up to 5-day suspension Police referral Chemical health referral	Up to 10-day suspension Expulsion recommendation Police referral 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 Police referral	Up to 3-day suspension Police referral
Grades 6-12	Up to 10-day suspension Expulsion recommendation 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	* Student Services referral	Up to 1-day suspension Student Services referral	Up to 3-day suspension Student Services referral
Grades 6-12	Up to 3-day suspension Student Services referral	Up to 5-day suspension Student Services referral Police referral	Up to 10-day suspension Expulsion recommendation 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	* Student Services referral	Up to 2-day suspension Student Services referral	Up to 5-day suspension Police referral
Grades 6-12	Up to 10-day suspension Expulsion recommendation 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	#	#	# Student Services referral
Grades 4-5	#	#	Up to 1-day suspension Police referral
Grades 6-12	Up to 1-day suspension Police referral	Up to 3-day suspension Police referral	Up to 5-day suspension 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 Expulsion recommendation 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 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	#	# 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 Police referral	Up to 10-day suspension Expulsion recommendation Police referral
Grades 6-12	Up to 10-day suspension Expulsion recommendation 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 Police referral	Suspension of Parking Permit for 1-week, 1-month or for remainder of the year depending upon circumstances Police referral	Suspension of Parking Permit for the remainder of the year 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	# Up to 1-day bus suspension	# Up to 3-day bus suspension	# Up to 5-day bus suspension	Loss of bus riding privilege for school year
Grades 6-12	Verbal Warning	# 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	@	@ Student Services referral	@ Student Services referral
Grades 4-5	Up to 2-day suspension Student Services referral	Up to 3-day suspension Student Services/Police referral	Up to 10-day suspension Expulsion recommendation Police referral
Grades 6-12	Up to 5-day suspension Student Services referral	Up to 10-day suspension Expulsion recommendation 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	@	@ Student Services referral	@ Police referral
Grades 4-5	Up to 5-day suspension Student Services referral	Up to 10-day suspension Expulsion recommendation Police referral	
Grades 6-12	Up to 10-day suspension Expulsion recommendation 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	@	@	@ Student Services referral
Grades 4-5	@	@ Student Services referral	@ Student Services referral
Grades 6-12	Up to 3-day suspension Student Services referral	Up to 5-day suspension Student Services referral	Up to 10-day suspension Expulsion recommendation

19. PUSHING, SHOIVING, SCUFLING

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	#	# 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	*	*	*

		Student Services referral	Student Services referral
Grades 4-5	*	*	Up to 5-day suspension Student Services referral
Grades 6-12	Up to 10-day suspension Expulsion recommendation Student Services referral 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 Expulsion recommendation 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 Police referral	Up to 10-day suspension Expulsion recommendation 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
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Grades PreK-3	#	#	#
Grades 4-5	#	#	2-day suspension
Grades 6-12	Up to 5-day suspension Police referral	Up to 10-day suspension pending further investigation** Expulsion recommendation 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	# Police referral	Up to 1-day suspension Police referral	Up to 3-day suspension Police referral
Grades 6-12	Up to 3-day suspension Police referral	Up to 5-day suspension Police referral	Up to 10-day suspension Expulsion recommendation 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 Police referral	Up to 10-day suspension Expulsion recommendation 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
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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 Police referral	Up to 5-day suspension Police referral	Up to 10-day suspension Expulsion recommendation 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 Police referral	Up to 10-day suspension Expulsion recommendation 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	* Student Services referral	Up to 1-day suspension	Up to 10-day suspension

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 <i>and</i> access limited or monitored indefinitely Expulsion 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 Student Services referral	Up to 5-day suspension Police referral	Up to 10-day suspension Police referral Expulsion 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	%	% Student Services referral	% Student Services referral
Grades 4-5	%	% Student Services referral	Up to 2-day suspension Student Services referral
Grades 6-8	Up to 3-day suspension Student Services referral	Up to 5-day suspension Student Services referral	Up to 10-day suspension pending further investigation** Student Services referral
Grades 9-12	Up to 5-day suspension Student Services referral**	Up to 10-day suspension pending further investigation** Student Services referral	Up to 10-day suspension pending further investigation** 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	*	*	*
Grades 4-5	*	*	Up to 2-day suspension 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

			Expulsion recommendation
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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	# Student Services referral	# Student Services referral	# Student Services referral
Grades 4-5	Up to 5-day suspension Police referral	Up to 10-day suspension Police referral	Up to 10-day suspension Expulsion recommendation Police referral
Grades 6-12	Up to 10-day suspension Expulsion recommendation 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	*	* Student Services referral	Up to 2-day suspension Student Services referral
Grades 6-12	*	Up to 3-day suspension Student Services referral	Up to 10-day suspension 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	*	*	* Student Services referral
Grades 4-5	*	*	Up to 1-day suspension

	Student Services referral	Student Services referral	Student Services referral
Grades 6-12	Up to 1-day suspension Student Services referral	Up to 5-day suspension Student Services referral	Up to 10-day suspension 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	#	#	# Up to 3-day suspension
Grades 9-12	#	# Up to 1-day suspension	# 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	#	# Student Services referral	# Student Services referral
Grades 4-5	# Police referral	Up to 2-day suspension Police referral	Up to 3-day suspension Police referral
Grades 6-12	Up to 5-day suspension Police referral	Up to 10-day suspension 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	#	# Student Services referral	# 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	*	* Student Services referral	* Student Services referral
Grades 4-5	*	* Student Services referral	Up to 2-day suspension Student Services referral
Grades 6-8	*	Up to 3-day suspension Student Services referral	Up to 5-day suspension Student Services referral
Grades 9-12	Up to 5-day suspension Student Services referral	Up to 10-day suspension Student Services referral	Up to 10-day suspension Expulsion recommendation 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 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
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Grades PreK-3	*	*	* Student Services referral
Grades 4-5	*	* Student Services referral	* Student Services referral
Grades 6-12	Up to 3-day suspension Student Services referral	Up to 5-day suspension	Up to 10-day suspension 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 Expulsion referral Police referral	
Grades 6-12	Up to 10-day suspension Expulsion recommendation 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	* Student Services referral	* Student Services referral	* 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.