ALEXANDRIA
Public Schools

Rich tradition. Bright future.

Student Handbook
High School
2026-2027

Title/Department	Principal/Administrator	Telephone
Principal	Chad Duwenhoegger	320-762-2142
Asst. Principal	Sara Kosters	320-762-2142
Activities Director	Ben Kvidt	320-762-2142
Bridgeway Dean of Students	Russ Hinrichs	320-762-2142
Transportation Director	Amie Moos	320-762-3317
Food & Nutrition Svcs. Director	Janeen Peterson	320-762-3315
Student Support Svcs. Asst. Dir.	Sara Richards	320-762-2141

Revised 07.20.26

ALEXANDRIA AREA HIGH SCHOOL

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.

Alexandria Area High School Daily Schedule

Regular			
A Day	B Day		
Period 1	Period 5	8:25 - 9:52	
Period 2	Period 6	9:59 - 11:26	
Period 3	Period 7	11:33 - 1:31	**Class Time**
1st Lunch	**1st Lunch**	**11:26 - 11:56**	12:03 - 1:31
2nd Lunch	**2nd Lunch**	**12:15 - 12:45**	11:33 - 12:15 & 12:50 - 1:31
3rd Lunch	**3rd Lunch**	**1:01 - 1:31**	11:31 - 1:01
Period 4	Period 8	1:38 - 3:05	

Advisory/Options			
A Day	B Day		
Period 1	Period 5	8:25 - 9:41	
Advisory/Options	Advisory/Options	9:49 - 10:29	
Period 2	Period 6	10:36 - 11:52	
Period 3	Period 7	11:59 - 1:41	**Class Time**
1st Lunch	**1st Lunch**	**11:52 - 12: 22**	12:27 - 1:41
2nd Lunch	**2nd Lunch**	**12:36 - 1:06**	11:59 - 12:36 & 1:11 - 1:41
3rd Lunch	**3rd Lunch**	**1:11 - 1:41**	11:59 - 1:11
Period 4	Period 8	1:48 - 3:05	

Two Hour Late Start			
A Day	B Day		
Period 1	Period 5	10:25 - 11:25	
Period 3	Period 7	11:30 - 12:55	**Class Time**
1st Lunch	**1st Lunch**	**11:25 - 11:55**	12:00 - 12:55
2nd Lunch	**2nd Lunch**	**11:55 - 12:25**	11:30 - 11:55 & 12:30 - 12:55
3rd Lunch	**3rd Lunch**	**12:25 - 12:55**	11:30 - 12:25
Period 2	Period 6	1:00 - 2:00	
Period 4	Period 8	2:05 - 3:05	

60 Minute Advisory/Assembly			
A Day	B Day		
Period 1	Period 5	8:25 - 9:34	
Advisory	Advisory	9:41 - 10:41	
Period 3	Period 7	10:48 - 12:33	**Class Time**
1st Lunch	**1st Lunch**	**10:41 - 11: 15**	11:22 - 12:33
2nd Lunch	**2nd Lunch**	**11:20 - 11:54**	10:48 - 11:20 & 12:01 - 12:33
3rd Lunch	**3rd Lunch**	**11:59 - 12:33**	10:48 - 11:59
Period 2	Period 6	12:40 - 1:49	
Period 4	Period 8	1:56 - 3:05	

Table of Contents

Elastic Clause 5
Activities, Clubs and Organizations 7
Anonymous Tip Line 7
Asbestos Management Plan 7
Attendance 7
ATTENDANCE PROCEDURE 7
Backpacks 8
Bullying Policy 9
Bus Information 9
Buses – Conduct on School Buses and Consequences for Misbehavior 9
Calendar 10
Cell Phones/Personal Electronic Devices 10
Census Information 11
Chemical Use and Abuse 11
Child Abuse/Mandated Reporters 11
Closed Campus Policy 11
Custody 12
Detention, In-School Suspension, Out-of-School Suspension and Expulsion 12
Discipline 13
Distribution of Non-School Sponsored Materials 13
Dress & Appearance 13
Drills/School Safety 13
FIRE DRILLS: 13
LOCKDOWN/RUN, HIDE, FIGHT 13
Emergency Evacuation Procedures (Student Instructions) 13
Employment Background Checks 14
Fees and Financial Obligations 14
Field Trips 14
Food & Beverages 14
Food Service 14
Graduation/Commencement 15

Graduation Requirements 15
Harassment and Violence Policy 15
Hazing Prohibition Policy 15
Health Services 15
Honesty, Cheating and Learning 16
Insurance 16
Internet User & Computer Use Rules 16
PRINTING 17
K-9 Use/Dogs on Campus 17
Language Access Plan 17
Lead in School Drinking Water 17
Library and Media Center 17
Lockers and Locks 17
Lunch 18
Minnesota State High School League 18
Nondiscrimination 18
Notice of Violent Behavior by Students 18
Off Campus Privileges 18
Parent Involvement 19
PARENT ADVISORY COUNCIL (PAC) 19
CONFERENCES 19
Parent Right to Know 19
Parking Lot Regulations 19
PARKING PRIVILEGES 20
PARKING LOT DISCIPLINARY ACTIONS 20
Passes 21
Pesticide Application Notice 21
Pledge of Allegiance 21
Posters and Notices 21
School Cancellation 21
School Dance Regulations 21
School Resource Officer/Liaison Officer Involvement 22
Search of Lockers, Desks, Possessions and Persons 22

Skip Day 23
Special Education 23
Standardized Testing 23
Student Photographs and Names 23
Suicide Prevention Information 23
Student Records 24
Student Surveys 24
Textbooks 24
Tobacco-Free Environment 24
Transportation 24
Vehicles on Campus 25
PATROLS AND INSPECTIONS 25
SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE 25
Visitors 25
Volunteers 25
Weapons, Threats & Violence Prevention 25
Student Accounting Policies & Procedures 27
COURSE DROP/CHANGE POLICY 27
ELIGIBILITY 27
ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES 28
ELIGIBILITY FOR LEADERSHIP POSITIONS 28
INCOMPLETE POLICY 28
HOMESCHOOL STUDENTS 28
REPORT CARDS 29
WITHDRAWALS/TRANSFERS 30
APPENDIX A 31
APPENDIX B 33
DISCIPLINARY GUIDELINES 33

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.

Activities, Clubs and Organizations

- The district recognizes that middle school and high school student activity programs are an integral part of a total education program. The activities are intended to provide experiences not otherwise provided in the instructional curriculum in the areas of athletics and academics. Families are encouraged to contact the activities office located at Alexandria Area High School for more information about the opportunities available through the programs. (Policy 655 - Student Activities)
- There are many organizations that a student may join at Alexandria Area High School. For a complete listing, pick up a "Cardinal Activities" brochure from the Activities Office.
    - Clubs at Alexandria Area High School will be student-led. Clubs will require a staff supervisor but only to assure safety and NOT to influence the club in any way.
    - Club supervisors MAY NOT be selected from school staff members.
    - To participate in a club activity, club participants must fall under the definition of a full-time student and maintain good academic standing in accordance with school policy.

Anonymous Tip Line

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

Asbestos Management Plan

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

Attendance

The Board of Education believes 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. To encourage attendance, the Board of Education herein adopts the following attendance requirements for Alexandria Area High School:

ATTENDANCE PROCEDURE

- Students are required to attend all assigned classes and study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn or has a valid excuse for absence.
- Each school has established attendance procedures that support regular school attendance.
- These procedures will be shared by each school and require the support of students and families. (Policy 503 - Student Attendance Policy)

AAHS Attendance

- An attendance line is available twenty-four (24) hours a day at 320-762-2142 ext. 4500 for messages regarding attendance.
- If a student accrues three (3) unexcused or five (5) total absences in any given period in one semester, he/she may lose credit for the class.
- Students who accrue five (5) or more total absences for extenuating circumstances may appeal to an attendance committee for an exemption.
- All appointments (doctor, dentist, chiropractor, etc.) must be accompanied by a doctor's note to be excused.

Unexcused Absences	**Excused Absences**	**Exempt Absences**
Semester Credit ● Students who incur two (2) unexcused absences will be given a notice that additional absences will result in loss of credit ● Students who incur three (3) unexcused absences and have received an attendance notice will receive no credit for the course Examples of Unexcused Absences: ● No contact from parents/guardians ● Overslept ● Car Troubles ● Lunch with parents ● Three (3) excessive tardies will equal one (1) unexcused absence	Semester Credit ● Students who incur three (3) or more absences of a class period in a semester (including unexcused absences) will be given an attendance notice ● Students absent five (5) class periods in a semester (including unexcused absences) and have received an attendance notice may lose credit for that class Examples of Excused Absences: ● Illness ● Medical/Dental appointments that have a doctor's note verifying time of appointment ● College Visits ● Vacation	● School sponsored events in which the student is a participant ● Statewide testing ● Class field trips ● Students participating in MN State High School League events ● Spectators at MSHSL events where Alexandria teams are participating who have parent/guardian approval and a valid ticket stub

For students with extenuating circumstances (long-term illness, ongoing illness, family emergency, etc.), an appeal can be made to an attendance committee who will meet monthly consisting of:

- Building Administration
- School Counselor
- School Social Worker
- Classroom Teacher
- District Designee

Backpacks

Due to safety concerns, **backpacks will not be permitted in classrooms or hallways during the school day.** It is expected that students use their lockers to store their coats, personal belongings and academic material not in use.

Bullying Policy

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

The Assistant Principal and the Principal are the assigned designees responsible for fully investigating the report.

Bus Information

See 'Transportation'

Buses – Conduct on School Buses and Consequences for Misbehavior

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

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

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

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

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

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

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

Calendar

The school calendar may be accessed online at alexschools.org. This calendar includes dates when school is not in session, including conference dates and two-hour late starts.

Cell Phones/Personal Electronic Devices

Alexandria Area High School holds high expectations for student behavior, academic integrity and responsible use of cell phones. Students who possess or use such devices at school must do so with the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

Cell phones (and other electronic devices as communicated by staff) are not to be used during class time. Phones need to be out of sight and/or a staff person may have students place phones in a designated area in the classroom (phone hotel, etc.)

Cell phone use is allowed during passing time and at lunch.

Cell phone use of any kind is NOT permitted in locker rooms or bathrooms. If a student needs to use the bathroom during class time, the student must leave the cell phone in the classroom.

If a student needs to contact a parent, they can ask permission. Parents are encouraged to call the main office to leave messages for students.

In the case of medical necessity or emergency, a student should have a health plan or prior approval.

1st Offense: An employee shall direct the student to place the personal electronic device in a designated location. The personal electronic device will be returned to the student at the end of the block.

2nd Offense: The student will be referred to the office with the personal electronic device. Parents will be notified and the device will be kept in the office and returned to the student at the end of the school day.

Subsequent Offenses: A plan may be developed to keep the personal electronic device in the office during the day.

Census Information

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

Chemical Use and Abuse

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

Child Abuse/Mandated Reporters

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

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

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

Closed Campus Policy

- Students, once they arrive on school grounds, are not allowed to leave without written or verbal permission from a parent or guardian and the office/nurse
- Students who have met criteria for off-campus privileges must sign in and out of the office; a sign in/out sheet is provided at the Student Services Window
- Students are NOT allowed to leave campus for lunch even with off-campus privileges
- Students riding buses must come directly into the building upon arrival and board the buses immediately following school

- Students trespassing or loitering on property or in buildings adjacent to Alexandria Area High School property will be referred to the Alexandria Police Department

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.

Detention, In-School Suspension, Out-of-School Suspension and Expulsion

Detention: Detention is assigned to those students who fail to comply with the rules of the school. Detention is assigned by the administration. Administration assigned detention must be completed one (1) week from the assigned date. Additional consequences will be assigned if your responsibility is not completed. **Assigned detention time takes precedence over all other school activities occurring before or after school, including practice and dances or meetings for ALL activities.** Any underclassmen carrying over detention into the following school year will NOT be allowed to purchase a parking permit until carry over detention time is served. Seniors are NOT allowed to carry over detention time. It must be completed by the last day of school or the student may not be allowed to participate in graduation ceremonies. Detention must be served outside of school hours in a designated space at the high school or completed through community service (stop in the office for details).

In-School Suspension: The student will be required to be in school but will not attend classes. Daily assignments must be completed and will receive up to 100% credit. **A student who is assigned In-School Suspension must report to the office upon arrival at school and will remain until 3:05 pm. Students who are assigned In-School Suspension cannot participate in school-related extracurricular activities the day(s) they are suspended.**

Out-of-School Suspension: An action taken by the school administration prohibiting a student from attending school for a period of no more than ten (10) consecutive days at a time. Make-up work is required for absences resulting from suspension. The student on suspension is required to contact all of his/her teachers before or after school hours to receive assignments. Work done and classes missed while suspended will receive up to one hundred percent (100%) credit with credit determination made by the building principal or his/her designee. **Students who are assigned Out-of-School Suspension cannot participate in school-related extracurricular or co-curricular activities and may lose AAHS student privileges such as parking lot use, student dances, etc.**

Expulsion: An action taken by the School Board to prohibit an enrolled student from further attendance for a period that shall not extend beyond an amount of time equal to one (1) school year from the date a pupil is expelled.

Discipline

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

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 & Appearance

Students are encouraged to dress appropriately for school and in keeping with community standards. This responsibility belongs to both the student's and parent(s)/guardian(s). Specific expectations are outlined in district policy. (Policy 504 - Student Dress and Appearance)

Drills/School Safety

FIRE DRILLS:

State law requires that fire drills be conducted during the school year. When the fire alarm sounds, each class should walk rapidly to the nearest exit. When the building has been cleared, an announcement will be made that students should return immediately to classes. Detailed information for evacuating the building will be given early in the school year. Charges will be filed through the State Fire Marshal's Office and Law Enforcement against any student who falsely pulls a school fire alarm. (Policy 806 – Crisis Management)

LOCKDOWN/RUN, HIDE, FIGHT

- An audio announcement will be made by an administrator (building principal or designee) directing the lockdown procedure.
- Staff and students will base decisions on Run, Hide, Fight training to stay in the classroom or leave the area if the area is secured.

Emergency Evacuation Procedures (Student Instructions)

- An audio announcement will be made by the office to direct the evacuation procedure. There may not be a reason given at the time of the announcement. Evacuations may take place for any number of reasons (i.e. bomb threat, chemical spill, fire, etc.).
- When you hear the announcement, please proceed in a calm and orderly fashion to the exit you normally use for fire evacuation. If that exit is blocked, go to the next reasonable exit and get out of the building.

- DO NOT use cell phones or other personal communication devices.
- Once out of the building, proceed to the evacuation relocation site:
    - Any Physical Education groups out on the fields will stay outside of the building and will be told where to go by their teachers.
    - If you are confused about where to go, please see the nearest AAHS staff member.
- Once at the evacuation site, find the teacher for the class you were in when the evacuation started or the class you were on your way to, if the evacuation started during passing time.
- Once you find your teacher, stay with him/her until either you are given the all-clear to leave or your parents come for you. It is important you give the school time to account for everyone, so we can make sure everyone is 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.

Fees and Financial Obligations

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

Field Trips

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

Food & Beverages

In order to maintain a clean and sanitary environment, food and beverages will not be allowed in any academic area of the building unless permitted by the classroom instructor for a specified reason. Students will be required to limit food and beverage consumption to the commons area. Water stored in a clear container is allowed in classrooms. Students are not allowed to use a delivery service to deliver food or beverages to school.

Food Service

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

Graduation/Commencement

To be eligible to participate in the Alexandria Area High School graduation commencement ceremony, all fines, detention and suspension must be completed.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Alexandria Area High School. Parents may opt out of the statewide assessments for their student(s) by completing the form in Appendix A and returning it to the school district office. For complete information on graduation requirements, please refer to District Policy. (Policy 613 – Graduation Requirements)

Harassment and Violence Policy

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

Hazing Prohibition Policy

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

Health Services

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

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

parents/guardians. If the school is unable to contact the parents/guardians, a judgment may be made to call an ambulance.

- **Medication:** The district acknowledges that students may require prescription and nonprescription medication during the school day. In such cases, medication may be administered only by the licensed school nurse or other trained school employees. The district strongly discourages students from possessing and self-administering nonprescription medication without written authorization from the student's parent or guardian on file in the health office. (Policy 516 - Student Medication and Telehealth)
- **Students with Communicable Diseases and Infectious Conditions:** Students with communicable diseases are not to be excluded from attending school in their daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees. (Policy 420/540 - Student and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)

Honesty, Cheating and Learning

Learning requires effort, diligence and dedication; therefore, achievement in the pursuit of knowledge is commendable. When students succeed academically, they are wisely preparing for the future and should be very proud of their accomplishments. Anything that jeopardizes or thwarts this important, meaningful process of learning must not be tolerated and educators have a professional obligation to prevent disruptions while supporting and reinforcing learning. Each teacher will discuss the ramifications of behavior of cheating in his/her class and determine the consequence if cheating does occur, which may include a reduced grade and/or redoing the assignment/test.

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)

All students at AAHS will be assigned a Chromebook unless specified otherwise. Students who wish to bring their own device are able to do so. For more information regarding the Chromebook policy, please visit the district website.

PRINTING

Students are able to print assignments for their classes on the AAHS printers that are located throughout the building with their unique pin. If any student wishes to print off any personal copies, they will be charged $0.10 per copy. Students are asked to conserve paper by printing only what is needed or required.

K-9 Use/Dogs on Campus

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

Language Access Plan

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

Lead in School Drinking Water

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

Library and Media Center

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

Lockers and Locks

Lockers: Due to safety concerns, **backpacks will not be permitted in classrooms or hallways during the school day.** All students will be assigned a locker based on their Academy. It is expected that students use their lockers to store their coats, personal belongings and academic material not in use. Students will have 7 minutes passing time between each period to access their lockers.

For safety and security reasons, no personal locks will be allowed on hallway lockers. School locks may be purchased in the office for $7.00. Locks purchased at Discovery may be used at AAHS. School staff will remove all other locks.

Physical Education Lockers: A combination lock will also be issued to each P.E. student at the beginning of the semester for his/her P.E. locker. These locks are to be turned in at the end of the semester. Students will be assessed $7.00 for any lost or damaged locks. Students causing any damage to a locker will be responsible for its repair.

Lunch

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

Students are not allowed to leave campus for lunch.

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

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

Minnesota State High School League

Alexandria Public Schools is a member of the Minnesota State High School League. Participants and parents/guardians are responsible for understanding the policies as outlined by the League.

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.

Off Campus Privileges

OCP allows students to leave campus during an open/fixed block. 11th and 12th grade students can earn Off Campus Privileges by meeting course, attendance and grade requirements. Students will be notified if they qualify.

Students are not allowed to leave campus during lunch.

Parent Involvement

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

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

PARENT ADVISORY COUNCIL (PAC)

Parent Advisory Council meetings are facilitated by Principal Chad Duwenhoegger, along with Assistant Principal Robert Brakke. Families are notified of meeting dates and times.

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

CONFERENCES

AAHS staff connect with parents two times a year in a structured setting. The first is a review of progress and the second is connected to registration/college and career readiness. Your attendance and engagement in these partnership opportunities is appreciated.

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.

Parking Lot Regulations

Students are allowed the limited use and parking of motor vehicles in district locations in accordance with district policy. Students permitted to park at a district location do so as a privilege, not a right. (Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches)

All cars on school property must be registered in the Principal's Office and have a valid parking permit displayed in their vehicle. Each parking permit will cost $60 per school year (which equates to $0.35 per day). Students will keep their permit for the entire school year unless they violate their parking privileges.

PARKING PRIVILEGES

- Parking at Alexandria Area High School is a PRIVILEGE and not a RIGHT.
- The lot speed limit is 15 MPH.
- You must have a parking permit in order to park snowmobiles, etc. on school grounds. Snowmobiles must be registered in the Principal's Office.
- Any cars left in the parking lots overnight need to have permission from the office or they may be towed at the owner's expense if snowplowing is necessary.
- There will be no long-term parking regardless of students participating in school-related activities unless pre-approved by administration.
- Students will not park in visitor parking for any reason.
- Students must park properly and only use one parking space.
- Parking is a privilege, as the school district provides busing. **The agreement will include:**
    - Parking permits MUST be hung on rearview mirror while parked in our parking lots. **NO PERMIT – NO PARKING IN LOT!**
    - All special circumstances must be approved by AAHS administration.
    - Permits may not be given, sold or traded with another person. Any change in parking permit status must be cleared by AAHS administration or the change will not be valid.
    - An example of a disciplinary referral would be observing a student speeding or any inappropriate behavior.
    - The permit fee (of $60) is non-refundable.
    - Parking spots are valid from 7:00 am – 3:30 pm on student contact days.
    - Student parking spots are on the south side of the building.

PARKING LOT DISCIPLINARY ACTIONS

- Parking lot discipline can range from a formal warning to suspension from the parking lot based on severity of violation and the number of disciplinary occurrences.
- Parking fines/tickets may be issued for students parking in visitor parking or any other non-student parking areas.
- Students who choose to park in visitor parking are subject to disciplinary actions.

The school is **NOT** responsible for vandalism, theft or accidents that occur in the parking lot. Students should report vandalism, theft, accidents or other problems to the parking security so the Alexandria Police may be notified and an attempt made to resolve the problem.

Students should leave their cars as soon as they are parked. They are **not** allowed to return to the car without permission from the office. If leaving campus for the day, students must check out in the office and be in possession of a "Leave Building Permit."

Cars should **never** be parked in the fire lane bordered in YELLOW by order of the Fire Marshal or in designated handicapped spots.

The North Lot is reserved for faculty/staff/sub parking **only**. NO student parking is allowed in these lots. Student cars found parked in locations designated other than student-parking areas will receive a disciplinary referral and appropriate consequences.

Passes

Any student who is out of a class or a study block must have a signed pass and is required to display it to any teacher or school employee who requests to see it. Students may also be out of class if they qualify for off-campus privileges and have the required paperwork completed and on file in the main office.

Pesticide Application Notice

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

Pledge of Allegiance

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

Posters and Notices

Any notices to be displayed on school property must have authorization from the Principal's Office. Those requests that are school related or in the best interest of Alexandria Area High School students will be honored.

School Cancellation

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

School Dance Regulations

Social functions are a vital part of developing a sense of belonging to our school. Such events are encouraged by the administration and coordinated by various organizations within the school. The following general rules guide such events:

- Only AAHS students and their invited guests, who are in good standing with the school and/or community, will be permitted to attend dances at AAHS.

- All invited guests must complete a Guest Attendance Permission Form and be 20 years of age or younger. The permission form must be turned into the office three (3) days prior to the dance. Prom will have specific instructions and will require an earlier turn-in period.
- No use or evidence of use of any mood-altering chemicals including tobacco. Students suspected of chemical use may be subjected to sobriety testing by law enforcement.
- All of AAHS's discipline policies are in effect for all school functions.
- Respect and good judgment regarding behavior and dance style must be considered when attending a school sponsored dance/event. A student and/or guest may be asked to leave, with no refund, if behavior is determined to be inappropriate.
- Students will not be readmitted to a dance after leaving and attendance will end one (1) hour after doors open.
- Students who have received a discipline referral or have outstanding detention hours may be barred entry to the dance.

School Resource Officer/Liaison Officer Involvement

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

Search of Lockers, Desks, Possessions and Persons

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

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

To effectively address the concerns of vaping, weapons possession or other items not allowed on school grounds, the school may employ the use of handheld detection wands when there is reasonable suspicion of these activities. The purpose of this practice is to ensure a safe and secure learning environment for all students, staff and visitors by detecting items not allowed on school grounds. During an investigation, if deemed necessary, school administration can search a student's personal items (car, locker, backpack, etc.) and person on school grounds. The use of wands will be carried out with the utmost respect for individual privacy and in adherence to all applicable laws and regulations. (Policy 502 - Search of Student Lockers, Desks, Personal Possessions and Student's Person)

Skip Day

Alexandria Area High School does not authorize or acknowledge **any** "skip day." Students will be assigned one hour and thirty minutes (1.5 hours) of detention for each period skipped.

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 Testing

Standardized testing is used in schools to measure student achievement. State tests are given to students in a district once a year, based on their grade level and subject area. Classroom tests are given by individual teachers on a more regular basis and may include quizzes, mid-terms, chapter tests and final exams, among others. Both types of tests give educators an idea of how well their students are learning the concepts presented to them in the classroom.

Minnesota Statutes, section 120B.31, subdivision 4a, required the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. Additional information and the refusal process can be found in Appendix A. The "Statewide Assessment: Parent/Guardian Decision Not to Participate" form must be provided to the school prior to the test being administered.

Student Photographs and Names

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

Suicide Prevention Information

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

988 Suicide & Crisis Lifeline: 988lifeline.org (website)
To contact: Text or dial 988

Region 4 South: West Central Minnesota Mobile Response Team
(701) 364-0431
24 Hour Immediate Crisis Services for Children & Their Families serving Douglas County, Grant County, Pope County, Stevens County & Traverse County.

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)

Textbooks

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

Tobacco-Free Environment

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

Transportation

All students are expected to ride to and from contests on Alexandria Public Schools transportation. If special situations arise, students may ride only with their own parents if written permission is given in advance. Refer to District Policy for transportation guidelines. (Policy 707 - Transportation of Public School Students)

Vehicles on Campus

PATROLS AND INSPECTIONS

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent and without a search warrant.

SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Visitors

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

Visitor forms may be picked up at least one (1) day in advance from the Principal's Office. All visitors will be required to wear a visitor pass/badge.

Volunteers

The district is committed to using volunteers to help personalize instruction, promote school/community interaction and support school activities and events. Volunteers will be placed with careful consideration given as to how their presence supports the educational objectives of a class, the curriculum, activity or event. Volunteers will be subject to all standards set forth by policies, including the completion of a criminal background check by those volunteers who will be attending overnight trips or left unsupervised with students. (Policy 912 – Use of Volunteers in School)

Weapons, Threats & Violence Prevention

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

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

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

Student Accounting Policies & Procedures

COURSE DROP/CHANGE POLICY

- **Course changes before the first week that the course is in session:**
  Class changes will be allowed until the first week that classes are in session with input from you, your parents and your counselor and only if the course you desire can be added to your schedule without overloading that course or other courses that have to be juggled around to make the change possible.
- **Schedule changes should be limited to the following situations:**
  - A student is not scheduled for a course she or he originally requested.
  - A student has an incomplete schedule and needs to add a course.
  - A student doesn't meet the requirements for a course for which she or he is presently enrolled.
  - A student needs to schedule/reschedule a required course for graduation.
  - A student wishes to drop a study hall to add a course.
  - A student needs to schedule a course that is required or recommended for admission to a specific post-secondary school or program.
  - A student is recommended by his or her teacher to move from one level to another within the same discipline (i.e. regular Geometry to Honors Geometry or vice versa).
  - The change is recommended on a student's IEP or 504 Plan.

All approved schedule changes must be processed through the College & Career Center before they are official.

- **Course changes after the first week that the course is in session:**
  Students requesting a schedule change will need the class drop form from their counselor to initiate this change. After the form is complete, the change can be made with the understanding of possible grade penalties as described here:

  To avoid a consequence of a Withdraw-Fail (WF) grade on your permanent record, all course adds/drops must be made by the fourth day that the course is in progress. Courses dropped after the fourth day the course is in progress will result in a grade of WF (which calculates into your GPA as an F does) for each remaining grading period during the current semester. An exception to the WF grade is determined by your IEP/504 team that the course is not an appropriate placement for you based on your disability or handicap, in which case you would receive a W instead of a WF.

  If the second semester of your full-year course is dropped before the beginning of second semester or within the first four days of second semester, the student will receive a grade of W for each grading term in second semester (most science, math and world language courses are considered full-year courses as are several elective courses).

ELIGIBILITY

Eligibility requirements set forth by the Minnesota State High School League are specific concerning academic progress and athletic or activity eligibility. The League states, "Students must make satisfactory progress toward high school graduation." Students must have earned a specific number of credits at the end of each semester before they can participate in State High School League-sponsored activities during the following semester, as outlined below:

	After Semester 1	After Semester 2
Grade 9 - Class of 2029	3.5	7.5
Grade 10 - Class of 2028	11	15
Grade 11 - Class of 2027	18.5	22
Grade 12 - Class of 2026	25.5	30

ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Ineligibility Reporting: Grade checks will be completed at the midpoint of each quarter. Students failing a class at mid-quarter will be considered academically ineligible to participate in co-curricular activities until they are passing. Ineligible means that a student cannot compete or perform with a co-curricular activity or miss school because of a co-curricular activity. The student may still attend practices.

The classroom teacher will communicate to the student and parent/guardian if the student is failing at mid-quarter. Administration will meet with the student and the Activities Director will also inform the coach/director/advisor of the student's ineligibility. The classroom teacher will also indicate when the student has regained eligibility. It is the student's responsibility to get the "proof of progress report" signed and the teacher will deliver it to the Activities Office.

Attendance Requirements: AAHS students must be in school attendance a minimum of a half day of their school day (unless absent due to a school sponsored activity or medical/dental appointment) in order to be eligible to practice or participate in any activity after school.

ELIGIBILITY FOR LEADERSHIP POSITIONS

Students holding captain/officer positions for any of the activities under the umbrella of the Activities Department of Alexandria Public Schools who are found in violation of the MSHSL Policy 205 - Chemical Eligibility bylaw will be removed or suspended from their position of leadership during the current or upcoming season of participation. Other violations may lead to the loss of leadership positions at the discretion of AAHS administration. An MSHSL violation may lead to additional loss of opportunities for honors and/or awards. If extenuating circumstances warrant, the student may appeal this restriction by initiating a discussion with the coach/advisor/director involved and the Activities Director.

INCOMPLETE POLICY

A student with **EXTREME** circumstances, such as an extended illness or a death in the family, will receive a grade of "Incomplete" (I), if all work missed during the time of the extended absence is not completed by the end of the grading period. Pre-excused absences do not warrant an incomplete. Three (3) weeks after the end of the grading period, any remaining "Incompletes" will automatically be changed to "Failures" (F) on the student's permanent record.

HOMESCHOOL STUDENTS

Alexandria Public Schools recognizes the value of various educational settings and opportunities for all learners. The Compulsory Instruction Law (Minn. Stat. §122A.22) provides that the parent or guardian of the child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. §120A.22, subd. 1) (Policy 611 - Home Schooling)

REPORT CARDS

The district provides a structure and framework for grading student learning in the district. The grading and assessment should assist in the student's learning experiences. Each school program level will establish standardized grading criteria. The criteria will reflect the age of the student and the level of content learning. (Policy 550 - Student Grading and Assessment)

Report cards are processed four (4) times a year, at the end of each nine (9) week quarter. Parents are encouraged to review the grade report with their child and consult with their teacher(s), if desired. An evening of Student-parent-Teacher Conferences is scheduled once each year, following the first quarter.

Grades: Course grades recorded at the end of each quarter and semester are final.

AAHS Grading Scale:

GRADE	PERCENTAGE
A	94 - 100%
A-	90 - 93%
B+	87 - 89%
B	83 - 86%
B-	80 - 82%
C+	77 - 79%
C	73 - 76%
C-	70 - 72%
D+	67 - 69%
D	63 - 66%
D-	60 - 62%
F	59% or lower

AP courses have weighted grades in the sense that the grading scale for AP coursework is adjusted to the following:

GRADE	PERCENTAGE
A	90 - 100%
A-	87 - 89%
B+	83 - 86%
B	80 - 82%
B-	77 - 79%
C+	73 - 76%
C	70 - 72%
C-	67 - 69%
D+	63 - 66%
D	60 - 62%
D-	57 - 59%
F	57% or lower

Students must successfully complete all Alexandria Public Schools graduation requirements to participate in Honor Night and Commencement celebrations.

College courses: Grading scales are determined by the college or university that is granting the credit. This information will be given to the students the first few days of class.

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

WITHDRAWALS/TRANSFERS

A student who withdraws from school for any reason must bring a written request, signed by his/her parents, to the principal. The student will obtain a withdrawal form from the College & Career Center, have the form filled out by the teachers, return all school books and property and make sure all fees and financial obligations are paid. The completed form will be returned to the College & Career Center. A student's records must show withdrawal in accordance with regulations before transcripts will be sent. Any student who withdraws from school will not be allowed to be on the school grounds, without prior approval from the principal or assistant principal. Persons in violation will be referred to the Alexandria Police Department for trespassing.

APPENDIX A

DEPARTMENT OF EDUCATION

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.)

DEPARTMENT OF EDUCATION

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.

APPENDIX B

DISCIPLINARY GUIDELINES

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

All PreK-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	*	* Student Services referral	* Student Services referral
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 inflect 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, SHOVING, SCUFFLING

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

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	#	#	#
Grades 4-5	#	#	#
Grades 6-12	#	# 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	*	* Student Services referral	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
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

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	*	Up to 1-day suspension	Up to 10-day suspension

	Student Services referral		

TECHNOLOGY INFRACTIONS

31. ELECTRONIC DEVICES, MISUSE OF

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

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

32. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

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

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

33. TECHNOLOGY AND TELECOMMUNICATIONS, MISUSE

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

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

Grades 6-12	#	#	Up to 10-day suspension *and* 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	*	* 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 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

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	Up to 10-day suspension

		Student Services referral	Student Services referral

39. DISORDERLY CONDUCT

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

Grades	First Offense	Second Offense	Third Offense
Grades PreK-3	*	*	* Student Services referral
Grades 4-5	* Student Services referral	* Student Services referral	Up to 1-day suspension 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
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 inflection 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.