

Work Session

Tuesday, August 17, 2010 5:30 PM

Fridley Community Center, 6085 7th Street NE, Fridley, MN 55432

A.	Opening Workshop and First Day of School..... ..	Presenter: Imina Oftedahl
B.	Enrollment Projections.....	Present er: Dr. Peggy Flathmann
C.	Project Lead the Way Five Year Certificate..... ..	Presenter: Dr. Peggy Flathmann
D.	Communications Task Force.....	Presente r: Dr. Peggy Flathman n
E.	Leadership Workshop Recap.....	Present er: Dr. Peggy Flathman n
F.	Summer School and Ready Set Go Report..... ..	Presenter: Imina Oftedahl
G.	Distinguished Alumni Event November 6, 2010	Presenter: Dr. Peggy Flathmann
H.	Policies	
H.1.	Second Reading	Presenter: Dr. Peggy Flathmann
H.1.a.	Second Reading of Policy 202 School Board Officers.....	
H.1.b.	Second Reading of Policy 205 Open Meetings and Closed Meetings	
H.1.c.	Second Reading of Policy 206 Public Participation and/or Complaints about Persons at School Board Meetings	
H.1.d.	Second Reading of Policy 207 Public Hearings.....	
H.1.e.	Second Reading of Policy 214 Out of State Travel by School Board Members	
H.2.	First Reading	Presenter: Imina Oftedahl
H.2.a.	First Reading of Policy 404 Employment Background Checks.....	
H.2.b.	First Reading of Policy 406 Public and Private Personnel Data.....	
H.2.c.	First Reading of Policy 506 Student Discipline.....	
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I.	MCA II Science District/Building Results	Presenter: Imina Oftedahl

J. Legal Updates	Presenter: Dr. Peggy Flathmann
K. Staffing and Personnel Update	Presenter: Imina Oftedahl
K.1. New Hires for 2010-11	
L. Staff Development	Presenter: Imina Oftedahl
L.1. Staff Development Report	
L.2. Summer Training	
M. National Clearinghouse Information.....	Presenter: Imina Oftedahl
N. Student Handbooks	Presenter: Imina Oftedahl
N.1. High School Handbook.....	
N.2. Middle School Handbook.....	
N.3. Hayes and Stevenson Elementary Schools Handbook.....	
N.4. Area Learning Center Handbook.....	
O. Facility Analysis Update.....	Presenter: Dr. Peggy Flathmann
P. Resolution Authorizing the Issuance and Awarding the Sale of Bonds	Presenter: Dr. Peggy Flathmann
Q. Year End Report from Fridley Middle School	Presenter: Margaret Leibfried
R. Adjournment	Presenter: Brad Richter

Fridley School District 2010-11 Opening Workshop Days

Certified Staff Workshop			
Monday August 30, 2010	Tuesday August 31, 2010	Wednesday September 1, 2010	Thursday September 2, 2010
<p>7:30 – 8:00 Continental Breakfast (Optional)</p> <p>8:00 – 10:00 Opening Workshop All Certified Staff <i>Auditorium</i></p> <ul style="list-style-type: none"> ➤ Welcome Back ➤ Introduction of New Teaching Staff ➤ Employee of the Year ➤ Teachers of Excellence ➤ Superintendent Remarks <p>10:00 – 10:30 Break</p> <p>10:30 – 11:00 Our Students' Stories</p> <p>11:00 IB Continuum Celebration Luncheon <i>HS Cafeteria</i></p> <p>1:00 - 4:00 All Teachers <i>Report to Respective Buildings</i></p>	<p>8:00 – 4:00 – All Teachers <i>Report to Respective Buildings</i></p> <p>11:30 – 12:30 New Teacher Luncheon All New Teachers & FEA Executive Board <i>HS Media Center</i></p> <p>12:30 – 1:00 LCTS Training <i>FCC</i></p> <p>1:00 – 4:00 Special Education Mtg <i>All Special Education Staff FCC</i></p>	<p>8:00 – 12:00 Elementary Staff Development</p> <p>7:30 – 11:30 a.m. HS and MS Staff Development</p> <p>7:30 – 4:00 All Other Teachers <i>Report to Respective Buildings</i></p>	<p>8:00 – 12:00 Elementary Staff Development</p> <p>7:30 – 4:00 All Other Teachers <i>Report to Respective Buildings</i></p>

Annual Training Completed online by September 27, 2010: Harassment, Blood Borne Pathogens, Right to Know, and Data Privacy

October 25, 2009	Teachers - ½ Day Workshop
October 25, 2009	Paraprofessionals - 1 Day Building Workshop
January 28, 2010	Paraprofessionals - 1 Day District Workshop
January 28, 2010	Clerical - ½ Day Workshop
January 28, 2010	Teachers - ½ Day Workshop

NEW STUDENTS 2010/11

Hayes	Adopted 10/11 enrollment counts	Rolled students 4/16/10	4/23/2010	4/26/2010	4/27/2010	4/28/2010	4/29/2010	4/30/2010	5/3/2010	5/4/2010	5/5/2010	5/6/2010	5/11/2010	5/12/2010	5/13/2010
K	122	0	0	0	0	40	90	90	90	90	90	90	90	93	93
HK		0	3	7	7	7	7	7	7	7	7	7	7	7	7
1	120	120	120	120	120	120	120	120	120	120	120	120	121	124	124
2	88	88	88	88	88	88	88	88	88	88	88	88	88	90	90
3	107	109	109	109	109	108	108	108	108	108	108	108	108	110	110
4	99	97	97	97	97	97	97	97	97	97	97	97	97	100	101
TOTAL:	536	414	417	421	421	460	510	510	510	510	510	510	511	524	525
Stevenson		Rolled 4/16/10													
K	122	0	79	79	80	80	80	80	79	79	79	80	81	81	81
HK		0	2	8	8	8	8	8	8	8	8	8	8	8	8
1	123	130	133	134	134	134	134	134	135	135	135	134	134	134	134
2	106	107	107	106	106	106	106	106	106	106	106	106	106	106	106
3	100	97	102	102	102	102	102	102	102	102	102	102	102	102	102
4	99	100	100	100	100	100	100	100	100	100	100	100	100	100	100
TOTAL:	550	434	523	529	530	531	531	531							
MS															
5	168		168	168	168	168	169	169	169	169	169	168	167	167	168
6	208		200	201	201	201	201	201	201	201	202	203	203	203	203
7	193		193	193	192	193	193	193	193	193	193	193	192	192	192
8	206		215	216	216	216	216	216	216	216	216	216	216	216	216
TOTAL:	775		776	778	777	778	779	779	779	779	780	780	778	778	779
HS															
9	206		240	240	240	240	240	240	240	240	240	240	240	240	240
10	217		211	211	211	210	210	210	210	210	210	210	210	210	211
11	240		236	236	236	236	236	236	235	235	235	235	234	234	234
12	224		221	220	220	220	220	220	220	220	220	220	220	220	220
TOTAL:	887		908	907	907	906	906	906	905	905	905	905	904	904	905
GRAND TOTAL:	2748		2624	2635	2635	2674	2725	2725	2724	2724	2725	2725	2724	2737	2740

NEW STUDENTS 2010/11

5/14/2010	5/17/2010	5/18/2010	5/19/2010	5/25/2010	5/26/2010	5/27/2010	5/28/2010	6/1/2010	6/2/2010	6/3/2010	6/8/2010	6/11/2010	6/14/2010	6/16/2010
93	93	94	94	95	95	95	97	97	97	97	96	96	95	103
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
124	124	124	113	113	113	113	113	113	113	113	114	114	114	116
90	90	90	90	90	90	90	91	91	91	92	92	92	92	92
110	110	110	107	106	106	106	106	106	106	106	105	105	105	105
101	101	101	101	100	100	100	102	102	102	103	103	103	103	103
525	525	526	512	511	511	511	516	516	516	518	517	517	516	526
81	81	81	81	81	81	81	81	81	81	81	81	81	82	84
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
134	134	134	134	134	134	134	134	134	134	133	133	133	133	133
106	106	106	106	106	106	106	106	106	106	106	107	104	104	106
102	102	102	102	102	102	102	102	102	102	102	104	103	104	105
100	100	101	101	101	101	101	101	101	101	101	101	101	101	102
531	531	532	531	531	534	530	538							
168	168	168	169	169	169	169	169	169	169	169	169	169	169	168
203	203	203	203	203	203	203	203	203	203	203	204	205	205	204
192	192	192	193	193	193	193	193	193	193	193	193	193	192	192
216	216	216	216	217	218	218	218	218	218	218	219	217	217	216
779	779	779	781	782	783	785	784	780						
240	240	240	240	240	240	240	240	241	241	241	242	240	241	240
211	211	211	210	211	211	211	209	209	209	209	209	209	209	210
234	234	234	234	235	235	234	231	231	232	232	231	231	232	231
220	220	220	220	218	218	218	215	214	214	214	214	215	215	215
905	905	905	904	904	904	903	895	895	896	896	896	895	897	896
2740	2740	2742	2729	2729	2730	2729	2726	2726	2726	2728	2732	2726	2728	2740

NEW STUDENTS 2010/11

6/17/2010	6/18/2010	6/21/2010	6/23/2010	6/24/2010	6/25/2010	WEEKLY 6/30/2010	WEEKLY 7/7/2010	WEEKLY 7/14/2010	WEEKLY 7/21/2010	WEEKLY 7/29/2010	8/5/2010	8/6/2010	8/9/2010	8/10/2010
103	103	103	103	104	104	105	105	105	105	105	108	108	109	109
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
116	116	116	115	115	115	115	115	115	115	115	113	113	114	114
92	92	92	92	92	92	92	92	92	92	92	94	94	95	95
105	106	106	106	106	106	106	106	106	106	106	107	107	109	109
103	103	103	103	103	103	104	104	104	104	104	105	105	106	105
526	527	527	526	527	527	529	529	529	529	529	534	534	540	539
85	85	86	86	86	89	89	89	89	93	93	95	95	95	99
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
133	132	132	132	132	130	130	130	130	130	130	128	128	128	129
106	106	105	105	105	105	105	105	105	105	105	106	106	106	107
105	105	106	106	106	108	108	108	108	109	109	112	112	112	112
102	101	101	101	101	101	101	101	101	101	101	101	101	101	101
539	537	538	538	538	541	541	541	541	546	546	550	550	550	556
168	168	168	168	169	169	174	173	173	174	172	172	172	172	171
204	204	204	208	209	209	209	210	210	207	208	208	208	208	205
192	192	192	194	195	195	196	196	196	197	199	203	203	203	204
216	216	216	216	216	216	217	218	218	214	213	213	213	213	212
780	780	780	786	789	789	796	797	797	792	792	796	796	796	792
239	237	237	237	237	237	237	238	238	238	239	239	239	243	241
210	210	210	210	210	210	210	210	210	210	210	212	211	213	209
229	229	229	229	229	229	229	229	229	229	229	230	230	230	227
214	214	214	214	214	214	214	214	214	214	214	214	214	214	210
892	890	890	890	890	890	890	891	891	891	892	895	894	900	887
2737	2734	2735	2740	2744	2747	2756	2758	2758	2758	2759	2775	2774	2786	2774

NEW STUDENTS 2010/11

8/11/2010	8/12/2010	8/17/2010
111	117	118
7	7	6
114	116	117
95	96	96
109	109	107
105	107	107
541	552	551
99	99	101
8	8	8
127	127	126
106	107	109
112	111	110
99	98	98
551	550	552
170	170	169
203	203	203
204	203	202
212	211	210
789	787	784
241	242	243
209	209	209
227	227	231
210	210	208
887	888	891
2768	2777	2778

Certification Document 9: Visit Reporting Document

(To be electronically submitted to PLTWTM National Office
by Certification Team Leader along with Document 8: Site Visit Guide)



School Name Date

Address

City

State

Zip Code

Results: Certified Provisionally Certified Probation

Outstanding Practices

There is an extensive business partnership, with active participation, supporting the PLTW program in the district. In-depth understanding and strong support of the PLTW program from all levels of administrators was evident to the certification team members. A strong Middle School PLTW program for district students aligned to the Technology Education program, supports standard attainment by the students. +

Next Steps:

Provisional Conditions:

All conditions of provisional certification have been met and documented to Jim Mecklenburg.

Name(s) of Visitation Team Participants

Name Affiliation/Title

Name Affiliation/Title

Name Affiliation/Title

Send the banner to:

Name

Address

City

State

Zip Code

Certification Expiration Date Month Year

Print Form

Submit Form

Fridley School District Communications Task Force

Charge Statement

Purpose: To develop and implement the design of a coherent district/community communication system.
Membership, Role/Position and Length of Membership

Members:

Facilitator – Dr. Candace Raskin, Minnesota State University
Superintendent – Dr. Flathmann
Director of Community Education – Toni Craft
Assistant to the Board and Superintendent – Karen Jacob
IB Coordinator – Jessica Wells
1 secondary principal – Margaret Leibfried
1 elementary principal
1 elementary teacher
1 secondary teacher
1 ea. Elem. MS, HS Parent (Lena Mraz)
1 School Board Member – Brad Richter
2 business members (Chamber/Rotary – Carol Miller)
2 students - 1 MS and 1 HS
Technology Integration Coordinator –Kathy Kraemer
Communications Specialist – Muriel Sharpe
NWSISD Communications – Matt Tvetter

Timeline and Meetings:

- Meeting Dates and Times:
 - 4:30 – 6PM – September 20, 2010
 - 4:30 – 6PM – October 18, 2010
 - 4:30 – 6PM – November 1, 2010
 - 4:30 – 6PM – November 29, 2010
 - Tentative - 4:30 – 6PM – December 13, 2010
- Location – FCC –(Muriel – need to find location)
- Recommendations to January 18, 2011 Board Meeting
- Year end assessment in May.

Membership Expectations and Responsibility of Members:

- Committed to this charge and the time required.
- Effective communicator – really listens and hears
- Effective relationship builder
- Sees big picture
- Open to new ideas
- Ability to identify the balance between too much information and not enough.
- Understanding of electronic forms of communication.
- (Candace will add tasks for individuals)

What the group is to accomplish

- Review the Communications Report
- Inventory all existing Communications channels and vehicles
- Identify gaps in communication
Identify procedures for communicating with families of limited social economics and families with language barriers

- Assign communications responsibilities
- Address consistent implementation of available technology,(i.e. portal, email, splayback)
Monitor and adjust communication plan in an ongoing manner

Products/Results:

- An action plan will be created that streamlines communication by:
- Identifying target audiences
- Establishing appropriate communications methods
- Creating timelines for communicating information
- Identifying how communications will be monitored for effectiveness.

Authority: This task force will make recommendations to the administration and Fridley School Board on the design of a coherent district/community communication system.

Communication:

- The community at large will be notified that the District has established a Communication Task Force (Bulletin, Focus, weekly folders)
- Members of the Task Force will be encourage input from the school and community
- Monthly reports will be sent to all administrators and will be available online for staff and community.

Resource Needs:

- Money, time, and materials available for the task force to use with or without prior approval

Fridley Public Schools: Leadership Workshop

August 3-4, 2010

Tuesday, August 3

High School Media Center

- 7:30 am Coffee
- 8:00 – 8:15 am Welcome and Introduction of New Staff – Peggy
- 8:15 – 11:30 am Data Academy – Dr. Ben Silbergitt, TIES
- Using Data to Improve Decision-making
- 11:30 am – 12:30 Lunch
- 12:30 – 3:00 pm Data Academy – hands on practice
- Navigating I-Cue and Accessing Data
 - One-Click Reports
 - Personal Learning Plans
- 3:00 – 4:00 pm Rolling out I-Cue and Training
Horizon Report Assignment
Video: Lucy, Lucy, Lucy

Wednesday, August 4

Metro ECSU,

3055 Old Highway 8, Suite 302

St. Anthony, MN 55418

- 7:30 am Breakfast
- 8:00 – 8:45 am Welcome/Introductions
Video: I want my teacher to learn
Share quotes
21st Century Skills: Elements of Success Quotes
- 8:45 – 9:15 am 4 Questions
- 9:15 – 9:45 am Empowering 21st Century Skills Through Technology - Horizon Report Jigsaw
Videos: Jon's Non-textbook and Students 1-3
- 9:45 am Break
- 10:00 – 11:30 am Horizon Report – TIES
- 11:30 – 12:00 Lunch
- 12:00 – 12:45 *Videos: Teaching Naked and the U of M Biology Class*

Technology Planning

12:45 – 2:30 pm

Facilities Analysis – ATS&R

Chapter 8 - Retooling Schooling: Reshaping Support Systems

2:30 – 3:00 pm

Reflection and Closure



Fridley School District
6000 West Moore Lake Drive
Fridley, Minnesota 55432
Phone: 763-502-5022
Fax: 763-502-5050
debbie.smolinski@fridley.k12.mn.us

Debbie Smolinski
Food Service Director

SFSP Narrative Report
Fridley School Board

August 10th 2010

Food Service was excited to participate in our first federally funded summer feeding program with a rewarding average of 350 cold bag lunch meals served daily to hungry children June 15th – July 15th. Our challenges were not unique to the program, only new to us and I believe that this formidable year educated us as a Program Sponsor enabling us to build on this year's successes and to learn from the situations that we had to change and move forward next summer to build an even stronger SFSP for June & July of 2011!

Budget Vs expenses

- Meals Served
Budgeted 500/day – Served 350/Day
- Labor
We had less total labor than budgeted due to less students served. We eliminated one cafeteria supervision position that was budgeted after the second week and would evaluate the labor daily in the kitchens to match the meals needed to prepare.

Ideas for next year

- Anoka County Youth Program
Employ a youth paid for by county to clean tables, open lunch sacks & simple kitchen tasks
- Bike Safety Camp (first 2 days of summer school and our SFSP) in Commons Park
Hopefully feed participants SFSP Lunch instead of McDonalds lunch provided this year as part of their camp fee
- 49ers Parade
Participate in parade and hand out flyers about program
- Incorporate Hot Lunch options throughout program
- Incorporate entertainment on-site (Elementary location) such as face painting, local musicians, individuals willing to donate their talent to draw a higher participation
- Change location of Elementary summer school to Stevenson
- Feature a local bakery each week willing to donate a sweet treat (cookie) advertising their company

Debbie Smolinski
FSD Fridley Public Schools
SFSP Program Sponsor 2010

**2010
Summer School
Summary**

Fridley Academic Summer School programming began June 15 and concluded July 20, 2010. Classes were offered four days a week from 8:00 AM to 2:30 PM, specific times varied based on program and age of student. Programming took place at Fridley High School, Hayes Elementary and Transitions.

Elementary

Teachers used common criterion to select students to participate in our Elementary Summer Program. Parents received an invitation notice by mail if their child met the criteria for participation. The Program offered grade level opportunities in math, reading, and social skills, focusing on meeting individual student learning needs.

Targeted Services:

Elementary: (by Fall grade level)

Grade 1	42
Grade 2	11
Grade 3	36
Grade 4	33
Grade 5	16

Total: 138

Ready-Set-Go

A specific set of students entering kindergarten in the Fall were invited to a kindergarten orientation session (Ready-Set-Go) from June 28 through July 15. This orientation session gave these incoming kindergarten students a chance to visit school, get to know the teachers, meet some classmates and participate in a traditional

24 students attended the *Ready, Set, Go Program*

Transition

Students currently receiving special education services may be eligible for extended school year services during the summer based on their Individual Educational Plans (IEPs). Discussion of specific needs occurred during an IEP meeting, followed by registration for summer school. Support services were arranged as determined appropriate.

8 students attended the Summer Transition Program

** Special Ed also had students attending summer school at all grade levels

Middle School

The Middle School remedial/summer instruction program was open to students based on unsatisfactory completion of two or more classes or students who were in need of remedial instruction. Middle School students were offered classes, four days per week, from Monday-Thursday, starting June 15 and continuing through July 15.

Middle School: (by Fall grade level)

Grade 6	13
Grade 7	26
Grade 8	15
Grade 9	26
Total:	80

High School

The summer instruction program was open to students who failed classes during the school year or needed assistance in preparing for State Assessments. High School students were offered classes four days per week, Monday-Thursday, starting June 15 and continuing through July 20.

Recommendations from HS: 141 + ALC recommendations

Actual attendance: (by Fall grade level)

Grade 10	33
Grade 11	34
Grade 12	30
Total:	97

Summer Lunch Program

Fridley Schools participated in federally funded program that provided a free, well balanced lunch to any person ages 0 – 18 years of age. A daily average of 350 lunches was served at Fridley High School and Hayes Elementary.

202 School Board Officers

I. Purpose

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. General Statement of Policy

The School Board shall meet annually and organize by selecting a chair, a clerk, a treasurer and such other officers as determined by the School Board. At its option, the School Board may appoint a vice-chair to serve in the temporary absence of the chair.

The School Board shall appoint a superintendent who shall be an ex officio, non-voting member of the School Board.

III. Organization

The School Board shall hold an organizational meeting each year on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the School Board. These officers shall hold office for one year and until their successors are elected and qualify.

The persons who perform the duties of clerk and treasurer need not be members of the School Board. The School Board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. Officer's Responsibilities

A. Chair

1. The chair when present shall preside at all meetings of the School Board, countersign all orders upon the treasurer for claims allowed by the School Board, represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the School Board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by a majority vote of the School Board and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the School Board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. 124.06.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before November 30 of each year, the clerk shall:
 - a) File with the School Board a report of the revenues, expenditures and balances in each fund for the preceding fiscal year.
 - b) Make and transmit to the commissioner certified reports, showing:
 - (1) Revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) Length of school term and enrollment and attendance by grades; and
 - (3) Other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the proposed property tax voted by the school district or the School Board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the School Board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, non-voting member of the School Board.
2. The superintendent shall perform the following:
 - a) Implement the policies of the School Board;
 - b) Visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the School Board;
 - c) Recommend to the School Board employment and dismissal of administrators, teachers, and all other employees;
 - d) Superintend school grading practices and examinations for promotions;
 - e) Make reports required by the commissioner;
 - f) Attend all meetings of the School Board;
 - g) Perform other duties prescribed by the School Board.

Legal References: *Minn. Stat. 123B.12 (Finance)*
Minn. Stat. 123B.14 (Officers)
Minn. Stat. 123B.143 (Superintendent)
Minn. Stat. 126C.17 (Referendum Revenue)
Minn. Sta. Ch. 205A (School District Elections)

Cross References: *Policy 101 (Legal Status of the School District)*
Policy 201 (Legal Status of the School Board)
Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties

SCHOOL BOARD ACTION:
Adopted December 21, 1999
Revised _____

205 OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

- A. The School Board embraces the philosophy of openness in the conduct of its business, in the belief that openness produces better programs, more efficiency in administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The School Board shall conduct its business under a presumption of openness. At the same time, the School Board recognizes and respects the privacy rights of individuals as provided by law. The School Board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the School Board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at School Board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the School Board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.

III. DEFINITION

“Meeting” means a gathering of at least a quorum or more members of the School Board, or quorum of a committee or subcommittee of School Board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the School Board. The term does not include a chance or social gathering.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the School Board shall be kept on file at its primary offices. If the School Board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.

2. Special Meetings

- a. For a special meeting, the School Board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district in the main entrance or on the door of the School Board's usual meeting room if there is no principal bulletin board. The School Board's actions at the special meeting are limited to those topics included in the notice.
- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
- c. This notice shall be posted and mailed or delivered at least three days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the School Board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the School Board is required to send notice to that person only concerning those particular subjects.
- e. The School Board will establish an expiration date on requests for notice of special meetings and require re-filing once each year. Not more than 60 days before the expiration date of request for notice, the School Board shall send notice of the re-filing requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the School Board, require immediate consideration.

- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The School Board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the School Board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the School Board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the School Board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minnesota State Statute, a meeting may be conducted by telephone or other electronic means in compliance with Minnesota State Statute.

B. Votes

The votes of School Board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the School Board or its employees and distributed to or available to all School Board members shall be available in the meeting room for inspection by the public while the School Board considers their subject matter.
2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

1. Meetings may not be closed merely because the data to be discussed are not public data.
2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the School Board's authority and is reasonably necessary to conduct the business or agenda item before the School Board.
3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1. Labor Negotiations Strategy
 - a. The School Board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the public meeting.

- c. A written roll of School Board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.
- d. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the School Board for the current budget period.

2. Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the School Board and its employees or their respective representatives are public meetings except when otherwise provided by the Commissioner of the Bureau of Mediation Services. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

3. Preliminary Consideration of Charges

- a. The School Board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority.
- b. If the School Board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open.
- c. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

- a. The School Board may close a meeting to evaluate the performance of an individual who is subject to its authority. The School Board shall identify the individual to be evaluated prior to closing a meeting.

- b. At its next open meeting, the School Board shall summarize its conclusions regarding the evaluation.
- c. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

- a. A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the School Board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences.
- b. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the School Board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond

- a. If the School Board has declined to renew the coaching contract of a licensed or non-licensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the non-renewal, the School Board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the School Board must provide the coach with a reasonable opportunity to respond to the reasons at a School Board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minnesota State Statute to discuss educational or certain other nonpublic data.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

- a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
- b. active investigative data collected or created by a law enforcement agency;
- c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
- d. an individual's personal medical records.
- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

9. Purchase and Sale of Property

- a. The School Board may close a meeting:

- (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
- b. Before closing the meeting, the School Board must identify on the record the particular real or personal property that is the subject of the closed meeting.
 - c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight (8) years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the School Board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of School Board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
 - d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the School Board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The School Board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the School Board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four (4) years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

- a. The School Board shall provide notice of a closed meeting just as for an open meeting. A School Board meeting may be closed only after a majority vote at a public meeting.
- b. Before closing a meeting, the School Board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.
- c. If the meeting is closed for only a portion of the meeting, for a selected agenda item(s), it will be re-opened immediately after the agenda items(s) discussion has concluded.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)
Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)

Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.*
(Minn. 1993)

Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C”
(Minnesota’s Open Meeting Law)

School Board Action:

Adopted December 21, 1999

Revised July 15, 2008

Revised November 18, 2008

Revised _____



206 Public Participation and/or Complaints about Persons at School Board Meetings and Data Privacy Considerations

I. Purpose

- A. The School Board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the School Board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. General Statement of Policy

- A. The policy of the School Board is to encourage discussion by citizens of subjects related to the management of the school district at School Board meetings. The School Board may adopt reasonable time, place and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The School Board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. Definitions

- A. "Personnel data" means data on individuals collected because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer, or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the social security number; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action together with the specific reasons for the

action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the terms of any agreement settling any dispute arising out of the employment relationship, including a superintendent buyout agreement, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; a work telephone number; badge number; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

D. "Educational data" means data maintained by the school district which relates to a student.

E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

F. Data about applicants for appointments to a public body, including a School Board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; and prior government service. Once an individual has been appointed to a public body, the following additional items of data are public: residential address and either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; provided, however, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. Rights to Privacy

A. School district employees have a legal right to privacy related to matters which may come before the School Board, including, but not limited to, the following:

1. Right to a private hearing for teachers, pursuant to Minn. Stat. 125.12, Subd. 9 (Teachers discharge hearing);
 2. Right to privacy of personnel data as provided by Minn. Stat. 13.43 (Personnel Data);
 3. Right to consideration by the School Board of certain data treated as not public as provided in Minn. Stat. 471.705, Subd. 1d. (not public data).
 4. Right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the School Board, including, but not limited to, the following:
1. Right to a private hearing, Minn. Stat. 127.31, Subd. 5 (Student dismissal hearing);
 2. Right to privacy of educational data, Minn. Stat. 13.32 (Educational Data); 20 U.S.C. 1232g (FERPA);
 3. Right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. 626.556 (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363 (Minnesota Human Rights Act).

V. Rights of the Public

All citizens of the school district have a right to an opportunity to be heard and to have complaints considered and evaluated by the School Board, within the limits of the law and this policy and subject to reasonable time, place and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. 13.43, Subd. 2 (Public data).

VI. Procedures for Citizens

A. Agenda Items

1. Citizens who wish to have a subject discussed at a public School Board meeting are encouraged to notify the superintendent's office in advance of the School Board meeting. The citizen should provide his or her name, address, the name of group represented (if any), and the subject to be covered or the issue to be addressed. The School Board chair will decide whether or not to include the agenda item at an upcoming meeting.
2. Citizens who wish to address the School Board on a particular subject may speak during the discussion of that item at the meeting. Citizens who wish to address the School Board on an item not on the agenda will notify the superintendent in advance

of the meeting and complete the “Request to Address the Board” form prior to the start of the meeting.

3. The School Board chair will recognize one speaker at a time, and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the School Board, or the proceedings may be directed to leave.
4. The School Board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the School Board. If a group or organization wishes to address the School Board on a topic, the School Board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the School Board in accordance with governing law.
6. The School Board chair shall promptly rule out of order any discussion by any person, including School Board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.
8. Depending upon the number of persons in attendance seeking to be heard, the School Board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

B. Complaints

1. Complaints about an administrator, teacher or other employee should first be directed to that employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.

3. Unresolved complaints from paragraph 1 of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the School Board by notifying the School Board in writing requesting placement on the School Board agenda.

C. Hearing of Public Delegations (Non-Agenda Items)

The School Board shall normally provide a specified period of time where citizens may address the School Board on any topic not on the agenda, subject to the limitations of this policy. The School Board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

D. No Board Action at Same Meeting

Except as determined by the School Board to be necessary or in an emergency, the School Board will not take action at the same meeting on an item raised for the first time by the public.

VII. Penalties for Violation of Data Privacy

- A. The school district is liable for damages, costs and attorneys' fees, and in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. 13.08, Subd. 1)
- B. A person who willfully violates data privacy is guilty of a misdemeanor. (Minn. Stat. 13.09)
- C. In the case of an employee, willful violation constitutes just cause for suspension without pay or dismissal. (Minn. Stat. 13.09)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. 626.556 (Reporting of Maltreatment of Minors)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. No. 852 (July 14, 2006)

Cross References:

Policy 205 (Open Meetings and Closed Meetings)

Policy 207 (Public Hearings)

Policy 406 (Public and Private Personnel Data)

Policy 515 (Protection and Privacy of Pupil Records)

MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

School Board Action:

Revised Policy 4.400 September 16, 1980

Revised as Policy 206 December 21, 1999

Revised December 16, 2008

Revised _____

Second Reading

207 Public Hearings

I. Purpose

The School Board recognizes the importance of obtaining public input on matters properly before the School Board. The purpose of this policy is to establish procedures to efficiently receive public input.

II. General Statement of Policy

In order for the School Board to efficiently receive public input on matters properly before the School Board, the procedures set forth in this policy are established by the School Board.

III. Procedures

A. Public Hearings

Public hearings are required by law to be held concerning certain issues, including but not limited to, school closings (Minn. Stat. 123B.51), education district establishment (Minn. Stat. 123A.15), and agreements for secondary education (Minn. Stat. 123A.30). Additionally, other public hearings may be held by the School Board on school district matters at the discretion of the School Board.

B. Notice of Public Hearings

Public notice of a public hearing required by law shall be given as provided by the statutes. Public notice of other hearings shall be given in the manner required for a regular meeting if held in conjunction with a regular meeting, in the manner required for a special meeting if held in conjunction with a special meeting, or as otherwise determined by the School Board.

C. Public Participation

The School Board retains the right to require that those in attendance at a public hearing indicate their desire to address the School Board and complete and file with the clerk of the School Board an appropriate request card prior to the commencement of the hearing if the School Board utilizes this procedure. In that case, any request to address the School Board after the commencement of the hearing will be granted only at the discretion of the School Board.

1. Format of Request

If required by the School Board, a written request of an individual or a group to address the School Board shall contain the name and address of the person or group seeking to address the School Board. It shall also contain the name of the group represented, if any, and a brief statement of the subject to be covered or the issue to be addressed.

2. Time Limitation

The School Board retains the discretion to limit the time for each presentation as needs dictate.

3. Groups

The School Board retains the discretion to require that any group of persons who desire to address the School Board designate one representative or spokesperson. In the event that the School Board requires the designation of a representative or spokesperson, no other person in the group will be recognized to address the School Board, except as otherwise determined by the School Board.

4. Protocol

A School Board member should direct any remarks or questions through the chair. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the School Board, or the proceedings may be directed to leave.

5. Personal Attacks

Personal attacks by anyone addressing the School Board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the School Board.

6. Limitations on Participation

Depending upon the number of persons in attendance seeking to be heard, the School Board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient and fair opportunity for those present to be heard.

Legal References:

Minn. Stat. 123A.15 (Education District Establishment)

Minn. Stat. 123A.30 (Agreements for Secondary Education)

Minn. Stat. 123.B.51 (School Closings)

Cross References:

Policy 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)

SCHOOL BOARD ACTION:

Adopted December 21, 1999

Revised _____

Second Reading



214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS

I. Purpose

The purpose of this policy is to control out-of-state travel by School Board members as required by law.

II. General Statement of Policy

School Board members have an obligation to become informed on the proper duties and functions of a School Board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as School Board members. Occasionally, it may be appropriate for School Board members to travel out of state to fulfill their obligations.

III. Appropriate Travel

Travel outside the state is appropriate when the School Board finds it proper for School Board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as School Board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the School Board.

IV. Reimbursable Expenses

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. Reimbursement

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

- B. Automobile travel shall be reimbursed at the mileage rate set by the School Board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the School Board's approved budget allocations, including attendance at workshops and conventions.

VI. Establishment of Directives and Guidelines

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

Cross References: Policy 212 (School Board Member Development)
Policy 412 (Expense Reimbursement)

SCHOOL BOARD ACTION:

Adopted January 17, 2006

Revised _____



404 EMPLOYMENT BACKGROUND CHECKS

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until

the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check, but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (~~hereinafter "the~~ "BCA"). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

- B. In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the state board of teaching or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.

- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees as though they were applicants for employment or providing athletic coaching services or other extracurricular academic coaching services.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this

policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)

School Board Action:
Adopted November 18, 2008
Revised

406 PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. “Confidential” means the data is not available to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by FERPA and employment records held by a school district in its role as employer.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. contract fees;
 - 6. actual gross pension;
 - 7. the value and nature of employer-paid fringe benefits;
 - 8. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 9. job title;
 - 10. bargaining unit;
 - 11. job description;
 - 12. education and training background;
 - 13. previous work experience;
 - 14. date of first and last employment;
 - 15. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;

16. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 17. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 18. work location;
 19. work telephone number;
 20. badge number;
 21. honors and awards received;
 22. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data; and
 23. city and county of residence.
- B. The following information on applicants for employment or to an advisory board/ commission is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

- D. Names and home addresses of applicants for appointment to and members of an advisory board/commission are public.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- F. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- G. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 - 3. A court, law enforcement agency or prosecuting authority.

- H. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- I. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- J. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

- K. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- L. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- M. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report.

N. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data.

~~NO.~~ The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district or to improve school district operations is private.

~~P.~~ ~~Ø.~~ Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

~~Q.~~ Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Director of Personnel as the authority responsible for personnel data. If you have any questions, contact him/her.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: Fridley School District Policy 206 (Public Participation in School Board

Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
Fridley School District Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records – Privacy – Access to Data)

School Board Action:

Adopted March 16, 2004

Revised

First Reading



506 STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that all students are aware of and comply with school district expectations for student conduct. The School Board embraces the philosophy that compliance with established student behavior and disciplinary policies will enhance the school district's ability to maintain order and discipline as well as to ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

It is the policy of the School Board that individual responsibility and mutual respect are essential components of the educational process. The School Board establishes that the nurturance of each student's growth and maturation are of primary importance and closely linked with the necessary balance between authority and self-discipline, as the student progresses from a child's dependence on authority to the more mature behavior of self-control.

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

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

This policy emphasizes the development of self-discipline on the part of students. It is also recognized that there will be instances when it will be necessary to administer disciplinary measures. The school administration will take appropriate disciplinary action when students fail to adhere to the code of student conduct as established by this policy. ~~It is~~ The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience.

The concept of progressive discipline shall be applied by staff in deciding upon consequences appropriate to the circumstances and severity of the behavior violation. Progressive discipline prescribes levels of consequences that become increasingly serious after repeated violations. The district reserves the right to impose discipline at any level depending upon the seriousness of the discipline matter.

This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act and Minnesota state statutes. In view of the foregoing and in accordance with Minnesota state statutes, the School Board has developed and adopted this policy which governs student conduct and applies to all students of the school district.

Notification of this policy will be included in the annual student handbook and disseminated to all students so as to provide advance notice of the rules and consequences for rules violations. This policy shall also be available upon request in the school administrative offices.

III. DEFINITIONS

- A. “Alternative educational services” may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center.
- B. “Dismissal” means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.
- C. “Exclusion” means an action taken by the School Board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.
- D. “Expulsion” means a School Board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.
- E. “Parent” means (a) one of the pupil’s parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.
- F. “Pupil” means any student: (a) without a disability under 21 years of age; or (b) with a disability under September 1 after the child with a disability becomes 22 years of age; (c) and who remains eligible to attend a public elementary or secondary school.

- G. “Removal from class” means any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class of activity period for a period of time.
- H. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a pupil from attending school for a period of no more than ten school days.

IV. AREAS OF RESPONSIBILITY

- A. School Board. The School Board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy; shall hold all school personnel, students and parents (to the degree feasible) responsible for conforming to this policy; and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish administrative guidelines and directives for recommending the services of appropriate agencies for assisting students as may be needed.
- C. Principal. The school principal will have the responsibility and authority to formulate school rules and regulations necessary to enforce this policy. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.
- D. Teachers. All teachers will be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for monitoring and enforcing appropriate student conduct, with appropriate assistance from the school administration. All teachers will enforce the code of student conduct in a fair and uniform manner in the classroom and school. Teachers who exercise the authority to remove a student from class, will follow the procedures specified in this policy.
- E. Other School District Personnel. All school district personnel will be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent or designee.

- F. Parents or Legal Guardians. Parents and guardians will be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children. Parents shall communicate with the teacher and/or school administration about student behavior problems and hold their students responsible for following school policies governing all student behaviors.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the code of student conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

V. STUDENT RIGHTS AND RESPONSIBILITIES

- A. All students have the right to an education and the right to learn.
- B. All students have the following responsibilities:
 - 1. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
 - 2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
 - 3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
 - 4. To make necessary arrangements for making up work when absent from school;
 - 5. To assist the school staff in maintaining a safe school for all students;
 - 6. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
 - 7. To assume that until a rule or policy is specifically waived, altered or repealed, it is in full force and effect;
 - 8. To be aware of and comply with federal, state and local laws;

9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
10. To respect and maintain the school's property and the property of others;
11. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
13. To conduct themselves in an appropriate physical or verbal manner;
14. To follow all reasonable rules or requests of school employees;
15. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. Unacceptable student behavior will be subject to disciplinary action by the school district. This policy applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, employees, or other parties. Any student who engages in any of these activities shall be disciplined in accordance with this policy.
- B. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions.
- C. Unacceptable student behavior is defined as:
 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 2. The use of profanity or obscene language, or the possession of obscene materials;

3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), -or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student.
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district weapons policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where

there is a risk of fire, except where the device is used in a manner authorized by the school;

17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Violation of the school district's Internet Acceptable Use Policy;
20. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to laser pointers, pagers, radios and phones, including picture phones.
21. Violation of school bus or transportation rules or the district's bus safety policy;
22. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
23. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
24. Possession or distribution of slanderous, libelous or pornographic materials;
25. Violation of the district's Bullying Prohibition Policy;
26. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
27. Criminal activity;
28. Falsification of any records, documents, notes or signatures;

29. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.
30. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion, including the use of picture phones or other technology to accomplish this end;
31. Impertinent or disrespectful language toward teachers or other school district personnel;
32. Sexual abuse and/or harassment;
33. Violation of the school district's Violence Prevention Policy;
34. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
35. Committing an act which inflicts bodily harm upon another person, even though accidental or a result of poor judgment;
36. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
37. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
38. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
39. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
40. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
41. Disobedience or insubordination to teachers or other school district personnel;
42. Violation of school rules, regulations, policies or procedures;

43. Other acts, as determined by the school principal, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTIONS

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

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;

~~A.~~

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

~~B.C.~~ Parent contact;

~~C.D.~~ Parent conference;

~~D.E.~~ Removal from class;

~~E.F.~~ In-school suspension;

~~F.G.~~ Suspension from extracurricular activities;

~~G.H.~~ Detention or restriction of privileges;

~~H.I.~~ Loss of school privileges;

- ~~I.J.~~ In-school monitoring or revised class schedule;
- ~~J.K.~~ Referral to in-school support services;
- ~~K.L.~~ Referral to community resources or outside agency services;
- ~~L.M.~~ Financial restitution;
- ~~M.N.~~ Referral to police, other law enforcement agencies, or other appropriate authorities;
- ~~N.O.~~ Petition County Court for juvenile delinquency adjudication;
- ~~O.P.~~ Out-of-school suspension under the Pupil Fair Dismissal Act;
- ~~P.Q.~~ Preparation of an admission or readmission plan;
- ~~Q.R.~~ Expulsion under the Pupil Fair Dismissal Act;
- ~~R.S.~~ Exclusion under the Pupil Fair Dismissal Act;
- ~~S.T.~~ Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. Early detection of student behavior problems is encouraged as a positive intervention by teachers. Teachers have the responsibility to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. Early involvement of parents is recommended as a proactive step by teachers to correct student behavior problems.
- B. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. Teachers who wish to refer their request for a student's removal from class to the school principal, will then transfer the responsibility for managing appropriate school procedures to the school principal and will cooperate with him/her as may be needed.
- C. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy. Such removal shall be for at least one (1) activity period or

class period of instruction for a given course of study and shall not exceed five (5) such periods.

D. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers school district employees, surrounding persons, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the code of student conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

E. If a student is removed from class more than 10 times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and made reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

F. Teacher Procedures for Removal of a Student from a Class. Teachers are required to follow the legal procedures prescribed in law if and when they exercise their authority to remove a student from class. Those procedures will be specified by the school principal in writing and available to teachers who select to exercise this authority. The school procedures for teachers will include the following:

1. Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.
4. Designation of where student is to go when removed;
5. Designation of how student is to get to designated destination;
6. Whether student must be accompanied;
7. Statement of what student is to do when and while removed;

8. Designation of who has control over and responsibility for student after removal from class.
- G. Teacher Procedures for Return of a Student to the Class after Removal.
The school procedures for the teacher will include the following:
1. Specification of procedures;
 2. Actions or approvals required such as notes, conferences, readmission plans.
- H. Teacher Procedures for Notification.
1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
 2. Actions or approvals required, such as notes, conferences, readmission plans.
- G. Teacher Procedures for Disabled students; special provisions.
1. Procedures for consideration of whether there is a need for further assessment;
 2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education ~~Plan~~ Program (IEP) of a disabled student who is removed from class or disciplined; and
 3. Any procedures determined appropriate for referring students in need of special education services to those services.
- H. Teacher Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minnesota state statute.
 2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minnesota state statute, and
 3. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota state statute.

- I. Teacher Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

IX. DISMISSAL OF STUDENTS BY SCHOOL PRINCIPAL

- A. Dismissal involves the denial of the current educational program to any student, including suspension, exclusion, and expulsion. Only licensed school administrators are authorized to dismiss students from school. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to exclusion and/or expulsion from school. A student may be dismissed from school on any of the following grounds:
 - 1. Willful violation of any reasonable School Board regulation, including those found in this policy;
 - 2. Willful conduct that materially and substantially disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

- C. Suspension procedures.

- 1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, ~~except as may be provided in federal law for a student with a disability.~~ where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

~~4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team must review all relevant information in the student's file to determine if the conduct in question was (i) caused by, or had a direct and substantial relationship to, the child's disability, or (ii) the direct result of the school's failure to implement the individual education plan.~~

~~The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services~~

~~when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.~~

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota state statute selected to allow the pupil to progress toward meeting graduation standards under Minnesota state statute 2, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;

- b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota state statute. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within 48 hours of the suspension. Service by mail shall be complete upon mailing.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 11. Notwithstanding the foregoing provisions, the student may be suspended pending the School Board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures.

1. "Expulsion" means a School Board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled. The authority to expel rests with the School Board.
2. "Exclusion" means an action taken by the School Board to prevent enrollment or reenrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the School Board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department Education.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education. The School Board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to the student's records and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including records upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the School Board and served upon the parties within two (2) days after the close of the hearing.
17. The School Board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The School Board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the School Board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Minnesota Department of Education of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the School Board may appeal the decision to the Commissioner within 21 calendar days of School Board action pursuant to Minnesota state statute. The decision of the School Board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minnesota state statute, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other Minnesota state statute. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

~~XI.~~ XII. STUDENT DISCIPLINE RECORDS

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

~~XI.~~ XIII. DISABLED STUDENTS

- A. Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.
- B. ~~Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP.~~
- C. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise.
- D. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.
- E. ~~If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan.~~
- F. When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program or Enrollment in Nonresident District under Minnesota state statutes at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the School Board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.27 (School and Community Advisory Team)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
[34 C.F.R. § 300.530\(e\)\(1\) \(Manifestation Determination\)](#)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 504 (Student Dress and Appearance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored
Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 526 (Student Hazing Prohibition)
MSBA/MASA Model Policy 610 (Field Trips)

School Board Action:

Revised as Policy 8.301

Revised as Policy 506 June 18, 2002

Revised July 15, 2008

Revised

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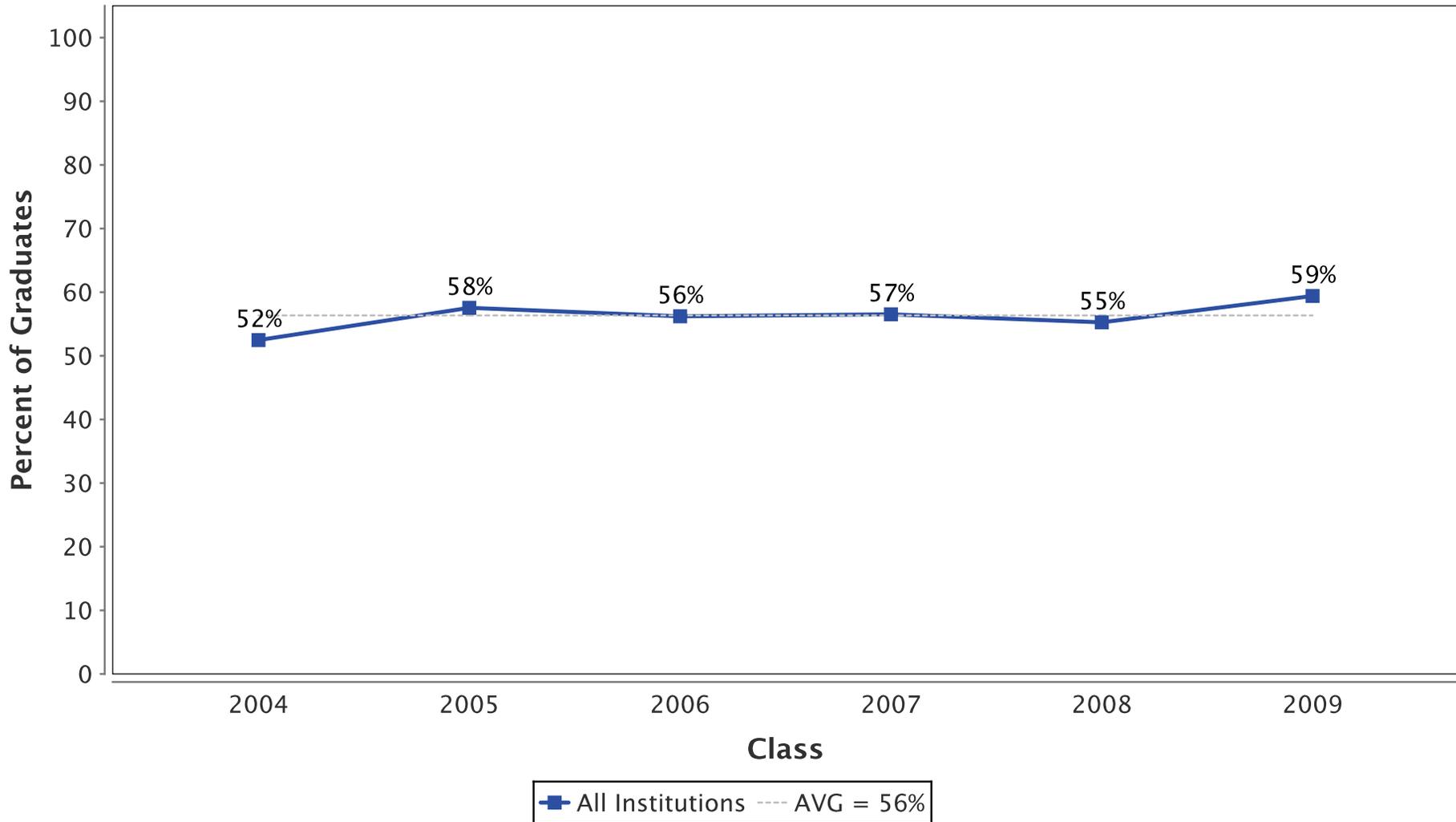
Aggregate Report

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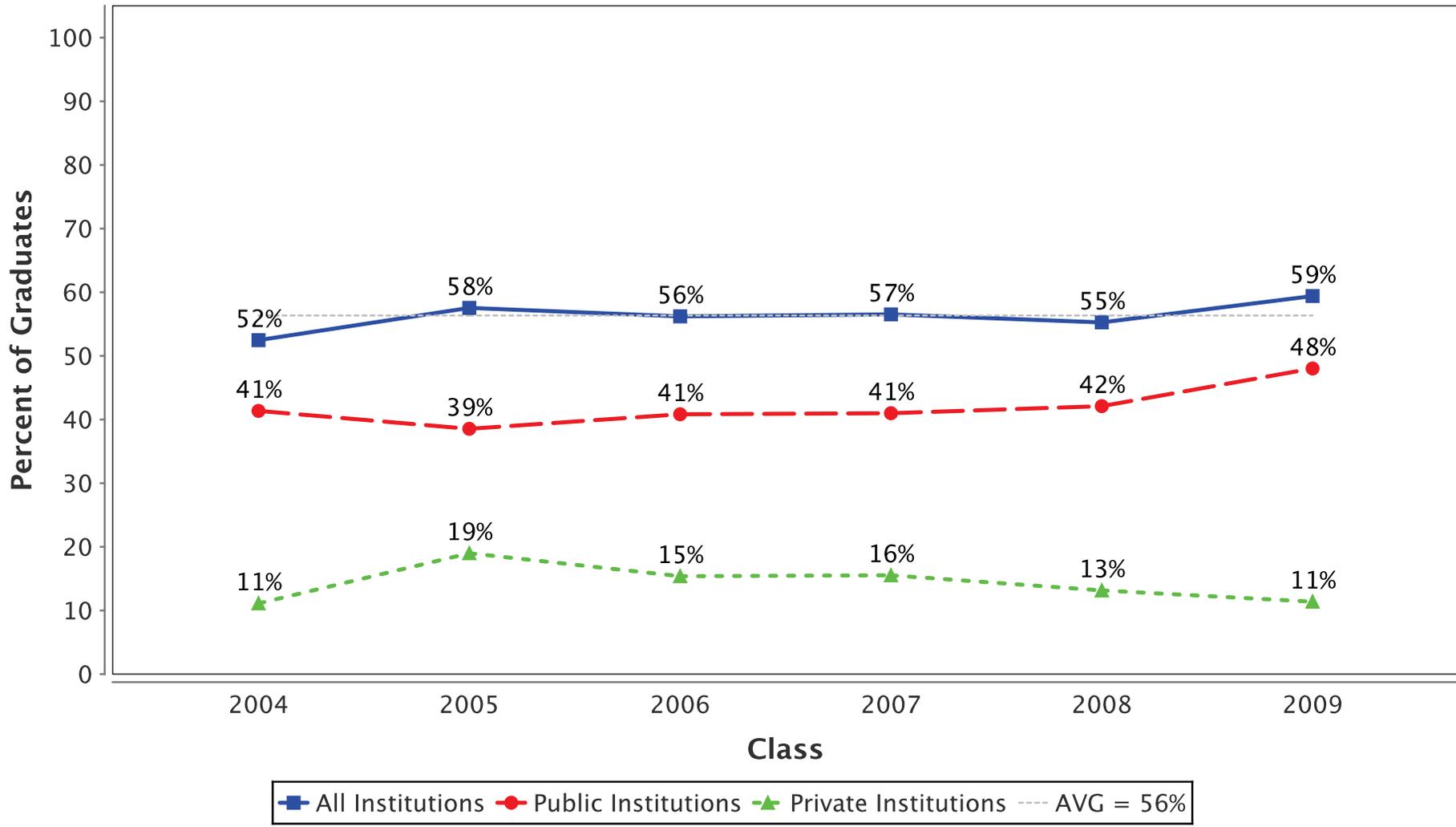
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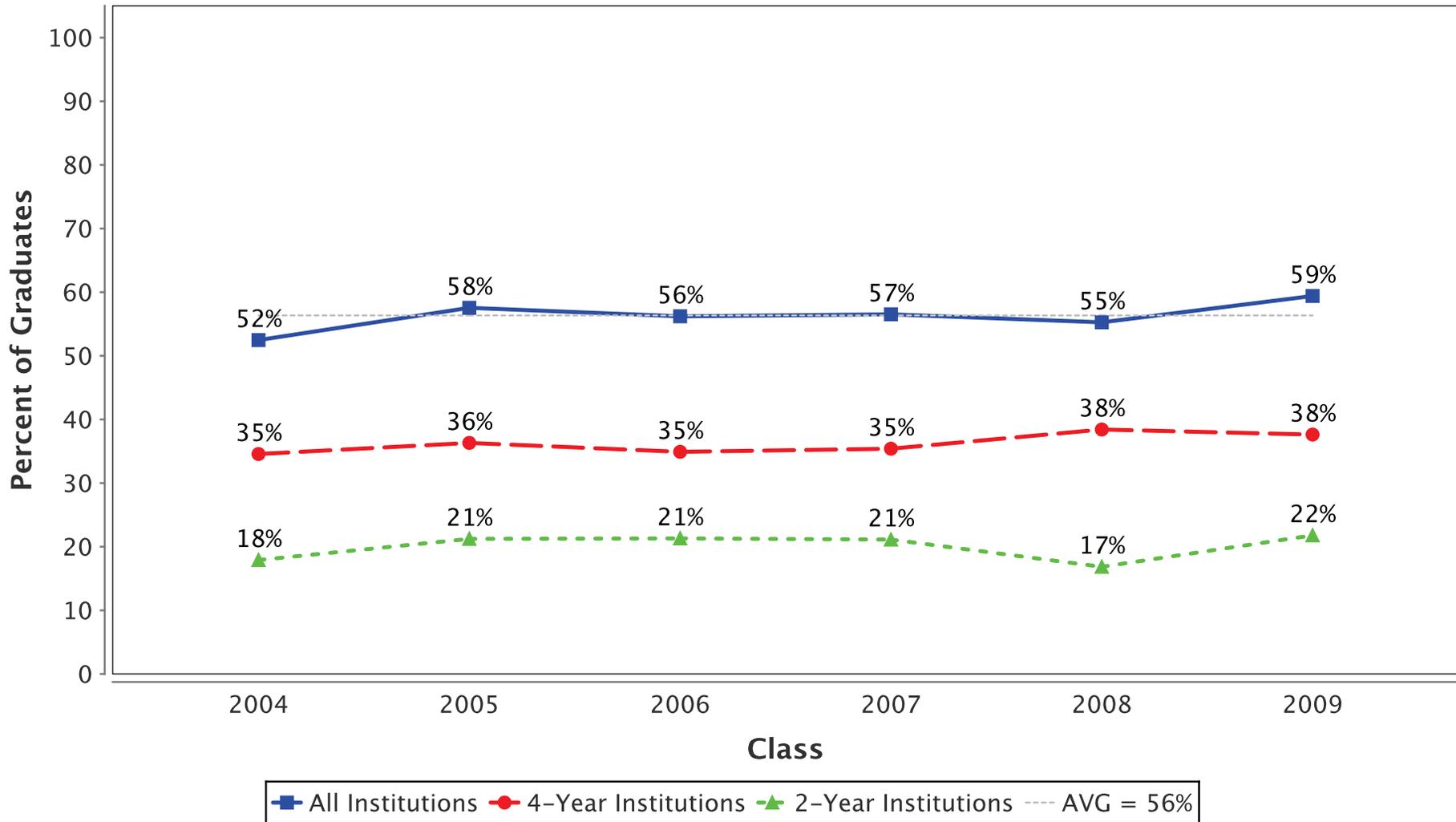
Percent of Students Enrolled in College the Fall Immediately Following Graduation From High School



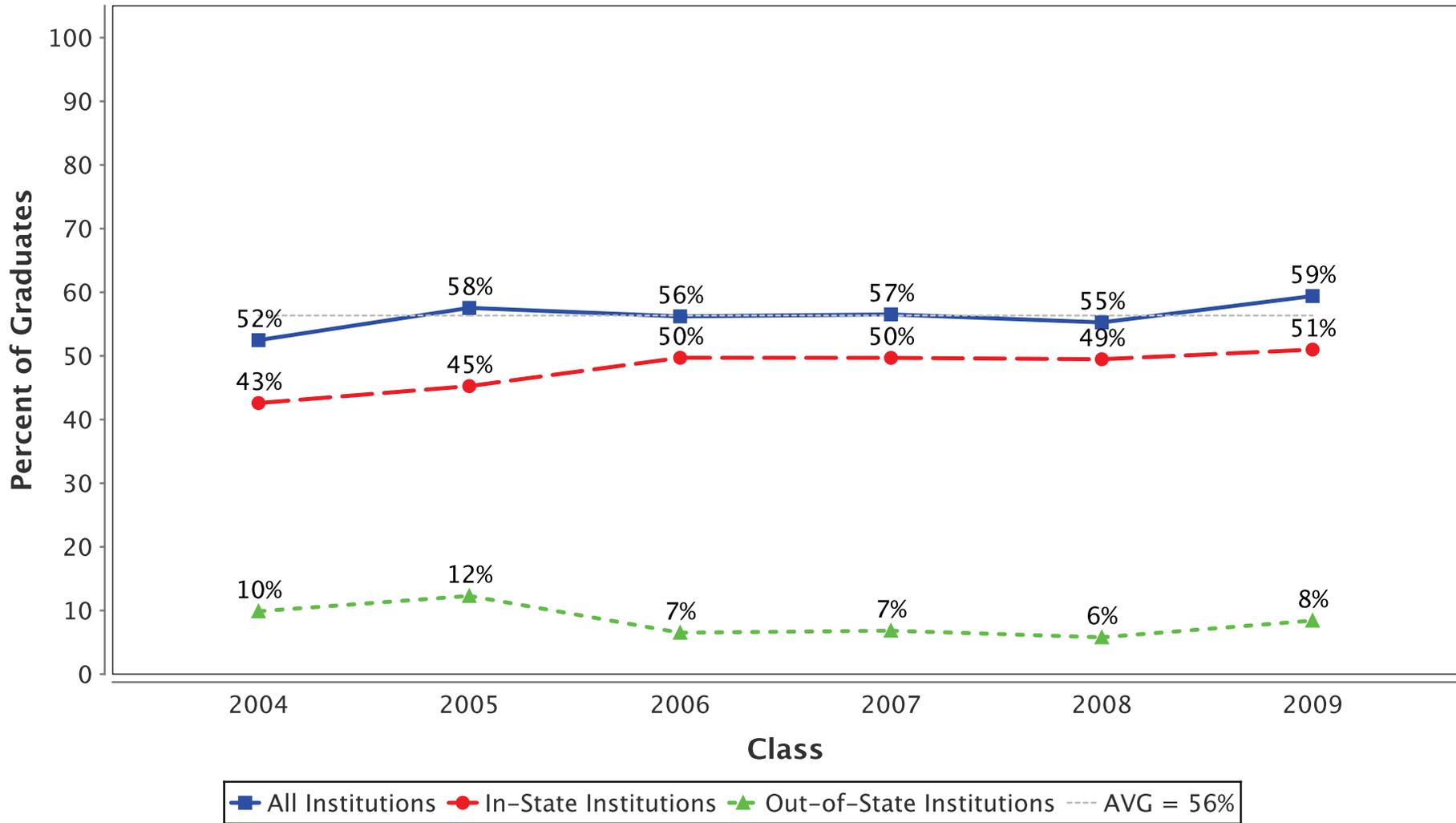
Percent of Students Enrolled in College the Fall Immediately Following Graduation From High School by Institutional Type



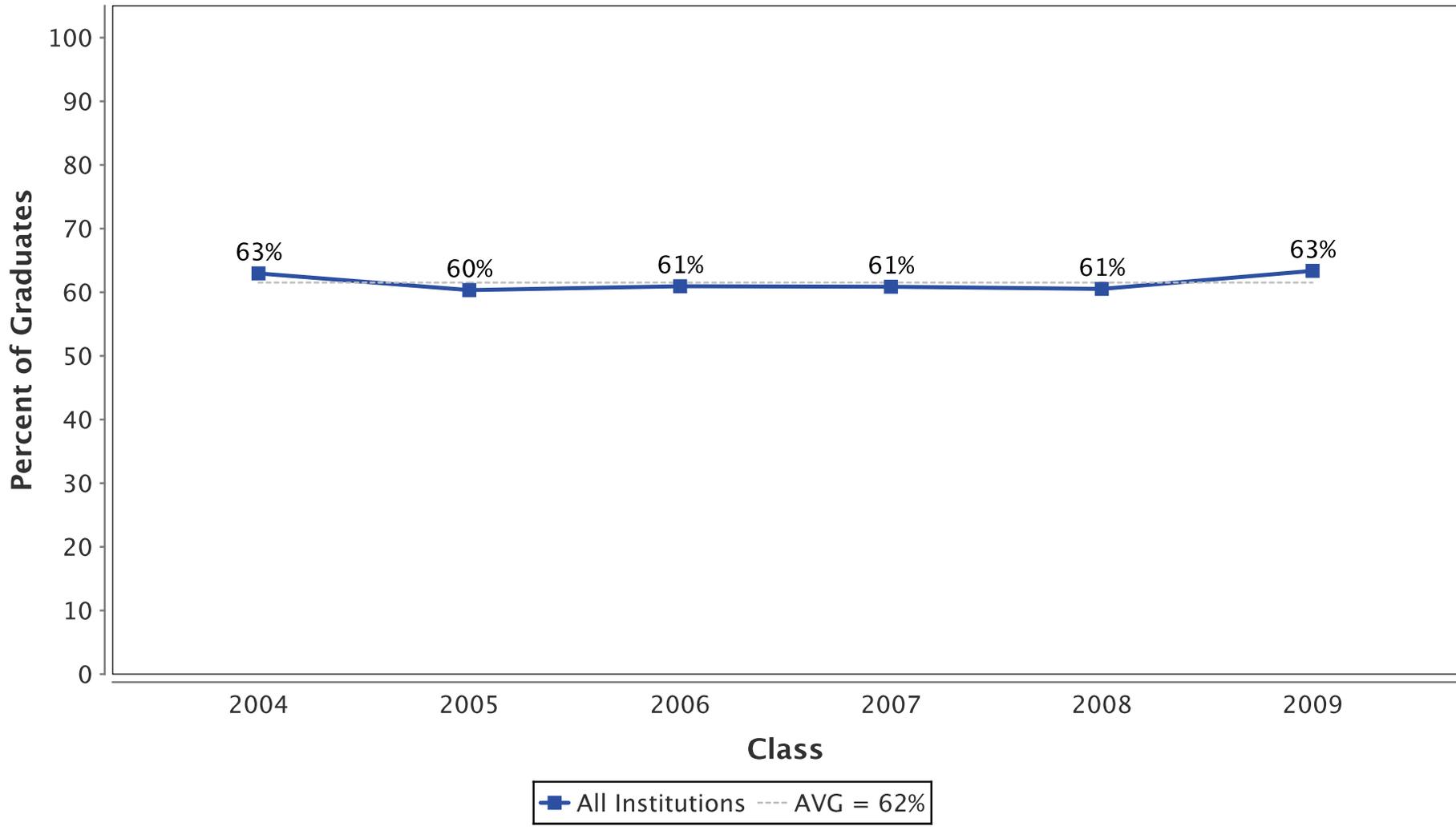
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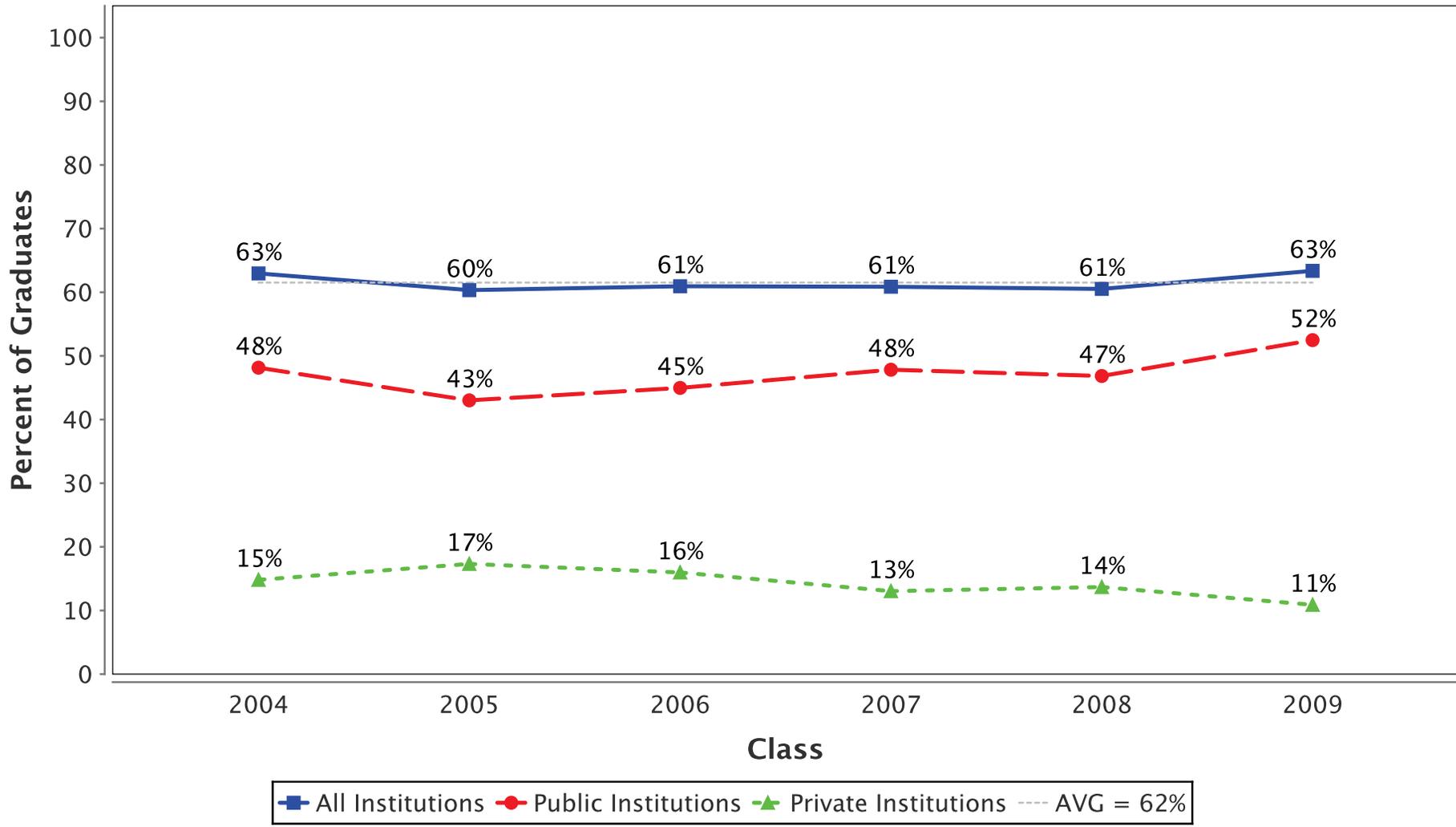
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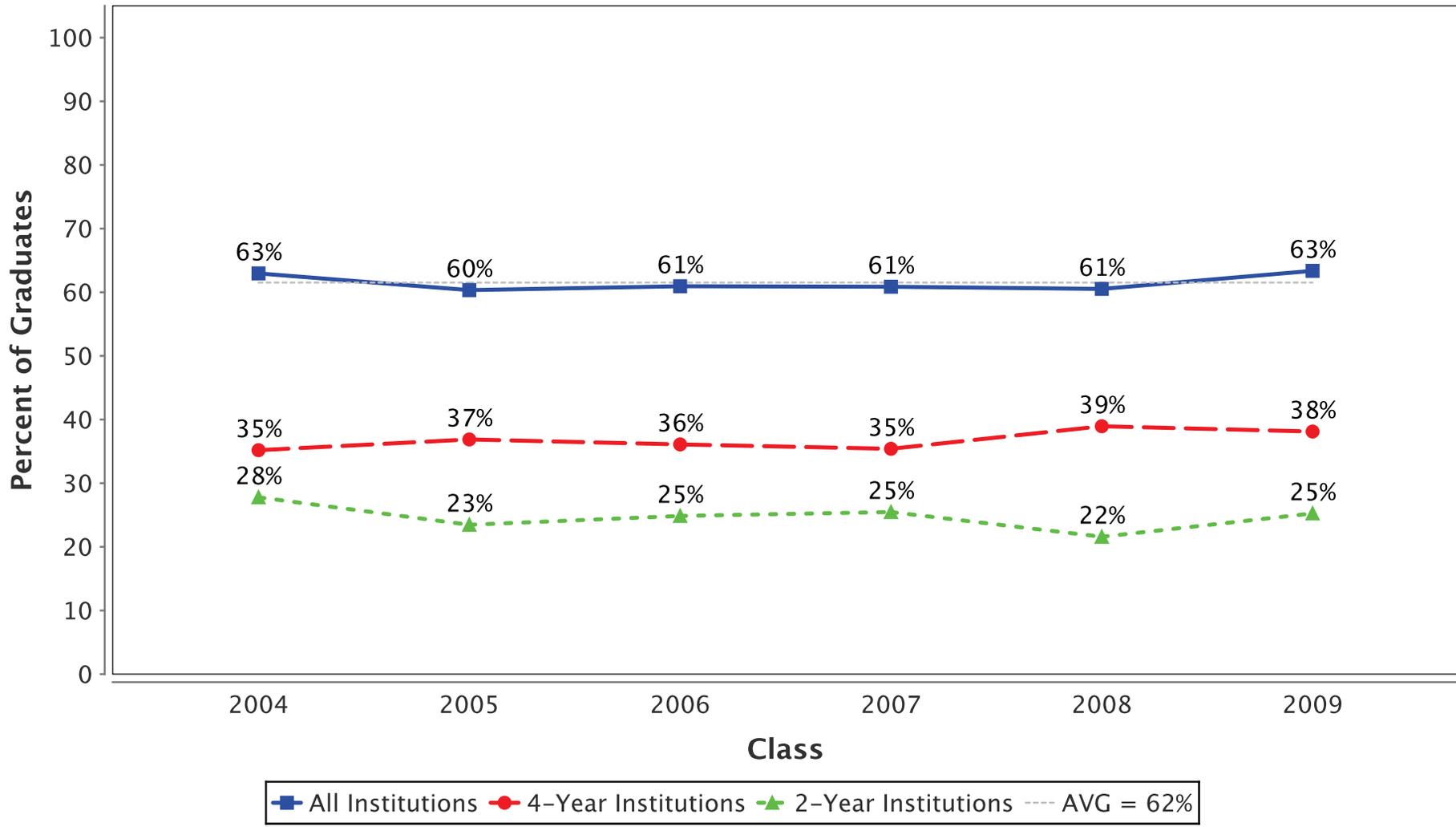
Percent of Students Enrolled in College at Any Time During the First Year After High School



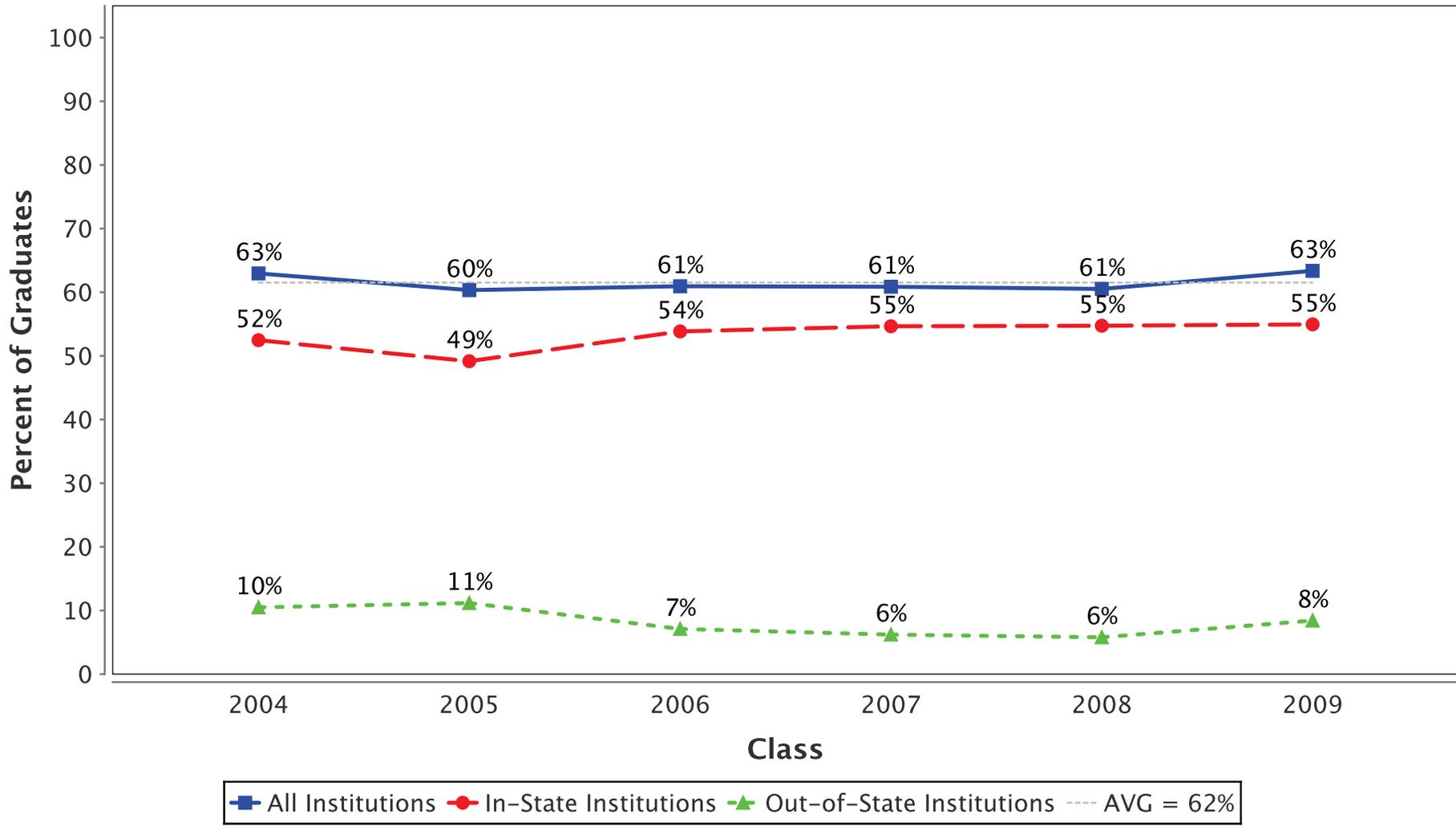
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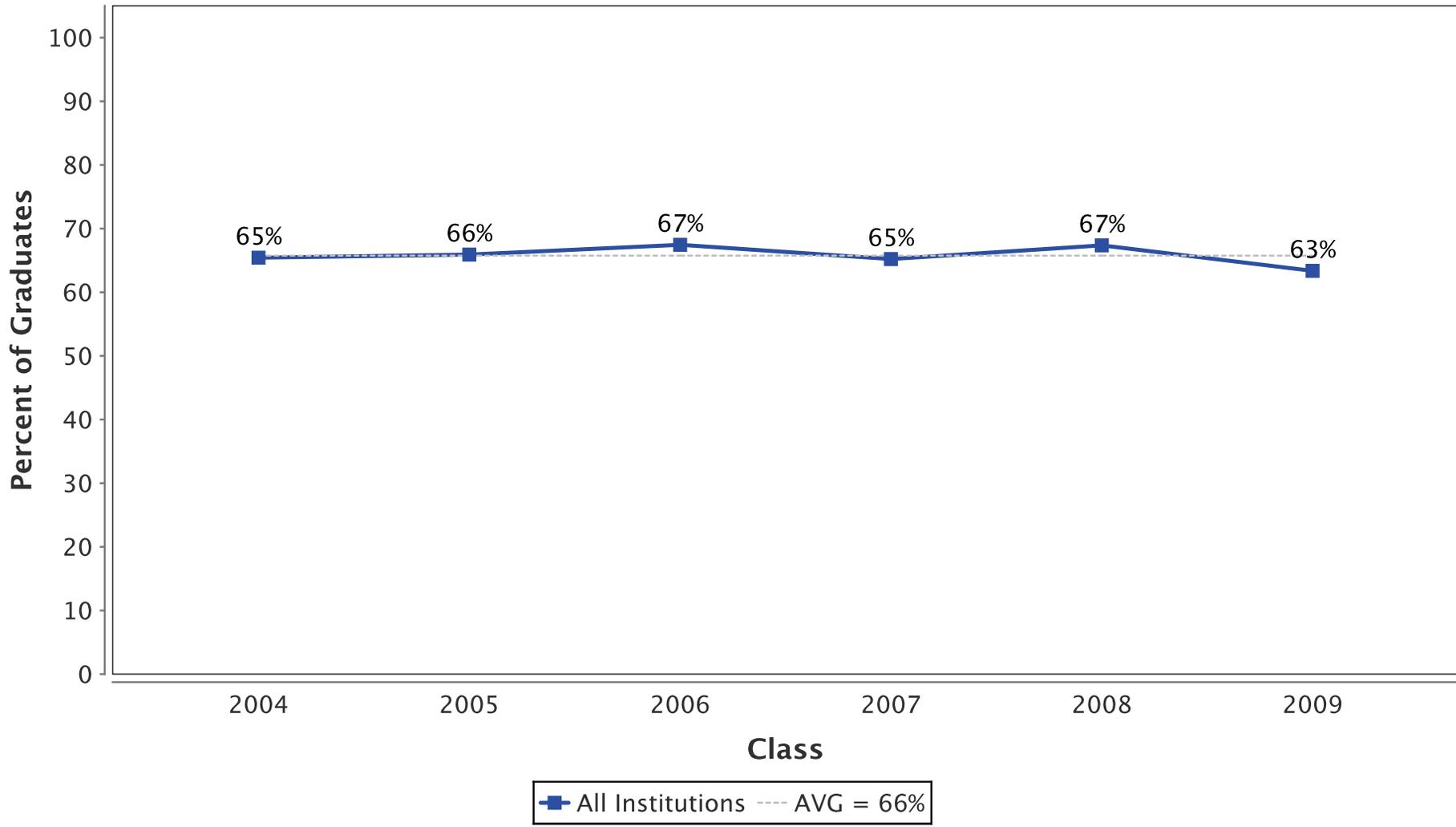
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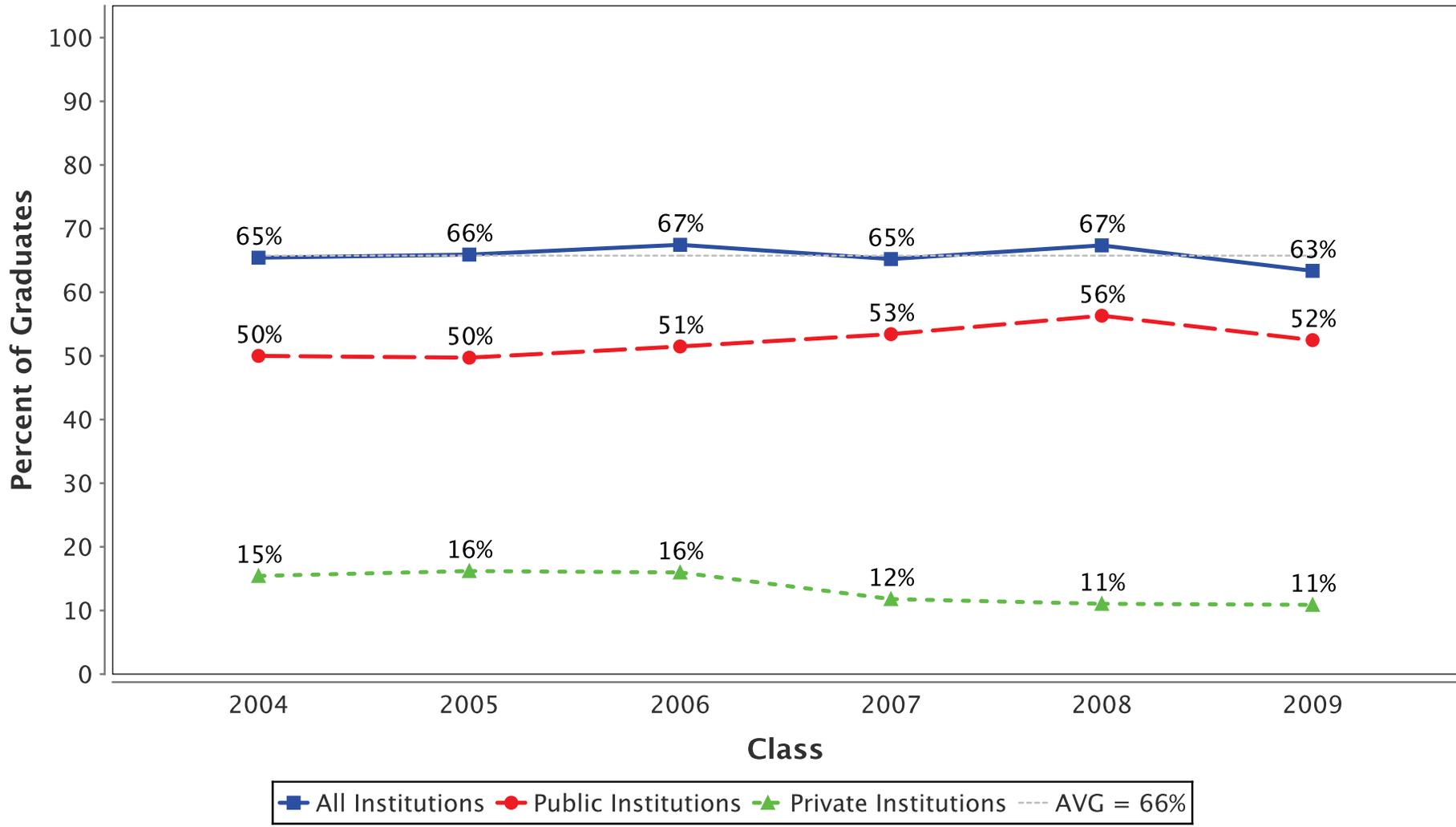
Percent of Students Enrolled in College at Any Time During the First Year After High School by Institutional Location



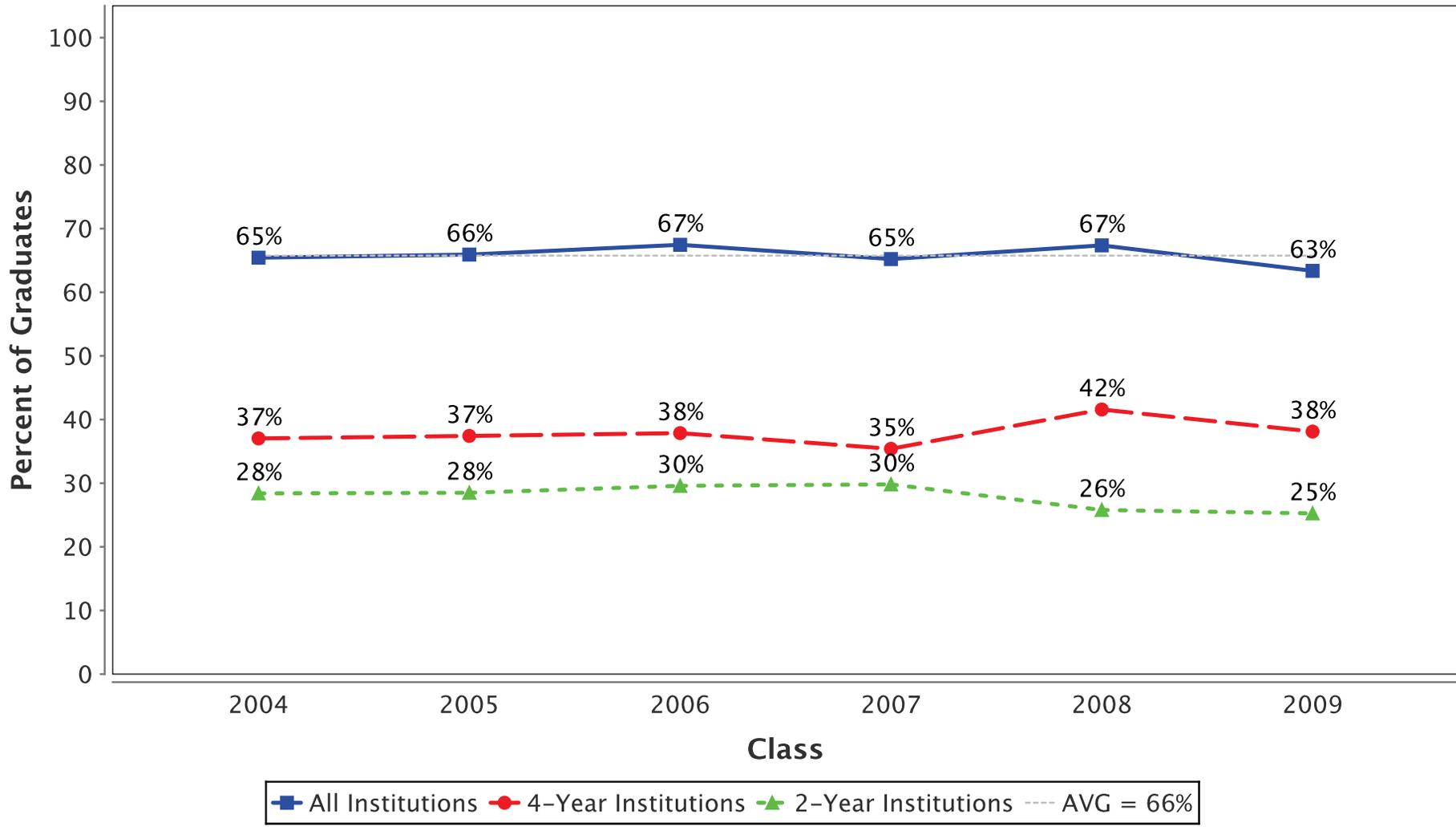
Percent of Students Enrolled in College at Any Time During the First Two Years After High School



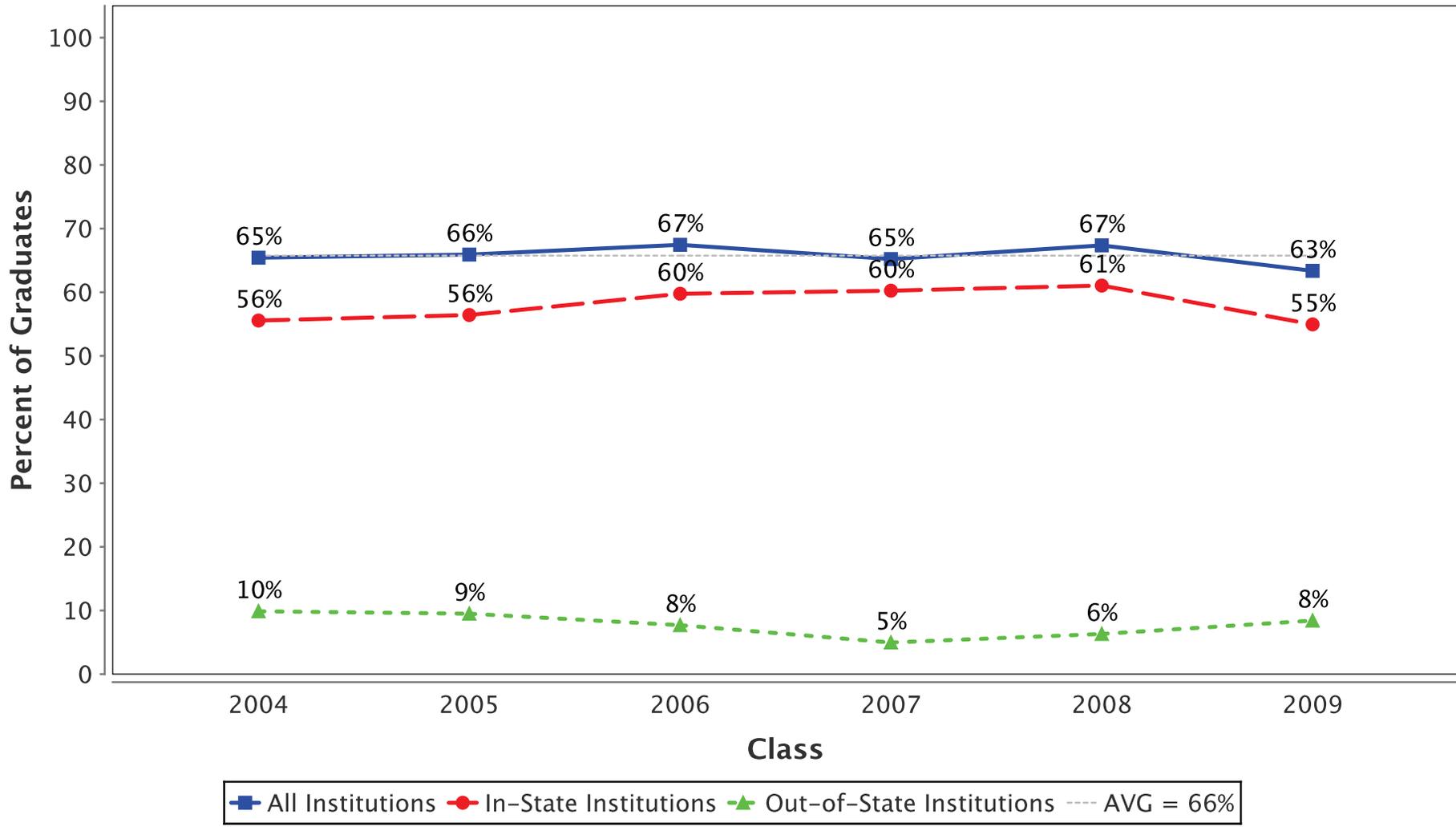
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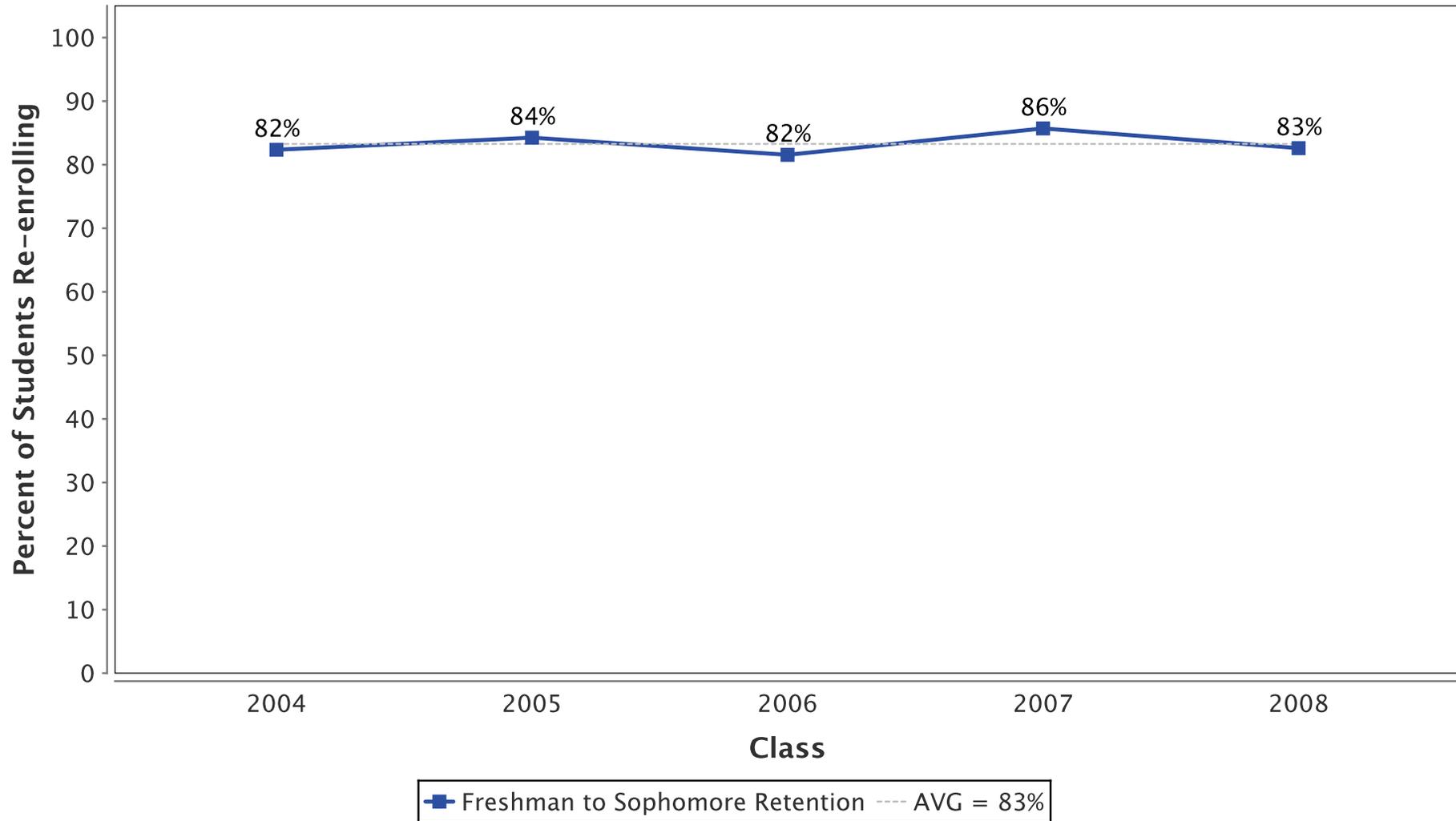
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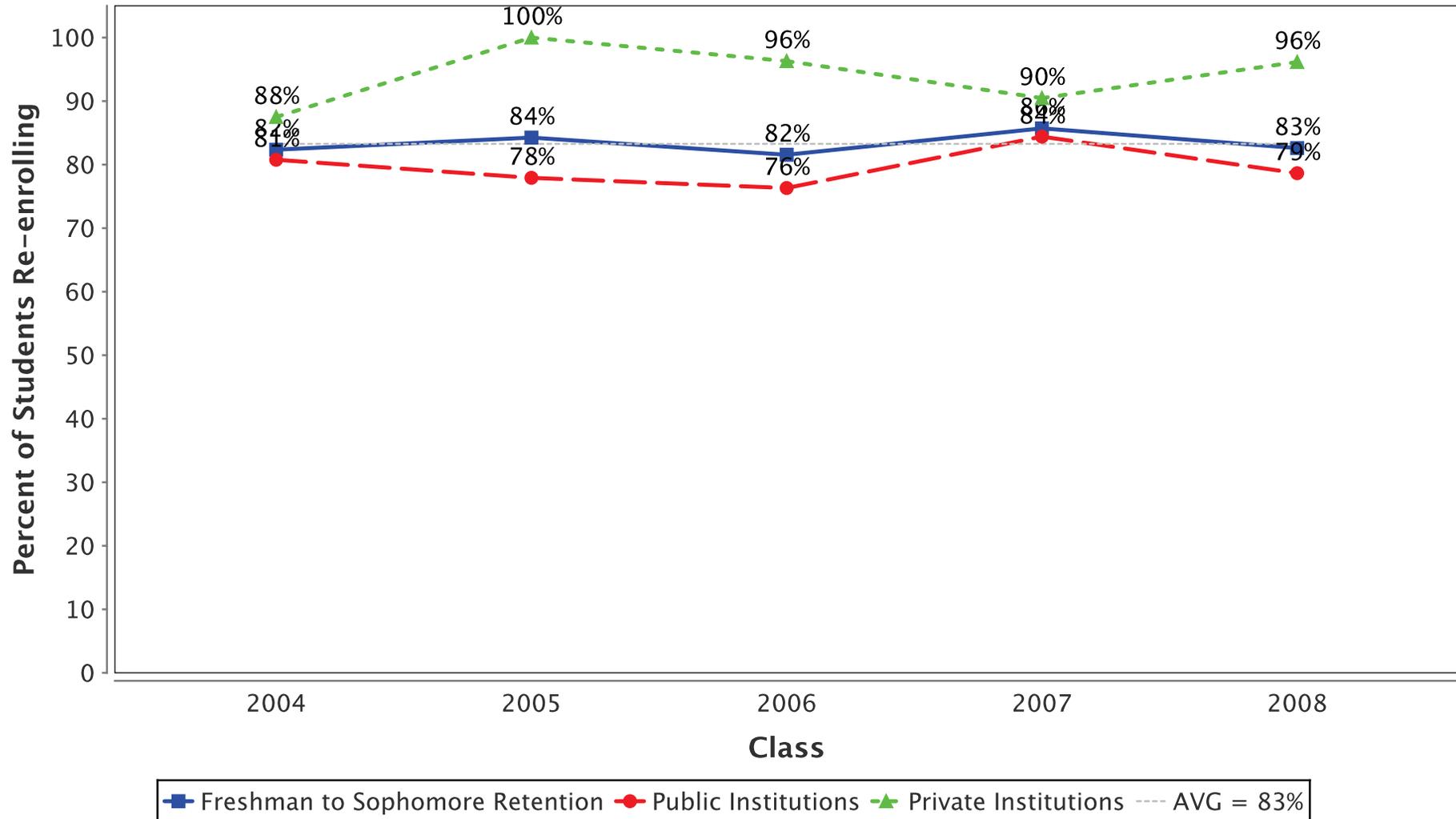
Percent of Students Enrolled in College at Any Time During the First Two Years After High School by Institutional Location



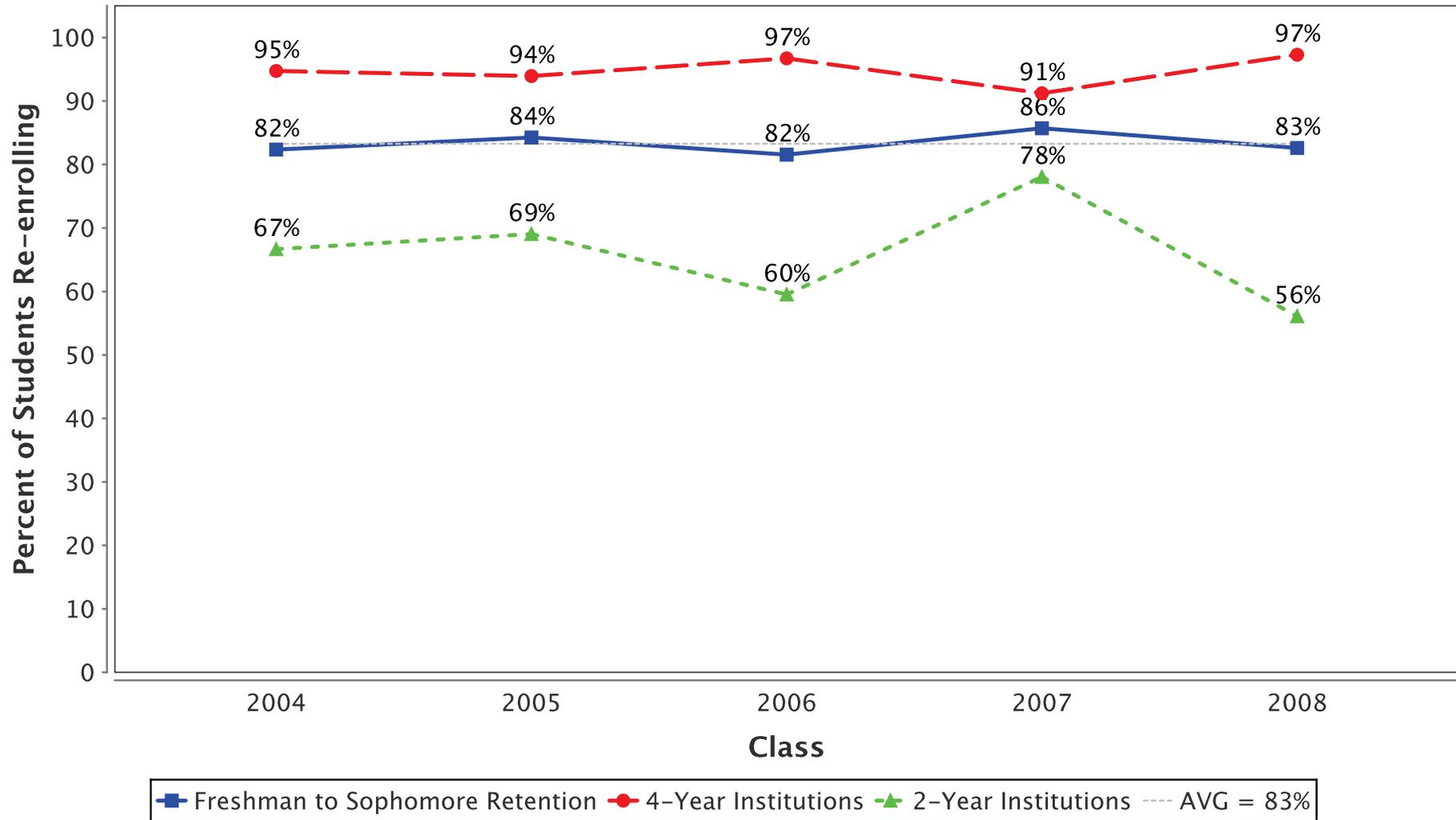
Percent of Students Enrolled in College the First Year After High School Who Returned for a Second Year (Freshman to Sophomore Retention)



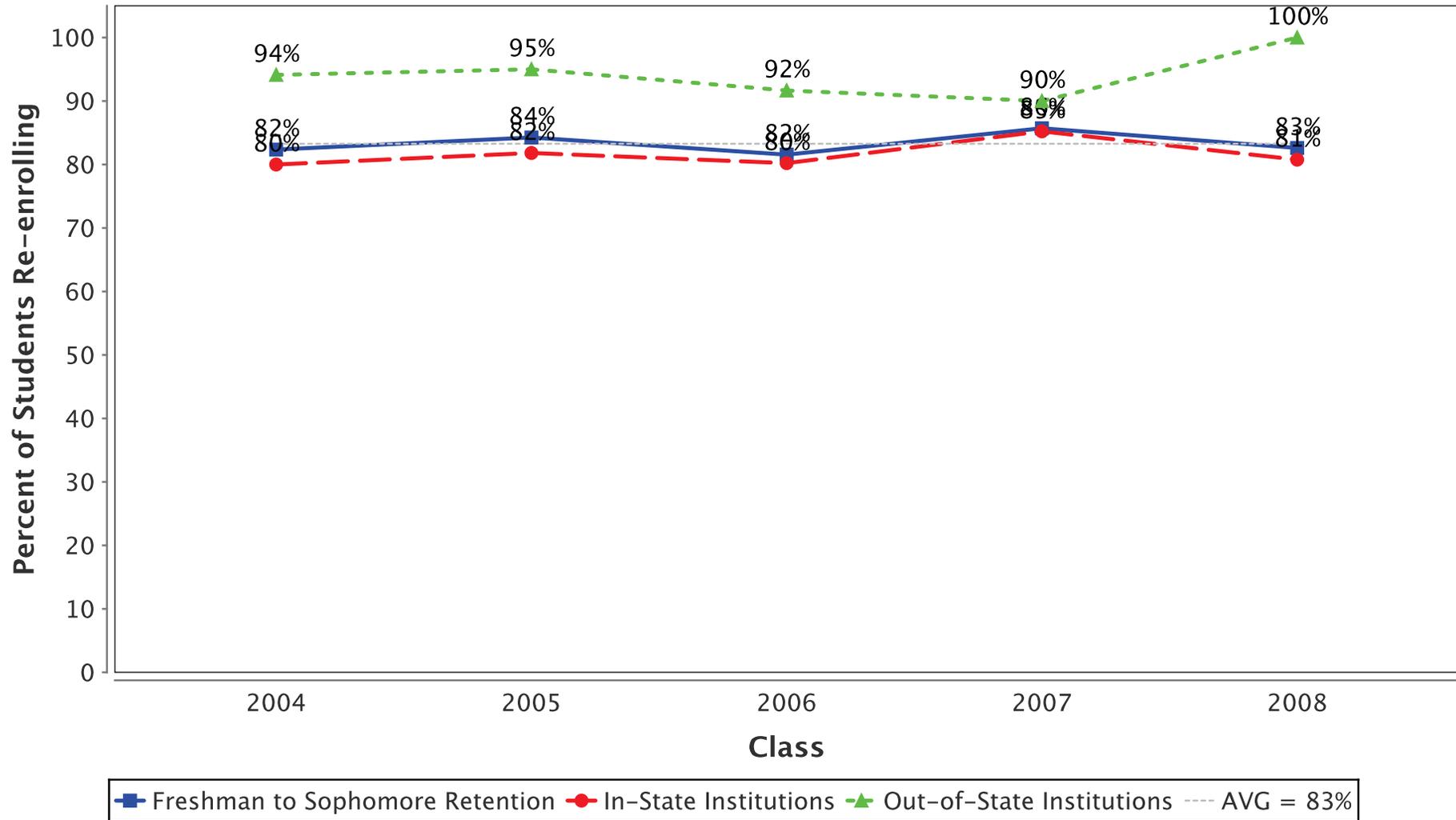
Percent of Students Enrolled in College the First Year After High School Who Returned for a Second Year (Freshman to Sophomore Retention) by Institutional Type



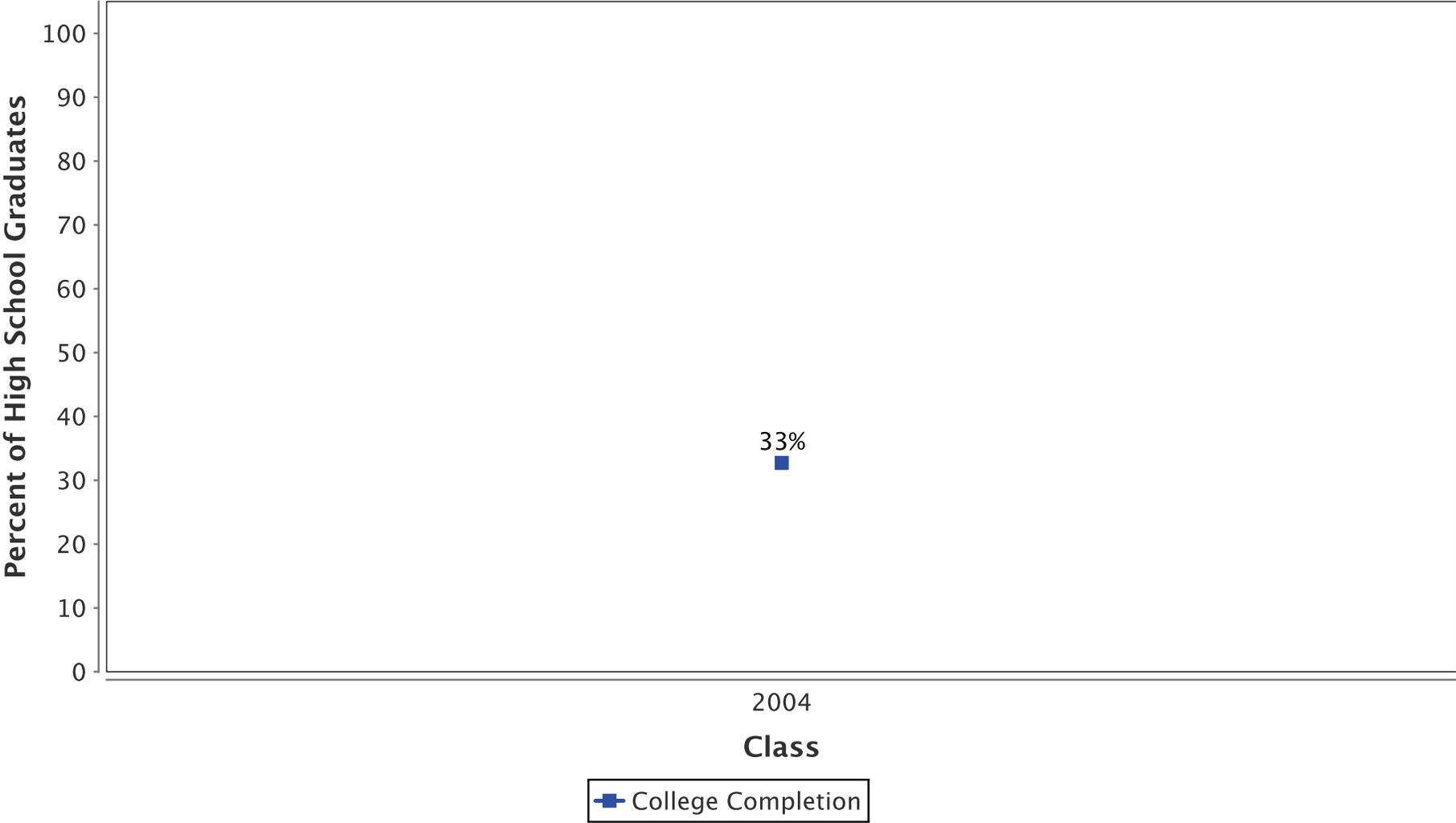
Percent of Students Enrolled in College the First Year After High School Who Returned for a Second Year (Freshman to Sophomore Retention) by Institutional Level



Percent of Students Enrolled in College the First Year After High School Who Returned for a Second Year (Freshman to Sophomore Retention) by Institutional Location



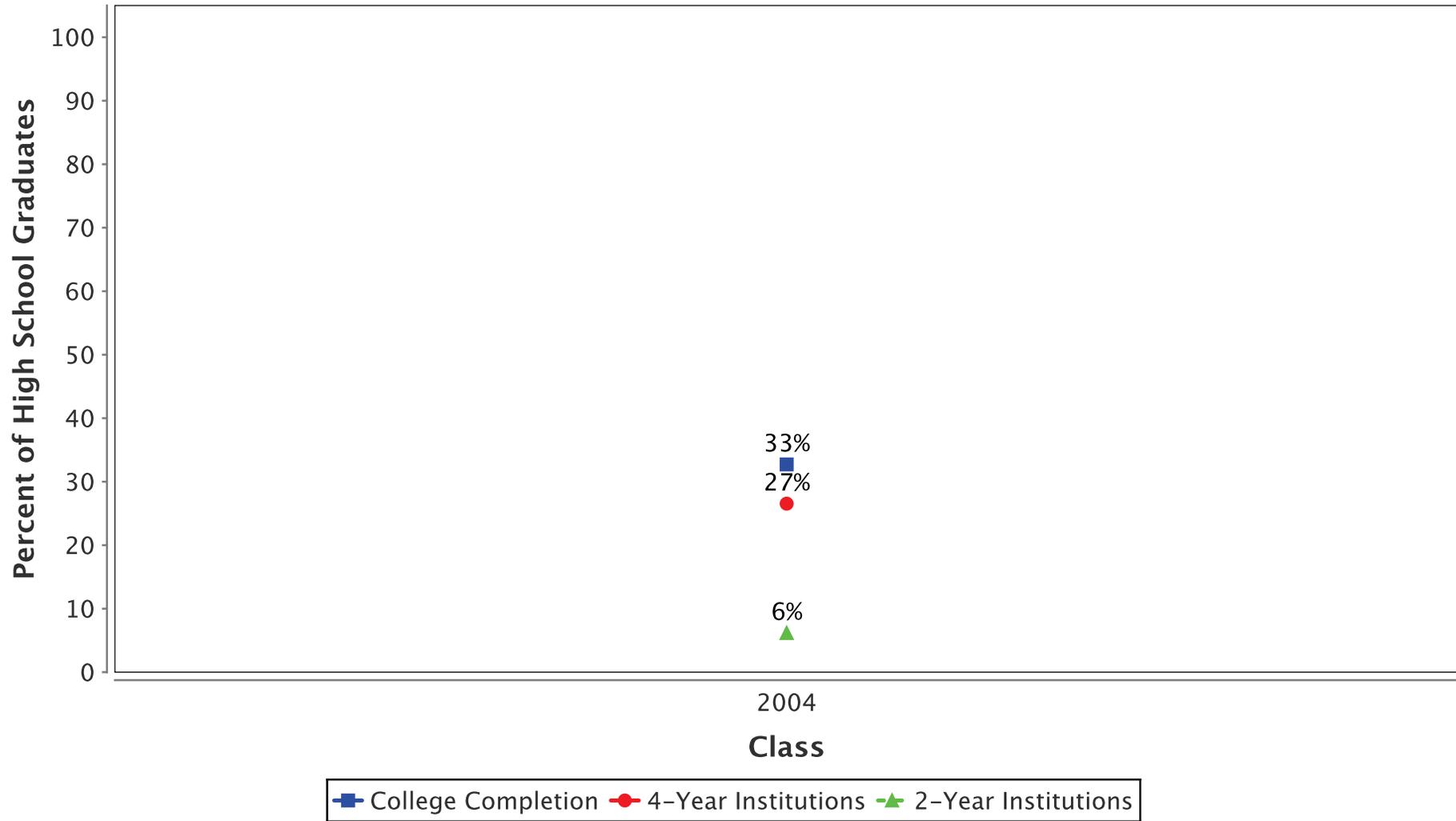
Percent of High School Class with a College Degree



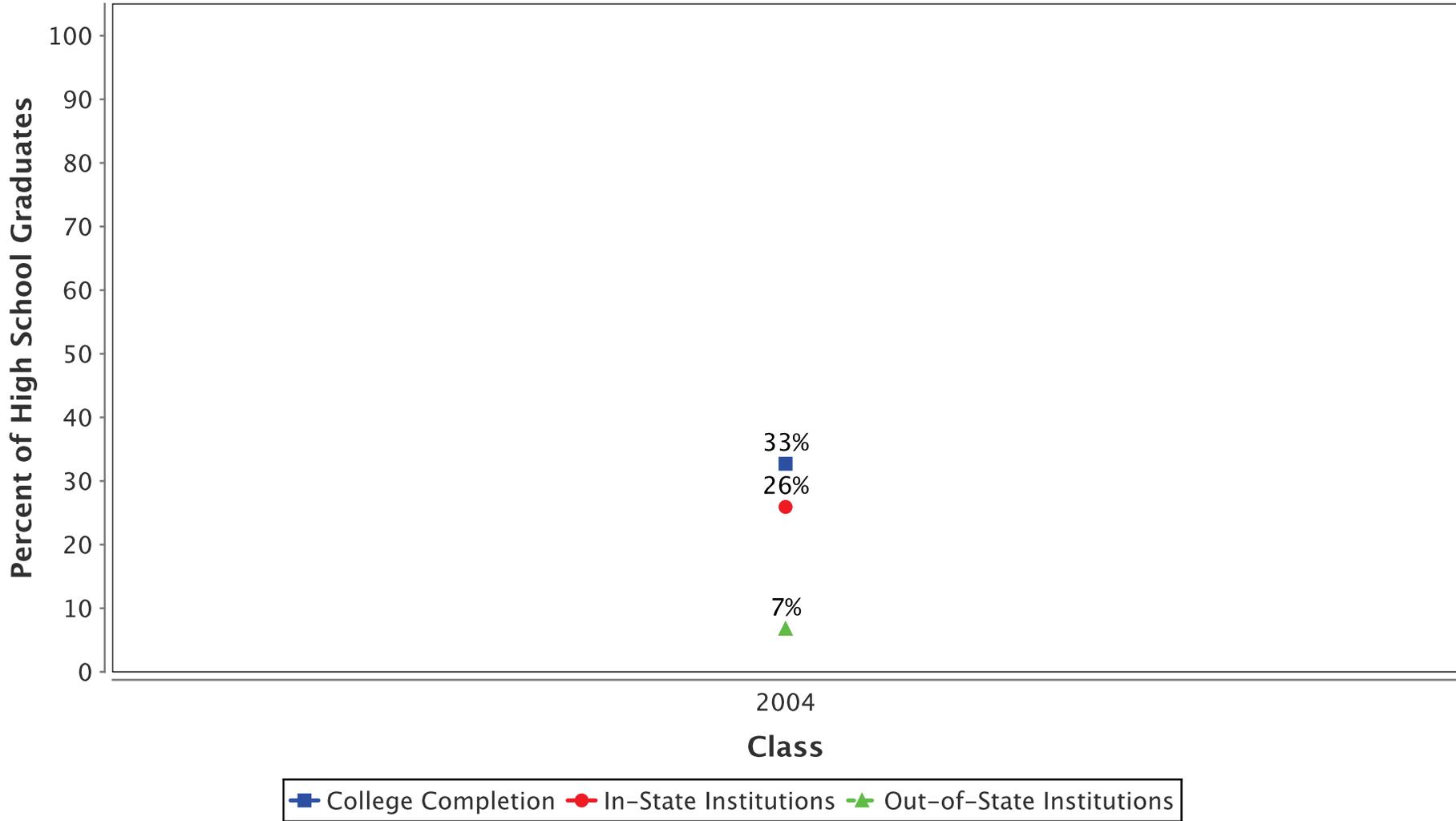
Percent of High School Graduates with a College Degree by Institutional Type



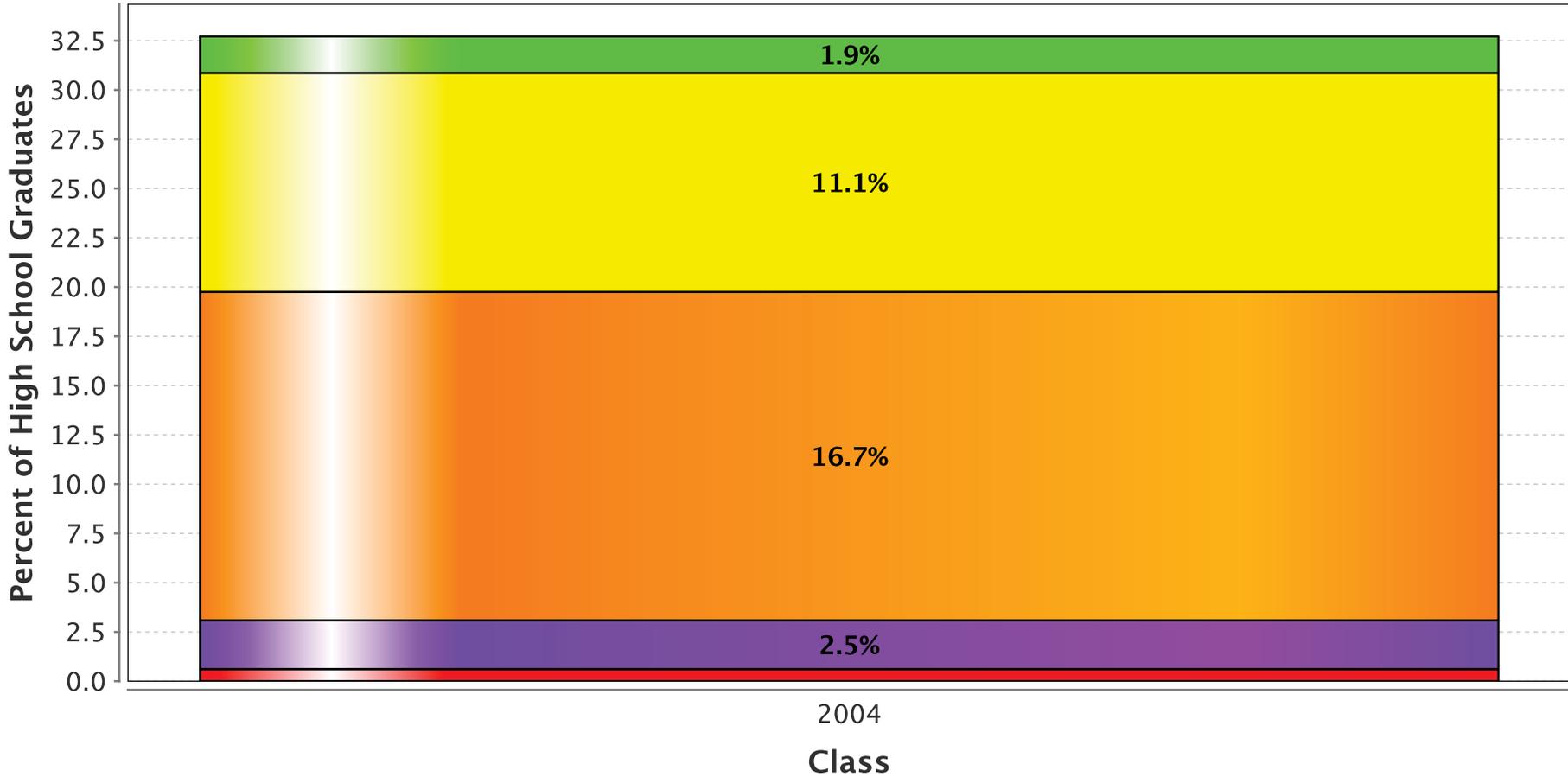
Percent of High School Graduates with a College Degree by Institutional Level



Percent of High School Graduates with a College Degree by Institutional Location

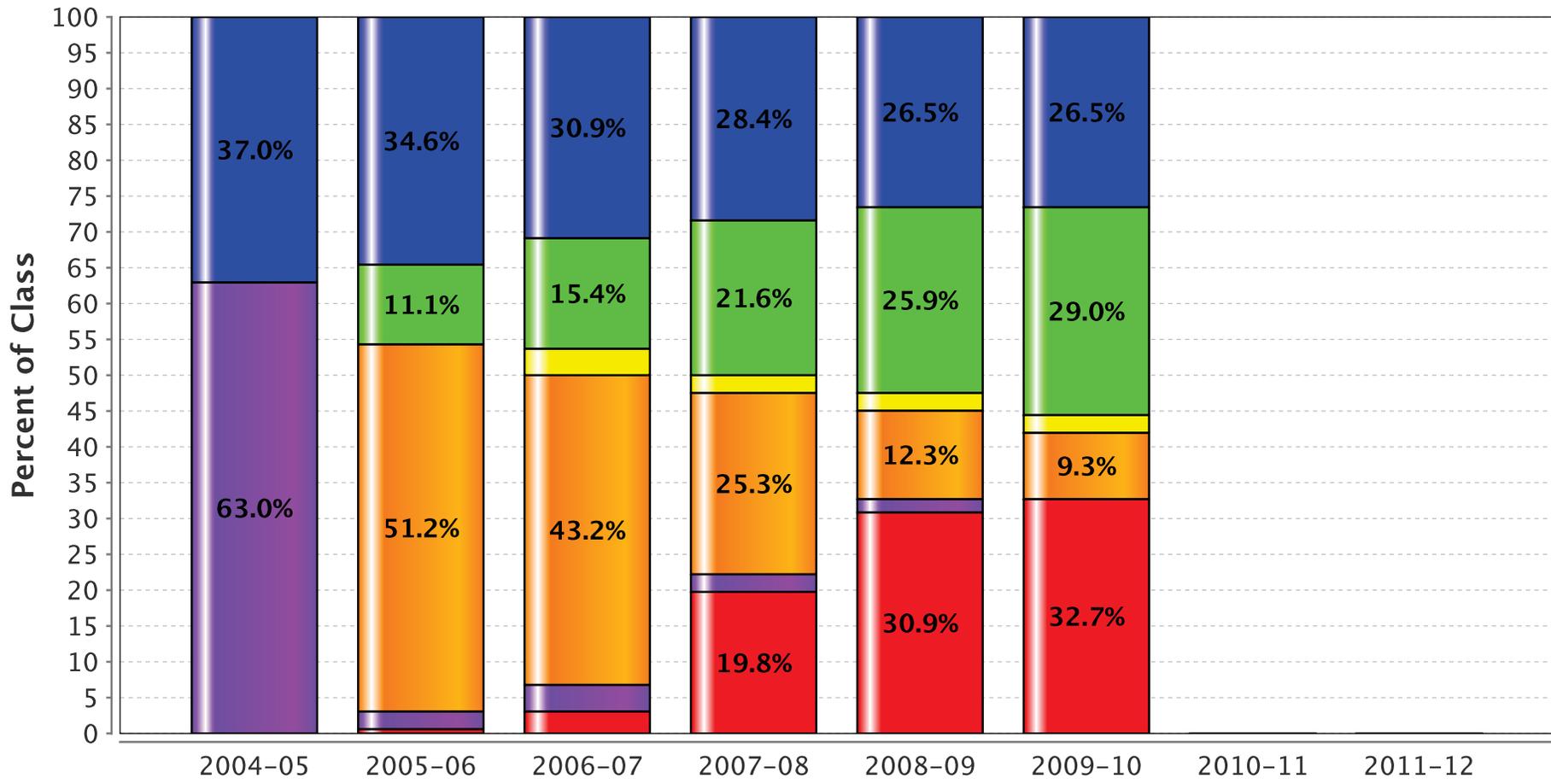


Time to College Graduation Within Six Years (Associate's, Bachelor's and Higher)



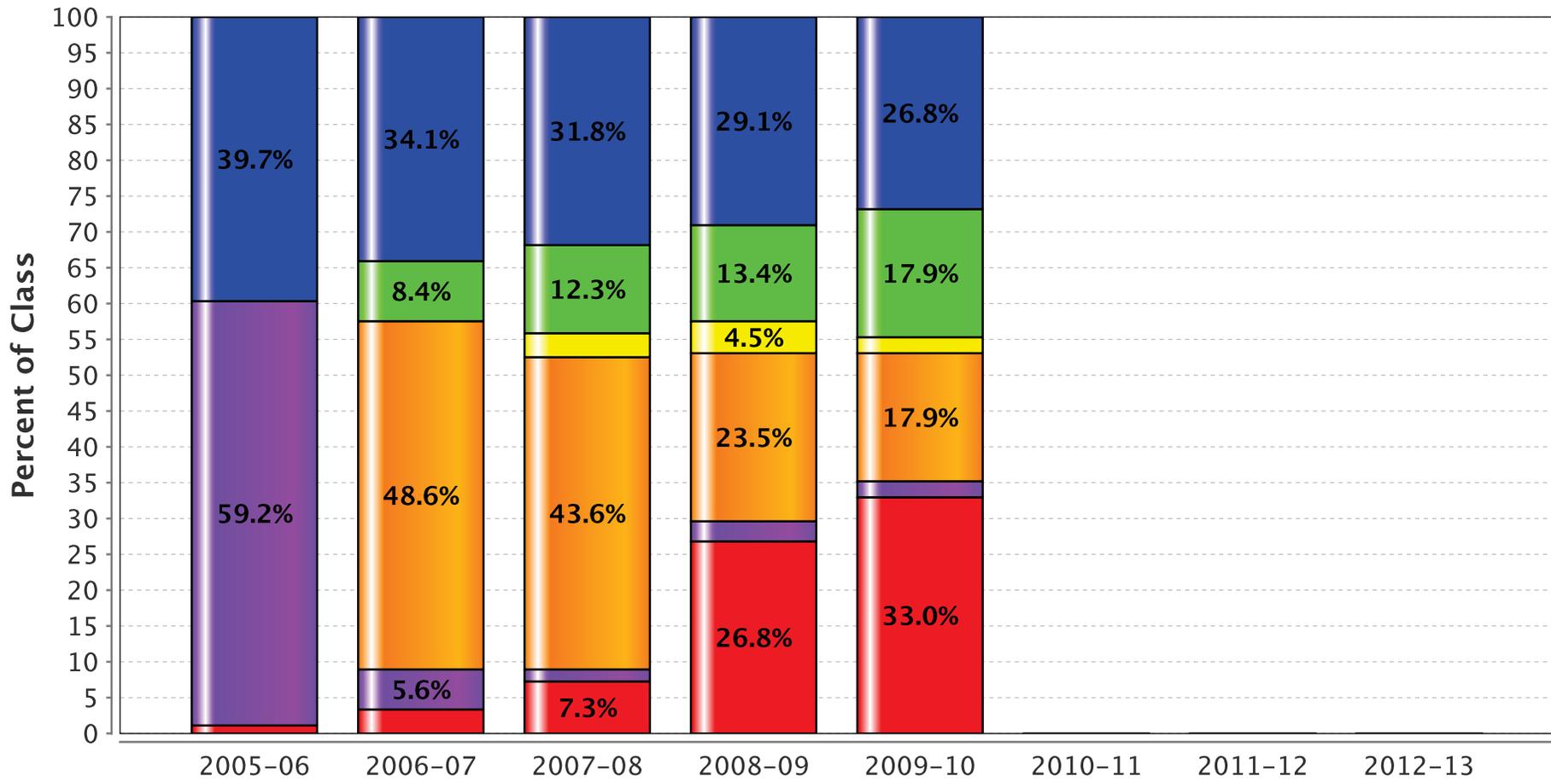
■ Graduated in 2 Years or Less
 ■ Graduated in 3 Years
 ■ Graduated in 4 Years
 ■ Graduated in 5 Years
 ■ Graduated in 6 Years

Class of 2004 Postsecondary Enrollment and Progress



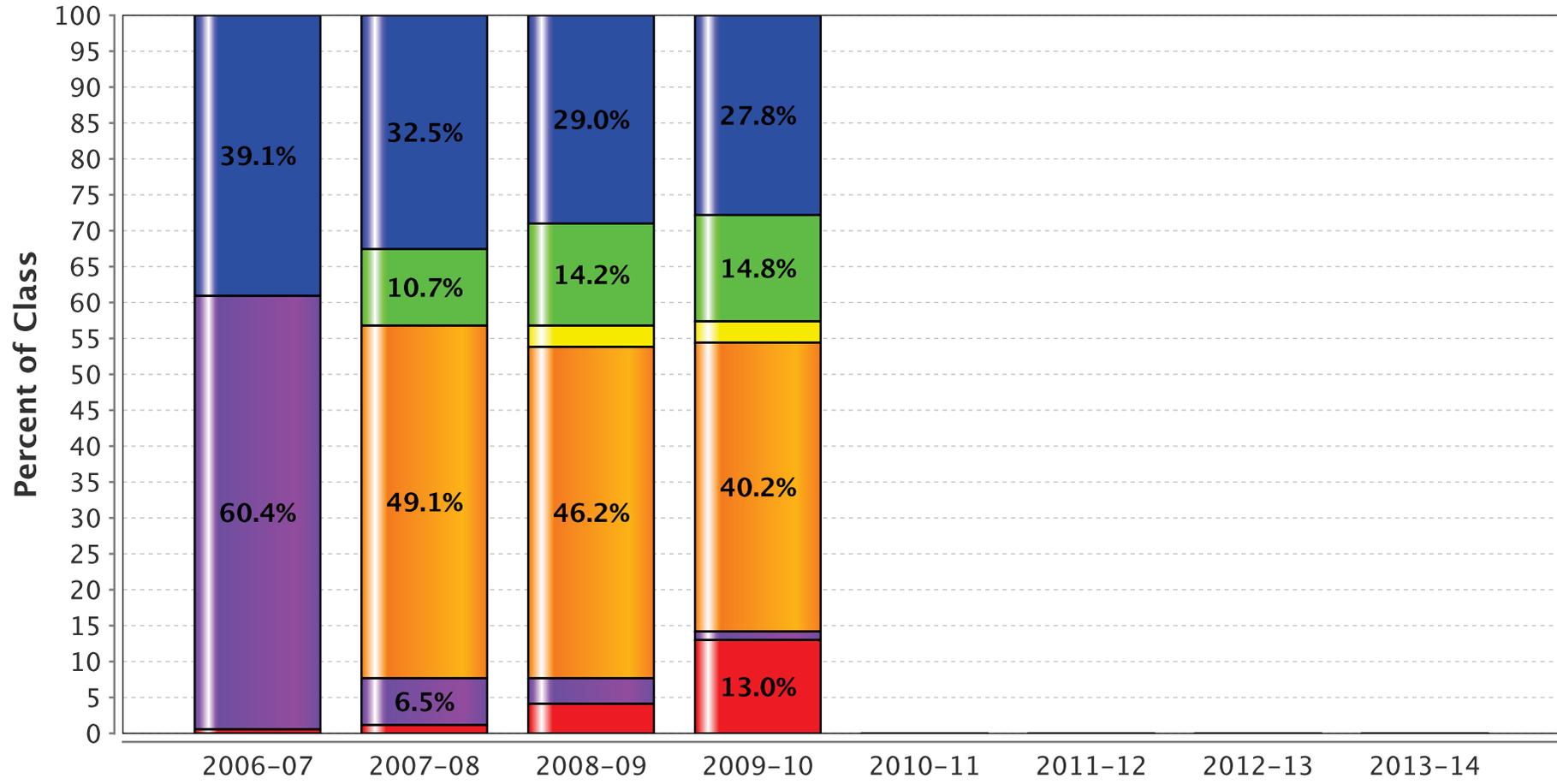
■ Graduated
 ■ New to College
 ■ Retained
 ■ Returned After Stop Out
 ■ No Longer Enrolled & Not Graduated
 ■ Not in NSC to Date

Class of 2005 Postsecondary Enrollment and Progress



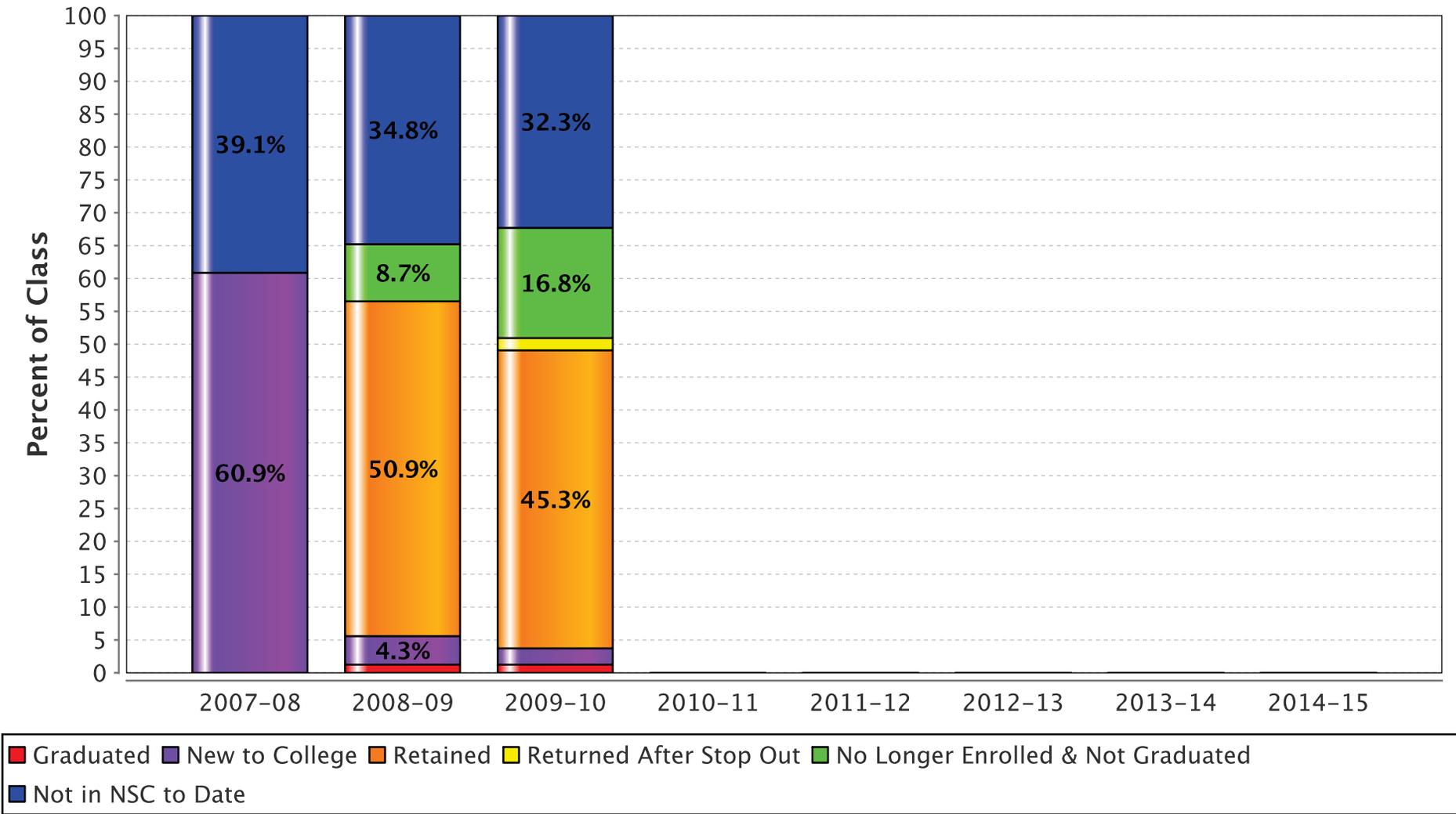
■ Graduated
 ■ New to College
 ■ Retained
 ■ Returned After Stop Out
 ■ No Longer Enrolled & Not Graduated
 ■ Not in NSC to Date

Class of 2006 Postsecondary Enrollment and Progress

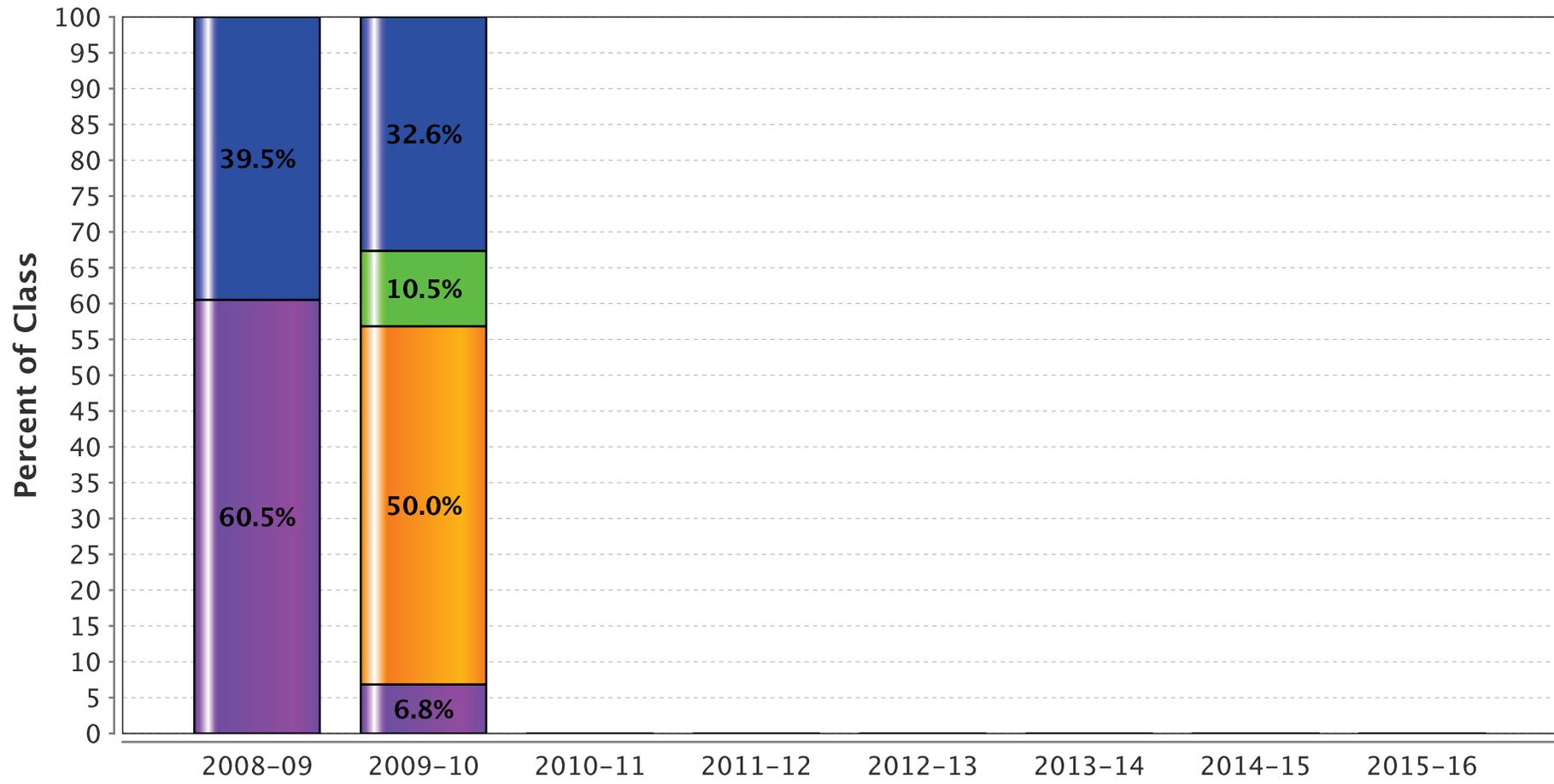


■ Graduated
 ■ New to College
 ■ Retained
 ■ Returned After Stop Out
 ■ No Longer Enrolled & Not Graduated
 ■ Not in NSC to Date

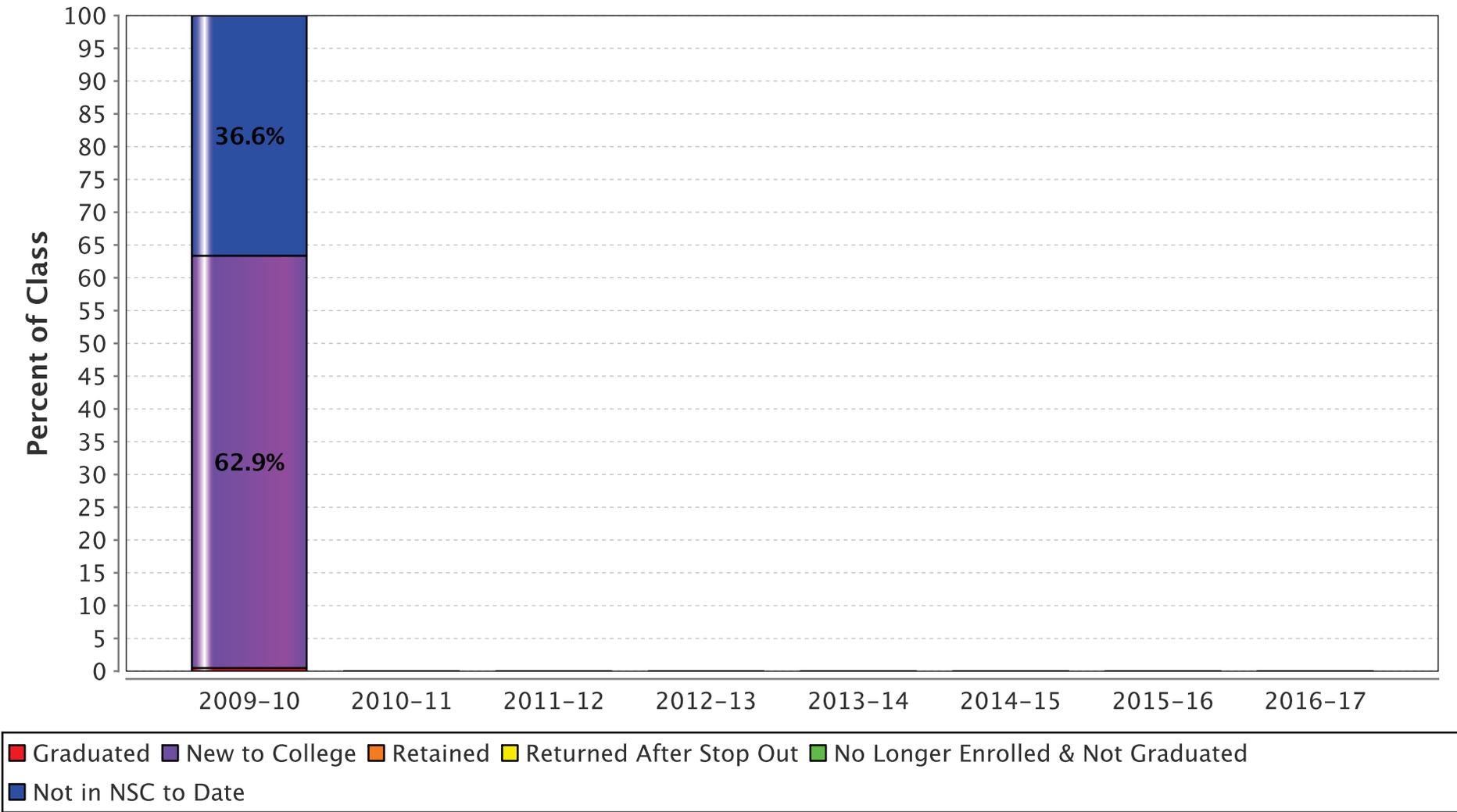
Class of 2007 Postsecondary Enrollment and Progress



Class of 2008 Postsecondary Enrollment and Progress



Class of 2009 Postsecondary Enrollment and Progress



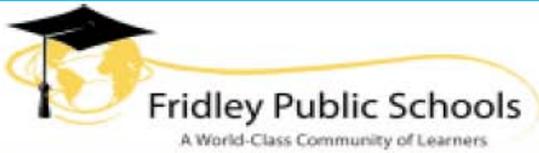
Most Common Institutions of Initial Enrollment for All Classes – by Number of Students

1. ANOKA RAMSEY COMMUNITY COLLEGE
2. UNIVERSITY OF MINNESOTA–TWIN CITIES
3. NORTH HENNEPIN COMMUNITY COLLEGE
4. ST CLOUD STATE UNIVERSITY
5. CENTURY COLLEGE
6. MINNESOTA STATE UNIVERSITY – MANKATO
7. WINONA STATE UNIVERSITY
8. HENNEPIN TECHNICAL COLLEGE
9. UNIVERSITY OF MINNESOTA–DULUTH UNDERGRADUATE
10. UNIVERSITY OF ST THOMAS
11. MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE
12. DUNWOODY COLLEGE OF TECHNOLOGY
13. UNIVERSITY OF MINNESOTA – MORRIS
14. BETHEL UNIVERSITY
15. HAMLINE UNIVERSITY
16. UNIVERSITY OF WISCONSIN – RIVER FALLS
17. ST. CATHERINE UNIVERSITY
18. MINNESOTA SCHOOL OF BUSINESS
19. NORTH DAKOTA STATE UNIVERSITY
20. SAINT JOHNS UNIVERSITY
21. UNIVERSITY OF NORTH DAKOTA
22. COLLEGE OF SAINT BENEDICT
23. COLLEGE OF ST SCHOLASTICA – SEMESTERS
24. AUGSBURG COLLEGE
25. GUSTAVUS ADOLPHUS COLLEGE

Appendix

Graphs (in order of appearance)	Description
Percent of Students Enrolled in College the Fall Immediately Following Graduation From High School (pp. 2-5)	Percentage of high school students who enrolled in a two- or four-year postsecondary institution with an enrollment status of full-time, half-time or less-than half-time in the fall semester immediately following graduation. The fall semester immediately following graduation is defined as any term that begins before October 1st of the graduation year and ends after October 1st of the graduation year.
Percent of Students Enrolled in College at Any Time During the First Year After High School (pp. 6-9)	Percentage of high school students who enrolled in a two- or four-year postsecondary institution with an enrollment status of full-time, half-time or less-than half-time in the academic year immediately following graduation. The first year after high school includes any collegiate term that ends after August 15 of the graduation year and before August 14 of the following year.
Percent of Students Enrolled in College at Any Time During the First Two Years After High School (pp. 10-13)	Percentage of high school students who enrolled in a two- or four-year postsecondary institution with an enrollment status of full-time, half-time or less-than half-time in the two academic years immediately following graduation. The first two years includes all academic terms defined above plus all terms ending in the following year from August 15 - August 14 (including all semesters, quarters, trimesters, and periodic collegiate terms within the two-year window).
Percent of Students Enrolled in College the First Year After High School Who Returned for a Second Year	Percentage of students who remained enrolled in postsecondary education from the first year to the second year as defined above. The graphs show the percentage of students who remained enrolled at any postsecondary institution, not retention at the same institution.
Percent of High School Class with a College Degree	The six-year degree completion at two- and four-year institutions. (Note: These graphs will only display for high school classes with at least six years of postsecondary enrollment data available. Only associate's, bachelor's and advanced degrees are counted in these rates. Certificates are not included.)
Time to College Graduation Within Six Years (Associate's, Bachelor's and Higher)	This graph shows the time to first degree broken down by the number of years since the students graduated from high school. It uses the same academic year measure defined above.
Class of XXXX Postsecondary Enrollment and Progress (each class year is on its own page)	<p>Progress of a single class of students through postsecondary education. Each segment of the bar chart corresponds to one of the following definitions:</p> <p>GRADUATED: Student has completed an associate's, bachelor's or higher degree (certificates are not included). Once a student is counted as a graduate, he or she is not counted again elsewhere in the report. A graduated record is reported before all other possible categories (e.g., New to College, Retained, etc.)</p> <p>NEW TO COLLEGE: First year that the student was found in the Clearinghouse database.</p> <p>RETAINED: Student was enrolled during the previous year and continues to be enrolled in the current year. The graphs show the student's continued enrollment at any postsecondary institution, not retention at the same institution.</p> <p>RETURNED AFTER STOP OUT: Student was enrolled, did not appear in postsecondary education the following year, and reappeared in a year thereafter.</p> <p>NO LONGER ENROLLED & NOT GRADUATED: Student was enrolled in postsecondary education, but currently is not and there is no record of completion.</p> <p>NOT IN NSC TO DATE: Student was not found in the Clearinghouse database. (Note: Institutions that participate in the Clearinghouse represent more than 95% of the nation's two- and four-year postsecondary enrollment. Students who are enrolled in postsecondary institutions that do not participate in the Clearinghouse are not in the Clearinghouse database.)</p>
Most Common Institutions of Initial Enrollment for All Classes - by Number of Students	List of the postsecondary institutions where students are most likely to enroll first after they graduate high school.

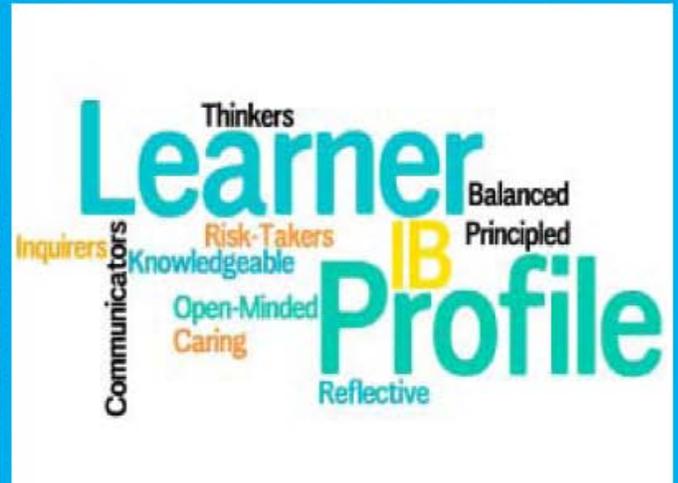
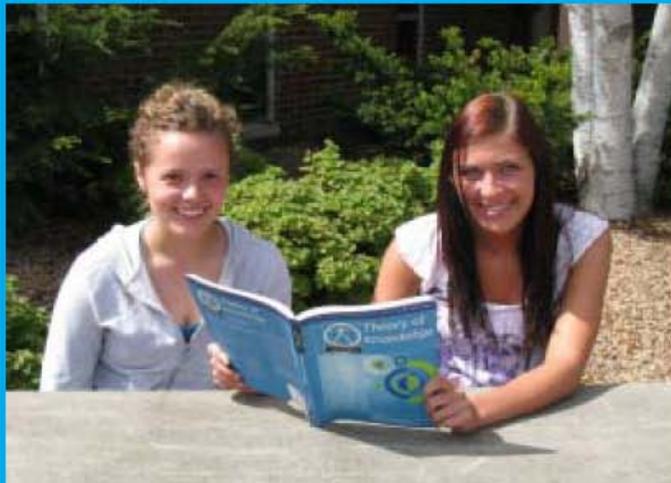
Term	Definition
Institutional Level	Indicates the level of degree predominantly offered by the institution (i.e., two-year or four-year).
Institutional Type	Indicates whether the institution is controlled publically or by a private entity.
Institutional Location	Indicates if an institution is in-state or out-of-state based on the comparison between the states where the institution and the high school are located.



Parent - Student Handbook

Fridley High School
6000 West Moore Lake Drive
Fridley, MN 55432

(763)502-5600



International Baccalaureate World School
- Middle Years Programme -
- Diploma Programme -





Dave Webb, Ed. D.
Principal
Renee VanGorp
Assistant Principal
Dan Roff
Activities Director

September 7, 2010

Dear Students and Parents/Guardians:

Welcome to Fridley High School! We are excited about the many great opportunities that FHS has to offer for each of our students. We have a great staff ready to provide a world class education within a small comfortable setting.

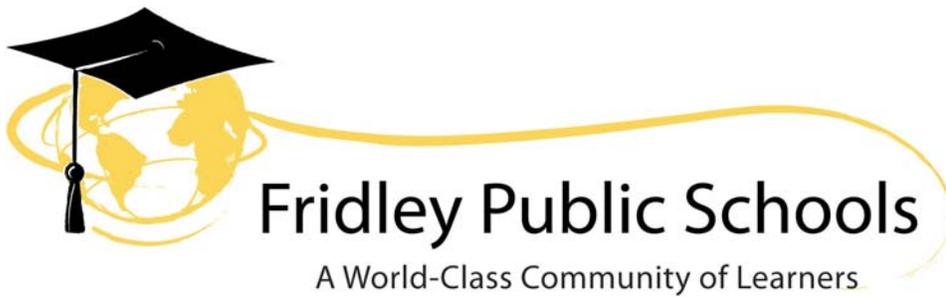
The purpose of this student handbook is to inform students and parents about the policies and procedures that govern our daily activities at FHS. Please read your handbook carefully and if you have any questions, please don't hesitate to ask one of our student support service staff members.

We strongly encourage you to get involved in at least one or two of our school activities at FHS. The memories and friends that you will make through your participation will last for a lifetime.

Finally, each student's success at FHS is based on a partnership between school, parent and the student. All three members of this unique partnership need to give 100%. If there is anything that we can do to help you have a better experience at FHS, please do not hesitate to ask.

Have a great school year!

Dr. Dave Webb, Principal
Renee VanGorp, Assistant Principal
Dan Roff, Activities Director



Our mission is to guide students in the development of learning skills to help them reach their full potential.

To accomplish this mission, we will. . .

- Provide a nurturing environment
- Create high expectations defined by learner outcomes
- Develop exemplary programs and continuously improve them
- Strive to meet students' needs
- Respect individual differences

Fridley's vision is to develop an educational foundation for students

- To be life-long learners
- To develop high skill levels
- To care for others
- To be adaptable
- To be prepared to thrive in a diverse, changing society

Priorities

- Academic Achievement
- Instructional strategies
- Positive learning environment
- Financial stability
- Parent/School Partnership



International Baccalaureate

The K-12 Continuum in Fridley Public Schools

The 21st Century has ushered in a whole new world with an increased level of globalization, connectivity, interdependence, and competition. The world our children will live in will be vastly different from the one most adults grew up in. It is imperative that we prepare our children for the world *they* will live in, not the one we as adults just came from.

With these challenges and opportunities in mind, Fridley Public Schools embarked on a vision to become a *World-Class Community of Learners*. One aspect of attaining this vision has been the implementation of the International Baccalaureate (IB) programme in all grades K-12. There are many benefits to achieving the IB K-12 continuum. First of all, it has bonded all of our schools around a common mission:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

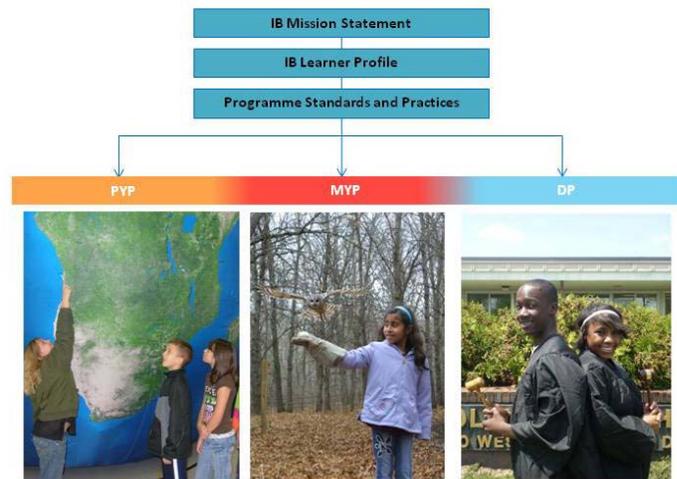
To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Other benefits of achieving the IB K-12 continuum include a commitment to offering second language instruction to students in all elementary, middle, and high schools, the creation and revision of a rigorous written curriculum, on-going professional development for teachers, common language used throughout all buildings, and common curriculum structures between the elementary, middle, and high schools.

Another key aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Therefore, as IB learners, we strive to be:

- | | |
|---------------|-------------|
| Inquirers | Open-minded |
| Knowledgeable | Caring |
| Thinkers | Risk-takers |
| Communicators | Balanced |
| Principled | Reflective |





The Middle Years Programme in Fridley Public Schools

Grades 5-10

Following three years of planning, preparation, and implementation, Fridley Middle School and Fridley High School were authorized to offer the internationally recognized International Baccalaureate Middle Years Programme in July 2007.

The IB Middle Years Programme provides a challenging, comprehensive curriculum framework that encourages students to make connections between subjects studied and the real world as well as develops critical and reflective thinking skills. The eight subject groups are integrated through five areas of interaction that provide the context for learning within and across the subjects. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education and technology. Assessment in this program is criterion-related, so that students around the world are measured against pre-specified criteria for each subject group. Teachers develop their own assessments and may modify the criteria to be age-appropriate in the earlier years of the programme. The overall philosophy of the programme is expressed through three fundamental concepts that support and strengthen all areas of the curriculum; these concepts are intercultural awareness, holistic learning, and communication. There are many components of the Middle Years Programme that are continuous throughout the K-12 IB Continuum. Below are examples of how these components are visible and specific to MYP.

IB Learners are Internationally Minded

* Principled
* Knowledgeable
* Reflective

Second Language Instruction

A “communicator” is someone who can understand and express ideas in more than one language and in a variety of ways. Language is integral to exploring and sustaining personal development, cultural identity and intercultural understanding. Languages offered in Fridley’s Middle Years Programme are Chinese, German, and Spanish.

Culminating Project

The Personal Project is a significant body of work undertaken by all MYP students over an extended period of time during the fifth year of the programme. It is the product of a student’s own initiative and creativity, reflects on an area of interaction, and applies approaches to learning skills. This is the culminating activity through which students present their understanding of real-world themes and concepts

* Caring
* Communicators
* Balanced

Areas of Interaction

The Areas of Interaction are the contexts through which the curriculum content interacts with the real world. These common interactive themes are embedded in the subject groups and are not subjects themselves. They can also be described as five broad areas of student inquiry. The areas of interaction promote holistic learning and demonstrate the interdisciplinary potential of the Middle Years Programme.

Taking Action

Community and Service encourages all students to become aware of their roles and responsibilities as members of communities. This area of interactions supports the fundamental concept of intercultural awareness that aims to encourage empathy and respect that can lead to a deeper understanding. This begins in the classroom and leads to raising awareness and students taking action.

* Risk-takers * Open-minded * Thinkers * Inquirers



The Diploma Programme in Fridley Public Schools

Grades 11-12

Fridley High School received authorization from the International Baccalaureate Organization to offer the Diploma Programme (DP) in the spring of 2009, and instruction began in the fall of 2009. The Diploma Programme is a rigorous, college-preparatory course of study for juniors and seniors. The DP is recognized by universities throughout the world. Students at FHS may choose to take any number of DP courses, or participate in the full IB Diploma Programme. The Diploma Programme consists of courses and exams in six academic areas, as well as a course in Theory of Knowledge. Diploma Candidates also complete a program in Creativity, Action, and Service (CAS) and an Extended Essay on a topic of their choice. The Diploma Programme encourages high school students to be knowledgeable and inquiring, but also caring and compassionate. There is also a strong emphasis on intercultural understanding and open-mindedness. There are many components of the Diploma Programme that are continuous throughout the K-12 IB Continuum. Below are examples of how these components are visible and specific to DP.

IB Learners are Internationally Minded

* Principled
* Knowledgeable
* Reflective

Second Language Instruction

The Diploma Programme requires that all Diploma Candidates take a course and exam in a second language. The aim for IB students is to be internationally minded and interculturally aware, as well as proficient, literate, and knowledgeable in at least two languages. Fridley High school offers instruction in Spanish, German, and Mandarin.

Culminating Project

Diploma candidates complete an Extended Essay as the culminating individual project for the Diploma Programme. The Extended Essay is intended to promote high-level research and writing skills, intellectual discovery and creativity. It provides students with an opportunity to engage in personal research into a topic of their own choice.

Theory of Knowledge

Theory of Knowledge is the flagship course of the DP and is the connection between the six academic disciplines. Theory of Knowledge puts the student as knower in the center of the course and encourages critical thinking about knowledge itself. Through TOK, students' thinking and their understanding of knowledge as a human construction are shaped, enriched and deepened.

Taking Action

Diploma Candidates experience personal and interpersonal growth through their actions in CAS (Creativity, Action, and Service). CAS is at the heart of the Diploma Programme and provides experiential learning and a counterbalance to the academic pressures of DP. CAS encourages self-discovery and self-initiated service through real, purposeful activities.

* Caring
* Communicators
* Balanced

* Risk-takers * Open-minded * Thinkers * Inquirers

	M	T	W	R	F	
AUGUST	23	24	25	26	27	New staff Aug 26-27
SEPTEMBER	30	31	1	2	3	Teacher In-service Aug 30-Sep 2
	6	7	8	9	10	Labor Day Sep 6
	13	14	15	16	17	School Begins Sep 7
	20	21	22	23	24	
	27	28	29	30	1	
OCTOBER	4	5	6	7	8	Late Start Oct 5
	11	12	13	14	15	
	18	19	20	21	22	Education Convention Oct 21-22
	25	26	27	28	29	Staff Dev/Planning Oct 25
NOVEMBER	1	**2	3	4	5	Election Day Nov 2
	8	9	10	*11	12	
	15	16	17	18	19	
	22	23	24	25	26	Thanksgiving Nov 25-26
DECEMBER	29	30	1	2	3	Eval/Planning Dec 3
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	Winter Break Dec 24-Jan 3
	27	28	29	30	31	
JANUARY	3	4	5	6	7	School Resumes Jan 4
	10	11	12	13	14	
	17	18	19	20	21	Martin L. King, Jr. Day Jan 17
	24	25	26	27	28	Staff Dev/Planning Jan 28
FEBRUARY	31	1	2	3	4	
	7	8	9	10	11	Late Start Feb 8
	14	15	16	17	18	
	21	22	23	24	25	Presidents' Day Feb 21
MARCH	28	1	2	3	4	
	7	8	9	10	11	Eval/Planning Mar 11
	14	15	16	17	18	
	21	22	23	24	25	
APRIL	28	29	30	31	1	Spring Break Mar 28-Apr 1
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	Spring Holiday Apr 22
	25	26	27	28	29	
MAY	2	3	4	5	6	
	9	10	11	12	13	Late Start May 10
	16	17	18	19	20	
	23	24	25	26	27	
	30	31	1	2	3	Memorial Day May 30
JUNE	6	7	8	9	10	Last Student Day Jun 9
	13	14	15	16	17	Eval/Planning Jun 10

** No Meetings or School-Sponsored Activities 6-8 PM

*No Meetings

	New Teacher Workshop -no school for students
	Staff Development Day -no school for students
	Evaluation and Planning Day -no school for students
	Elementary and Middle School Conferences-no school for Elem and MS students
	Late Start for students - professional development
	School not in session for Teachers or Students
	End of Term



2010-2011 School Year Calendar

September 7 is start date

Spring Break March 28-April 1

CONFERENCES

HAYES		STEVENSON	
10/14/2010	4-8 PM	10/14/2010	4-8 PM
10/19/2010	4-8 PM	10/19/2010	4-8 PM
10/20/2010	8 AM-12 Noon	10/20/2010	8 AM-12 Noon
1/20/2011	4-8 PM	2/15/2011	4-8 PM
1/25/2011	4-8 PM	2/17/2011	4-8 PM
1/27/2011	4-8 PM	2/23/2011	4-8 PM

MIDDLE SCHOOL

10/14/2010	4-8 PM	1/27/2011	4-8 PM
10/19/2010	4-8 PM	2/1/2011	4-8 PM Grades 5-7
10/20/2010	7:15 AM-11:15AM	4/12/2011	4-8 PM Grade 8
12/9/2010	4-8 PM		

FRIDLEY HIGH SCHOOL AND ALC HIGH SCHOOL

9/7/2010	5-7 PM
10/14/2010	4:30-8:30 PM
1/26/2011	4:30-8:30 PM
4/28/2011	4:30-8:00 PM
6/2/2011	6:15-8:45 PM

TERMS	STUDENT CONTACT DAYS	TEACHER DAYS
Term 1	58	64
Term 2	59	61
Term 3	57	58
Total	174	183
Comp.		2
Grand Total	174	185

Adopted by School Board on January 19, 2010

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PART I – INFORMATION

Arrival and Dismissal Hours

School building hours 7:15am-3:15pm at the high school.

You are not allowed into Fridley High School before 7:15 a.m. unless you have a scheduled meeting with a teacher. Whenever you do arrive early, it is expected that you will report to and remain in the high school cafeteria. At the end of the school day you are to either move to an area of supervised activity or leave the building immediately. **No students are to be in the building after 3:15 p.m. unless under the direct supervision of a teacher, coach or advisor.**

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found near the beginning of this handbook and on the school district's website at www.fridley.k12.mn.us.

Employee Directory:

High School Main Office:

Dr. Dave Webb, Principal	763-502-5601
Sue Culbertson, Principal's Assistant	763-502-5602
Renee VanGorp, Assistant Principal	763-502-5603
Shirley Nelson, Assistant Principal's Secretary	763-502-5604
Dan Roff, Activities Director	763-502-5605
Sue Hanson, Activities Assistant	763-502-5606

Student Support Services:

Jessica Pelzel, Dean of Students for Last Names A-G	763-502-5609
Judy Martinez-Sones, Dean of Students for Last Names H-N	763-502-5619
Jim Cummings, Dean of Students for Last Names O-Z	763-502-5617
Chris Anderson, Student Data Manager	763-502-5612
Jeffrey Osterhout, Psychologist	763-502-5610
Ryan George, Police Liaison Officer	763-502-5611

Attendance Line:

Shirley Nelson	763-502-5604
----------------------	--------------

Health Office:

Linda Snyder, Nurse	763-502-5627
Bobbie Johnson, Health Aide	763-502-5626

Food Service:

Deb Smolinski	763-502-5022
---------------------	--------------

Transportation:

Duane Knealing	763-502-5008
----------------------	--------------

Superintendent:

Peggy Flathmann	763-502-5001
-----------------------	--------------

Fridley School Board:

Gordon Backlund	Brad Richter
Fred Bischke	Christopher Riddle
Marcia Lindblad	Kim Sampson

School Board Hotline	763-502-5060
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PHONE NUMBER AND E-MAIL DIRECTORY

Amato, Felice.....	763-502-5634
felice.amato@fridley.k12.mn.us	
Anderson, Chris.....	763-502-5612
chris.anderson@fridley.k12.mn.us	
Anderson, Eric.....	763-502-5691
eric.anderson@fridley.k12.mn.us	
Barrett, Pat.....	763-502-5719
pat.barrett@fridley.k12.mn.us	
Baum, Randall.....	763-502-5722
randall.baum@fridley.k12.mn.us	
Bullard, Jeff.....	763-502-5793
jeff.bullard@fridley.k12.mn.us	
Burgess-Burghardt, Cheryl.....	763-502-5654
cheryl.burghardt@fridley.k12.mn.us	
Burns, Eugenie.....	763-502-5721
eugenie.burns@fridley.k12.mn.us	
Burns, Tawny.....	763-502-5658
tawny.burns@fridley.k12.mn.us	
Bush, Callie.....	763-502-5706
callie.bush@fridley.k12.mn.us	
Chizek, Marsha.....	763-502-5714
marsha.chizek@fridley.k12.mn.us	
Christiansen, An.....	763-502-5749
an.christiansen@fridley.k12.mn.us	
Culbertson, Sue.....	763-502-5602
sue.culbertson@fridley.k12.mn.us	
Cummings, Jim.....	763-502-5617
jim.cummings@fridley.k12.mn.us	
Engel, Catherine.....	763-502-5755
cathy.engel@fridley.k12.mn.us	
Feldman, Elayne.....	763-502-5745
elayne.feldman@fridley.k12.mn.us	
Fischer, Adam.....	763-502-5768
adam.fischer@fridley.k12.mn.us	
Fisher, Bradley.....	763-502-5658
bradley.fisher@fridley.k12.mn.us	
Floss, Anne.....	763-502-5767
anne.floss@fridley.k12.mn.us	
Frank, Paul.....	763-502-5746
paul.frank@fridley.k12.mn.us	
George, Ryan.....	763-502-5611
ryan.george@fridley.k12.mn.us	
Grady, Nicholas.....	763-502-5657
nicholas.grady@fridley.k12.mn.us	
Grimsby, Jonathan.....	763-502-5623
jonathan.grimsby@fridley.k12.mn.us	
Gunderson, Eric.....	763-502-5791
eric.gunderson@fridley.k12.mn.us	
Haaheim, Andy.....	763-502-5790
andrew.haaheim@fridley.k12.mn.us	

Hanke, Chandra..... 763-502-5759
chandra.hanke@fridley.k12.mn.us

Hanson, Sue..... 763-502-5606
sue.hanson@fridley.k12.mn.us

Haroldson, Rachelle..... 763-502-5702
rachelle.haroldson@fridley.k12.mn.us

Hoffer, Jeannette.....763-502-5685
Jeannette.hoffer@fridley.k12.mn.us

Holt, Steve..... 763-502-5748
steve.holt@fridley.k12.mn.us

Jensen, Elizabeth.....763-502-5764
elizabeth.jensen@fridley.k12.mn.us

Johnson, Bobbie..... 763-502-5626
bobbie.johnson@fridley.k12.mn.us

Kay, Deb..... 763-502-5771
deb.kay@fridley.k12.mn.us

Kim, Susan..... 763-502-5718
susan.kim@fridley.k12.mn.us

Kuik, Stephanie..... 763-502-5753
stephanie.kuik@fridley.k12.mn.us

Langemo, Vicki..... 763-502-5631
vicki.langemo@fridley.k12.mn.us

Larson, Eric..... 763-502-5685
eric.larson@fridley.k12.mn.us

Larson, Kassie.....763-502-5760
kassie.larson@fridley.k12.mn.us

Latzka, Emily..... 763-502-5761
emily.latzka@fridley.k12.mn.us

Leistikow, Tim..... 763-502-5766
tim.leistikow@fridley.k12.mn.us

Lochner, Kaitlin.....763-502-5770
kaitlin.lochner@fridley.k12.mn.us

Lowry, Alisa..... 763-502-5689
alisa.lowry@fridley.k12.mn.us

Maas, Rick..... 763-502-5608
rick.maas@fridley.k12.mn.us

MacDonald, Jim..... 763-502-5692
jim.macdonald@fridley.k12.mn.us

Mann, Christine..... 763-502-5616
christine.mann@fridley.k12.mn.us

Martinez-Sones.....763-502-5619
judith.martinez-sones@fridley.k12.mn.us

McShane, Angela..... 763-502-5633
angela.mcshane@fridley.k12.mn.us

Messer, Bruce..... 763-502-5624
bruce.messer@fridley.k12.mn.us

Miller, Jim..... 763-502-5744
jim.miller@fridley.k12.mn.us

Miner, Michelle..... 763-502-5685
michelle.miner@fridley.k12.mn.us

Moberg, Aaron.....763-502-5752
aaron.moberg@fridley.k12.mn.us

Moua, Michael..... 763-502-5634
michael.moua@fridley.k12.mn.us

Myhra, Kirk..... 763-502-5750
kirk.myhra@fridley.k12.mn.us

Nalepka, Daniel.....763-502-5762
daniel.nalepka@fridley.k12.mn.us

Nelson, Shirley..... 763-502-5604
shirley.nelson@fridley.k12.mn.us

Olson, Jason.....763-502-5600
jason.olson@fridley.k12.mn.us

Osterhout, Jeffrey.....763-502-5610
jeffrey.osterhout@fridley.k12.mn.us

Pelzel, Jessica..... 763-502-5609
jessica.pelzel@fridley.k12.mn.us

Porter, Nathan 763-502-5741
nathan.porter@fridley.k12.mn.us

Razvi-Rajek, Maryam 763-502-5747
maryam.razvi-rajek@fridley.k12.mn.us

Redepenning, Erik..... 763-502-5754
erik.redepenning@fridley.k12.mn.us

Robel, Rick..... 763-502-5630
rick.robel@fridley.k12.mn.us

Roff, Dan..... 763-502-5605
dan.roff@fridley.k12.mn.us

Schirmacher, Freya 763-502-5757
freya.schirmacher@fridley.k12.mn.us

Schweppe, Krista.....763-502-5718
krista.schweppe@fridley.k12.mn.us

Smith, Amanda.....763-502-5717
amanda.smith@fridley.k12.mn.us

Snyder, Linda 763-502-5627
linda.snyder@fridley.k12.mn.us

Swartout, Marit 763-502-5720
marit.swartout@fridley.k12.mn.us

VanGorp, Renee.....763-502-5603
renee.vangorp@fridley.k12.mn.us

Webb, Dave..... 763-502-5601
dave.webb@fridley.k12.mn.us

Wells, Jessica.....763-502-5062
jessica.wells@fridley.k12.mn.us

Wilmes, Mike..... 763-502-5704
mike.wilmes@fridley.k12.mn.us

Employment Background Checks

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

Equal Access to School Facilities

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

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school your child attends.

Food in the Classrooms

No beverages other than clear water are allowed in any classroom during the school day. Food is not allowed in classrooms.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. See district policy 511, *Student Fundraising*, for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/511%20Student%20Fundraising.pdf>).

Graduation Ceremony

Student participation in the graduation ceremonies is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Interview of Students by Outside Agencies

Interviews of Students by Outside Agencies

Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or district policy. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted.

Lunch

Lunch is to be eaten in designated areas only. Assigned lunch times vary. Students will be notified of their assigned lunch time. *[Note: Lunch schedules may change at quarter and/or semester breaks for some students.]* Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

A nutritional school lunch is provided or students may bring a bag lunch to the high school cafeteria. In addition, ala carte items are available. Deposit money in your PIN account before 9:00 a.m.

RULES OF THE CAFETERIA

1. Cooperation and Assistance: With over 300 students in our lunches, your cooperation is required in maintaining reasonable quietness and orderliness. You have the right to eat in the cafeteria until you abuse your privileges. Parental contact, assigned tables, denial of lunchroom privileges, or suspension may be consequences of inappropriate behavior.
2. Students must return their own tray and silverware to the appropriate area 2 minutes prior to the bell. Students have a responsibility to see that everyone at their table takes their tray back. Failure to comply will result in loss of cafeteria privileges.
3. Catered Food: Food such as pizza or fast-food may not be "catered-in" during the school day.
4. Students are to remain in the cafeteria or media center until the end of their lunch period. The adjacent lavatories are considered part of the cafeteria area. **No locker visits are permitted during lunch.**
5. Students must remain in the building during the school day. Students not in the cafeteria or media center during their assigned lunch time will be considered truant.
6. Students may go to the Media Center during their assigned lunch time. They must remain in the Media Center until the bell rings ending the lunch hour. The Media Center staff and lunchroom supervisors may limit the number of students in the Media Center.

CAUSING A DISRUPTION IN THE SCHOOL CAFETERIA

When a student causes a disruption in the cafeteria the instruction of teachers in nearby classrooms is negatively impacted. The school will take action against any student involved in this type of activity. Inappropriate behavior in the cafeteria will result in disciplinary actions that may include removal from the cafeteria and/or suspension.

Messages to Students

Should a message need to be relayed to a student during the school day, please contact Shirley Nelson at 763-502-5604. Please refrain from calling a student's cell phone, etc. during school hours.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Cathy Lombard, Director of Special Services, as the District's Human Rights Officer to handle inquiries regarding nondiscrimination. She can be contacted at cathy.lombard@fridley.k12.mn.us or 763/502-5024.

Notice of Violent Behavior by Students

The school district may give notice to teachers and other appropriate school district staff when students with a history of violent behavior are placed in their classrooms. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the year. For more information, consult the district calendar.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the main office. The school district will require criminal history background checks for volunteers who work directly with students.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students 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.

Schedule

**REGULAR 6 PERIOD DAY DAILY TIME SCHEDULE
MONDAY, WEDNESDAY, FRIDAY**

PERIOD 1	8:15 – 9:18
PERIOD 2	9:24 – 10:18
PERIOD 3	10:24 – 11:18
PERIOD 4	A Lunch 11:18 – 11:48 A Class 11:51 – 12:48 B Lunch 11:48 – 12:18 B Class 11:23 – 11:48/12:21 – 12:48 C Lunch 12:18 – 12:48 C Class 11:23 – 12:18
PERIOD 5	12:54 - 1:48
PERIOD 6	1:54 – 3:00

**ACTIVITY DAILY TIME SCHEDULE
TUESDAY, THURSDAY**

PERIOD 1	8:15 – 9:18
PERIOD 2	9:24 – 10:18
PERIOD 3	10:24 – 11:18
PERIOD 4	A Lunch 11:18 – 11:48 A Class 11:51 – 12:48 B Lunch 11:48 – 12:18 B Class 11:23 – 11:48/12:21 – 12:48 C Lunch 12:18 – 12:48 C Class 11:23 – 12:18
PERIOD 5	12:54 - 1:48
PERIOD 6	1:54 – 2:35/2:35 - 3:00 (FOCUS)

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. The district will make every effort to inform parents of a school closing through multiple mediums. If this does happen, because of inclement weather or emergency, it will be announced on the official school closing radio station, WCCO, 830 AM. School closing announcements start at approximately 6:30 a.m. each morning. School does not close in cold or snowy weather as long as the buses can safely operate.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policies, practices, and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy and building discipline practices which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Search of the Interior of a Motor Vehicle

The interior of a motor vehicle in a school district location, including the glove and trunk compartments, 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.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications must be approved by building administration. Nonschool-sponsored publications may not be distributed without prior approval from building administration.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. See District Policy 505, *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/506%20Student%20Disciplinew.pdf>).

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.

See District Policy 515, *Student Records*, for more complete information on the rights of parents/guardians and eligible students regarding student records

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/515%20Protection%20and%20Privacy%20of%20Student%20Records.pdf>).

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See District Policy 520, *Student Surveys*, 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 (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/520_policy.pdf).

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Taping**School Buses**

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their student's school.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's *Academic Honesty* policy.

See District Policy 596, *Academic Honesty*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/596%20Academic%20Honesty.pdf>).

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the district director of special services.

Summer School

Summer school is available through the Fridley Alternative Learning Center for students needing credit recovery. Please contact the ALC or a Dean of Students to see if this is applicable to you.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students may be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

REGISTRATION

Registration for all students who are currently enrolled in Fridley High School is completed early in the school year. You are encouraged to give careful thought to planning your program, and you should feel free to consult with your teachers and dean of students about this important matter.

Once your registration has been submitted, you will have a chance to update it in the spring. After the update, your program will be changed only if it affects your status for graduation or post high school plans.

NOTE: ALL STUDENTS ENTERING FRIDLEY HIGH SCHOOL, OTHER THAN THOSE ADVANCING FROM FRIDLEY MIDDLE SCHOOL, MUST SHOW EVIDENCE OF NECESSARY IMMUNIZATION, AS REQUIRED BY MINNESOTA LAW. ALL STUDENTS CLEAR THEIR IMMUNIZATIONS RECORDS THROUGH THE HEALTH OFFICE.

GRADUATION REQUIREMENTS

1. All students at FHS must schedule a minimum of six courses per day and be enrolled for four full years.
2. The number of credits that students need to graduate is changing for the 2010-2011 school year due to a conversion to a 6-period schedule. Please see the chart below for graduation credit requirements.

Total Required Credits for Conversion to a 6 Period Schedule for students in 2010-2011

Subject	9th	10th	11th	12th
Language A (English)	5.5	5.5	5.5	5
Humanities (Social Studies)	4	4	4	4
Math	4.5	4.5	4.5	4
Science	4.5	4.5	4.5	4
Physical Ed./Health	2	2	2	2
Arts	1	1	1	1
Tech	1	1	1	1
World Language	1	1	1	1
Total Required Credits	23.5	23.5	23.5	22
Total Required Elective Credits	10.5	10.5	10.5	10.5
Total Credits	34 (of 36 total)	34 (of 36 total)	34 (of 36 total)	32.5 (of 34.5 total)

3. All eligible students must participate in commencement exercises, unless an absence is requested and granted by the Principal prior to March 1 of the student's senior year. Standards of dress and behavior have been established for those who choose to participate in commencement.
4. **Seniors for the 2010-2011 school year must complete all 32.5 required credits in order to participate in the FHS Commencement ceremony.** G.P.A. COMPUTATION = 4.0; A- = 3.67; B+ = 3.33; B = 3.0; B- = 2.67; C+ = 2.33; C = 2.0; C- = 1.67; D+ = 1.33; D = 1.0; D- = 0.67; F or I = 0.0

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Fridley Public Schools. All students must also pass the Minnesota Graduation Basic Standards tests or the Minnesota Comprehensive Assessments.

FHS INFORMATION ON WEIGHTED GRADING, HONORS GRADUATION DISTINCTIONS, AND CLASS RANK CHANGES FOR THE FHS CLASS OF 2011

FHS conducted a study of area high schools and universities to determine whether or not to adjust our current policies for weighted grading, honors graduation distinctions and class rank. The following is a summary of our modifications for students graduating in the class of 2011, or beyond.

1. Weighted Grading

Due to the fact that many college and universities utilize the higher of two class ranks when provided a weighted and an unweighted GPA when awarding college scholarships, FHS will implement a Weighted Grading System beginning with the class of 2010-11. A 1.2 multiplier will be used to weight courses with an external assessment (IB Diploma, AP, Project Lead the Way). Only courses taken at Fridley High School with an external assessment will receive the 1.2 weighting. FHS will report both the weighted and unweighted GPA on student transcripts only, not report cards.

2. Class Rank

More than half the high schools in the nation have eliminated class rank to assist more of their students get into college that may get restricted by not falling into a certain ranking category (ie. top 10% or top 50%). For this reason, FHS will remove our current Class Rank System (ie. 47th out of 200 students) for the class of 2011. Since we are not ranking students, FHS will also remove our current status of Valedictorian beginning with the class of 2010-2011.

3. Graduating With Honors

For the class of 2013, FHS has raised the “Graduating With Honors” distinction from 3.0 to 3.25.

4. Graduating With Highest Honors

To ensure that our top honors graduates take our most rigorous coursework at FHS, beginning with the class of 2011, FHS will require nine trimester credits in courses with external assessments (IB Diploma, AP, and Project Lead the Way Courses) for students 2011 graduates to qualify for our Honors Distinction of “Graduating With Highest Honors.”

REPORT CARDS AND MID-TERM REPORTS

Parents can utilize our Parent Portal to view their child’s grades and attendance/discipline records at any time during the school year. Grades will be made official on these dates:

- 1st term grades - December 16, 2009
- 2nd term grades – March 24, 2010
- 3rd term grades – June 26, 2010

FINAL DATES FOR RESOLVING “INCOMPLETES”

- First Trimester Courses - December 16, 2009
- Second Trimester Courses – March 24, 2010
- Third Trimester Courses - June 26, 2010

Course work must be completed by 3:00 p.m. on the above dates or the final grade will revert to “F” for the course.

ON-LINE COURSES

Students who register for on-line courses must have the approval of their dean *before* they register for the class. *Students cannot receive credit or be reimbursed for the course without prior approval from their dean of students.* Students must also register for the course during their 1st hour or last hour class.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal from school or transfer to another school is as follows:

1. Secure a parental note requesting withdrawal or transfer.
2. Obtain appropriate form from the Student Support Services.
3. Have the form filled out by your teachers. Return all books, school property, and pay all fees and/or fines. (See Chris Anderson in Student Support Services.)

You can withdraw from a course and transfer into a new course only if your dean or teacher feels it is appropriate within the first week of school. After the first week, you will receive an “F” for the course when you withdraw. Please make sure that your schedule is correct before the first week of school begins.

COUNSELING SERVICES

The dean of students will attempt to give you help in any situation in which you feel a need for assistance, both personal and academic. The deans of student’s main concerns are that you have a successful and rewarding high school career and life. Please contact the student support office to make appointments at 502-5612. Jessica Pelzel (A-G), Omar Adams (H-N), Jim Cummings (O-Z).

MEDIA CENTER

The Media Center serves as the focal point for information gathering and as our productivity center. Available resources include:

1. Electronic: Social Issues Research Services, ProQuest (full image magazines and newspapers), Minnesota Career Inventory System, card catalog, Discover, specialized CD-Rom programs (e.g., encyclopedia), and full access to Netscape and the World Wide Web.
2. Books and magazines
3. Current local and national newspapers
4. Photocopy machine
5. Audiovisual equipment including scanners and digital cameras
6. Windows computers
7. Multimedia Windows lab

The Media Center is available for student use before, during, and after school.

AWARDING CREDIT VIA ASSESSMENT **“TESTING OUT”**

In accordance with Minnesota Department of Education Rule #3500.2900 requiring districts to establish and maintain a system for awarding course credit to students who have demonstrated that they have successfully met the standards of a course. At the time the student applies for high school credit through the assessment process, it is assumed that the student believes he/she is ready to demonstrate that the learner outcomes of the course can be met.

If you believe you can “test out” of a course, you must first meet with the Dean of Students. The following time lines must be followed: To “test out” of a Trimester I course you must complete and turn in your application to your dean of students on or before May 1. The date for completing your application for testing out of a Trimester II or III course is October 1, 2009.

SCHOLARSHIPS AND LOANS

Any students planning to enter college or vocational school upon graduation should check with the dean of students regarding scholarships and loans. Most colleges and universities maintain financial aid services. Almost all require that interested students first file a F.F.S. (Family Financial Statement). These forms are available in the Student Support Services and should be sent early in the student's senior year. A local organization known as FRIDFANS (Fridley Financial Aid Necessary for Scholarship) administers local scholarships granted by various local businesses that establish their own criteria for qualifications. Information regarding FRIDFANS Scholarships is available in March of each year. Interested seniors may pick up application forms in the Student Support Services.

If you are planning to continue your education after graduation, begin your investigation early. Your dean of students has information about courses, vocational schools, colleges and universities, and is anxious to help you investigate these possibilities as well as plan your high school courses to best fit with your future educational and vocational choices.

POST HIGH SCHOOL PLANNING DAYS FOR SENIORS

You are encouraged to carefully plan your post high school education. See your dean of students to make arrangements for visiting campuses of post-high school institutions. You may be granted up to two days visits during your senior year. The first two post high school planning days are not counted as absences on your permanent record. Absences that have not been pre-approved through the Student Support Services will not be excused.

POST-SECONDARY ENROLLMENT OPTIONS

By your acceptance into a post-secondary option program, you are making a commitment to abide by the rules of the post-secondary institution you are attending as well as the rules of Fridley High School. You will be expected to attend all classes, participate, and maintain satisfactory progress. The post-secondary credits you earn will apply toward your graduation requirements at Fridley High School.

Grades earned at the post-secondary institution are included in your high school grade point average and, consequently, affect your eligibility for National Honor Society. Courses taken outside of Fridley High School are not weighted in our weighted grading system.

IMPORTANT TO REMEMBER:

Contact the post-secondary institution you are planning to attend and obtain application materials. Schedule an appointment through the Student Support Services with Chris Anderson to obtain a dean of students' signature and/or discuss your planned registration with your dean of students. Register for your PSEO classes; then schedule an appointment to re-arrange your high school schedule.

Any student who wishes to enroll in a post secondary enrollment options program and will miss high school class time, must have written permission and a plan for course completion made with the instructor at the beginning of the term. Failure to do so may result in loss of credit for the course.

It is your responsibility to check with Registrar's office and request a transcript be sent to Fridley High School at the end of each quarter or semester. All Post-secondary institutions do not automatically send them. Because many of the post-secondary institutions end their quarter or semester after our graduation date, your final transcript may not be received prior to graduation. If you need the credits you are taking during spring quarter or semester to meet graduation requirements, a diploma will not be issued until your final transcript is received and books have been returned. If you have any questions, please call student support services at 502-5612.

ACADEMIC LETTERING

Students do *not* need to complete any forms for this award. Awards are based on GPA and behavior and are determined after the second trimester of each school year. *Requirements per Term:*

1. 10th Grade: GPA of 3.85 or higher
2. 11th & 12th Grade: GPA of 3.75 or higher
3. Adherence to behavior standards established by Fridley Public Schools, School Board Policy and the Minnesota State High School League for athletics, arts and music.

Awards per Year

First: Fridley Academic Letter (if this is the student's first time lettering) and Academic Certificate

Second/Third: Fridley Academic Certificate

Students will be invited to attend the Awards Presentation in May to receive their letters and certificates.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

Parent Right to Know

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

- 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;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- 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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

TEACHER ASSISTANTS

The experience of being a teacher assistant should be a meaningful educational experience and is available to many students. The guidelines for teacher assistant participation are as follows:

1. You must be in 11th or 12th grade.
2. You must be on track for graduation.
3. You can only T.A. twice in your high school career.
4. You must be chosen and notified of being a T.A. by the start of the term. There are no schedule changes to become a T.A. after the start of the term.

TEXTBOOKS

All textbooks are loaned to you free of charge. You are expected to take good care of the books and will be held responsible for any damage to them while they are checked out to you. The student who borrowed the book must pay for lost books. Damage to a book beyond normal wear and tear will result in a fine being levied. We ask that you cover your textbooks to protect them.

EXCEL PROGRAM

FRIDLEY HIGH SCHOOL'S COMMITMENT TO EXCELLENCE IN EDUCATION

The goal of the EXCEL PROGRAM is to recognize, reward and reinforce positive academic behaviors, including scholastic achievement; attendance; involvement in school organizations; and community (volunteer) service.

To participate each student must meet the following requirements and complete the appropriate EXCEL forms every term to receive a GOLD CARD, BLUE CARD or WHITE CARD, and/or a GREEN CARD (for perfect attendance). Forms are available in the office and must be turned in at the designated deadline (usually one week after report cards are issued). **It is the student's responsibility to complete and turn in this form.** Announcements are made to remind students of the procedure and deadline.

GOLD CARD

Requirements per Term

1. GPA of 3.67 or higher
2. Attendance: Three or less days missed in each class
3. Two tardies=one absence
4. 15 hours of volunteer service or involvement in school organizations
5. No administrative detentions or suspensions

Benefits

1. One day excused absence for post-secondary school visit, job "shadowing" or independent study (to be taken before end of second term/third term accordingly)
2. Free admission to five home athletic events
3. One dollar discount on school dance admissions
4. Discounts up to 25% or free items at participating local businesses
5. Other benefits may be announced

If a student earns a **GOLD CARD** for terms 1, 2 and 3, s/he becomes a member of the **NUMBER ONE TEAM**. Benefits include the Number One Team dinner for students and their parents, a certificate, and a chance for a drawing for a financial scholarship for seniors (amount and sponsor to be determined).

BLUE CARD

Requirements per Term

1. GPA of 3.2 or higher
2. Attendance: Four or less days missed in each class
3. Two tardies=one absence
4. 15 hours of volunteer service or involvement in school organizations
5. No administrative detentions or suspensions

Benefits

1. Free admission to three home athletic events
2. Discounts up to 25% or free items at participating local businesses
3. Other benefits may be announced

WHITE CARD

Requirements per Term

1. Improvement in the term's GPA of .6 over the cumulative GPA from the previous term/year
2. No failing grades
3. Attendance: Three or less days missed in each class
4. Two tardies=one absence
5. No administrative detentions or suspensions

Benefits

1. Discounts up to 25% or free items at participating local businesses
2. Other benefits may be announced

GREEN CARD

A student may apply for a GREEN CARD if they have perfect attendance (per term).

This means no absences other than school-related activities including the Gold Card EXCEL Day or a family funeral.

It is the student's responsibility to complete and turn in this form, which is available in the office.

Benefits - Perfect attendance per term

1. Discounts up to 25% or free items at participating local businesses

Benefits - Perfect attendance for school year (ending approximately May 1)

1. Certificate of Perfect Attendance
2. EXCEL T-shirt
3. Chance in drawing for financial scholarship during the Awards Presentation in May (amount and sponsor to be determined)

OTHER RECOGNITION

EXCEL SUCCESS CARD - TEACHER TO STUDENT

Teachers award Success Cards to students to recognize their good work, extra effort, positive attitude, improved performance, etc. Each teacher will periodically receive cards and distribute them accordingly. Included on the bottom is a coupon redeemable at participating local businesses.

STUDENT OF THE MONTH

Every month each teacher has the opportunity to select a "Student of the Month."

All students are eligible and the following criteria may include (but is not limited to):

1. GPA and attendance
2. Attitude, cooperation, effort and citizenship
3. Service to the department
4. Involvement in departmental activities in school/outside of school

Honored students will receive a certificate recognizing their achievement.

Questions about the EXCEL PROGRAM can be directed to the Principal

PART III - ATHLETICS/ACTIVITIES

INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

A fee to participate is charged to all athletes' grades 7-12.

Season		Girls' Athletics	Boys' Athletics
Fall		Tennis Volleyball Swimming Cross-Country Cheerleading Soccer	Football Cross-Country Soccer
Winter		Basketball Gymnastics Girls Hockey Dance Team	Wrestling Swimming Hockey Basketball
Spring		Softball Track Golf	Golf Track Tennis Baseball
Fine Arts			
Fall	Marching Band Fall Musical		
Winter	One Act Play Jazz Ensemble Speech		
Spring	Spring Play Instrumental/Vocal Sections Visual Arts		

In order to be eligible for regular season and MSHSL tournament competition, a student must be a fully enrolled as defined by the State Department of Education undergraduate member of his or her school in good standing. A student who is under penalty of exclusion, expulsion or suspension or whose character or conduct violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the Principal. Students participating in all MSHSL awards presentations must be in school approved attire.

NORTH SUBURBAN CONFERENCE

The Fridley Tigers will compete in the North Suburban Conference. Schools in the conference are Fridley, Benilde-St. Margaret, Chisago Lakes, Cooper, Irondale, North Branch, St. Francis, St. Louis Park, Spring Lake Park, Totino-Grace, Columbia Heights.

ATHLETIC INJURY BENEFITS/INSURANCE

The School District does not carry accident insurance on students attending Fridley Schools. It does, however, provide an opportunity for all students to purchase a lower cost insurance that covers all school-related activities, with the exception of football. Information regarding this program and how it can be purchased will be made available early in the school year. If a student participates in this insurance program he/she will be covered in all athletic

programs, except interscholastic football. Questions regarding insurance for athletics should be directed to the Administrative/Activities Director, Dan Roff. All other insurance questions should be directed to the Director of Finance. Students are encouraged to talk over their family coverage with parents to determine whether or not additional coverage is necessary.

CURRICULAR AND CO-CURRICULAR PARTICIPATION AFTER AN ABSENCE

A student must be in school all day if he or she wishes to participate in any after school event or team practice. Special situations must be discussed with the Assistant Principal, Athletic Director or Principal before the day in question.

ACTIVITIES

Fridley High School encourages you to get involved in activities in school. The following list includes most of the clubs and activities (not including athletics) in which you participate. Ask your classmates and faculty how to get involved.

CIA (Captains in Action)	Math Team
Cheerleading	National Honor Society
Chinese Club	Pep Band
Danceline	Robotics
Drama	S.A.L.T. (Student Activities Leadership Team)
E-Producers	Science Club
Excel	Spanish Club
Future Educators Club	Speech
German Club	STAND
International Club	Student Council
Key Club	Youth In Government

STUDENT CODE OF RESPONSIBILITIES

The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege, which is accompanied by responsibility.

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

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

ELIGIBILITY AND TRAINING RULES

As a member of the Minnesota State High School League, Fridley High School and the students who represent Fridley High School are governed by eligibility and training rules, as prescribed in the Minnesota State High School League Official Handbook. In addition to the rules designated by the M.S.H.S.L., student athletes and activity participants are bound by the following policies:

SCHOLASTIC ELIGIBILITY

1. Student must pass 5 of 6 classes from the previous grading term to be eligible.
2. Any student who passes 5 of 6 classes in a term will be placed on academic probation.
3. Academic probation will be removed when the student completes a grading term where he/she passes 6 of 6 classes
4. If a student passes 5 of 6 classes while on probation, they may become ineligible for the next grading term.
5. If a student passes less than 5 of 6 classes, they may become ineligible at the time that grades are turned in by the teacher.
6. Eligibility may be restored at midterm. Student must be passing all 6 classes at midterm and the eligibility committee may restore eligibility after review. Eligibility will be restored when they complete the next grading term with passing grades in all 6 classes. However, any student who has been determined to be ineligible for one grading period will remain on academic probation for the next grading period. A student will regain eligibility at the time that grades are turned in by the teacher.
7. The Fridley High School eligibility policy is used in conjunction with the Minnesota State High School League Policy which requires that a student be earning enough credits to be on track to graduate.

ELIGIBILITY ENFORCEMENT

1. Enforcement of this eligibility policy shall be the responsibility of the Athletic Director/Director of Student Activities.
2. Dean of students should review the eligibility lists provided by the Athletic Director to determine if any participants are in danger of becoming ineligible. The name of any student who appears to be ineligible shall be given to the Athletic Director.
3. Any student ruled ineligible by the Athletic Director should be reported to the appropriate Dean of students and the Principal. The Athletic Director should notify the coach, the student and send a letter to the parents with regard to this policy.
Students declared ineligible may refer to the Eligibility and Awards Appeals Committee.

ALCOHOL, TOBACCO, DRUGS AND MARIJUANA RULE BY PARTICIPANTS IN MINNESOTA STATE HIGH SCHOOL LEAGUE ACTIVITIES AND OTHER DRAMA AND MUSIC ACTIVITIES

Independent School District #14 recognizes that the use of alcohol, tobacco or other mood altering drugs can be a significant health problem for many young people and may result in negative effects on behavior, learning and the total development of each individual. It is also recognized that it is illegal to use, possess, or be under the influence of alcoholic beverages, tobacco, or other drugs or narcotics at school, on the school grounds, or at school sponsored activities, or the home or community.

Current disciplinary policy deals with violations for offenders during the course of the regular school day or during school activities.

Special rules are in effect for students participating in Minnesota State High School League sponsored activities in athletics, music and drama.

- A. **RULE:** Throughout the calendar year (including the summer break) and not limited to the season or period of the activity, a student whose name appears on a Minnesota State High School League eligibility list shall not:
1. Use or possess a beverage containing alcohol;
 2. Use or possess tobacco;
 3. Use or consume, possess, buy, sell or give away marijuana or any substance defined by law as an illegal drug.
It is not a violation for a student to be in possession of a legally defined prescription drug specifically prescribed for the student's own use by his/her doctor.

- B. **PENALTIES:** (These are minimum penalties - the coaches and/or directors may recommend harsher consequences.) In order to serve eligibility penalties, students can do so only by completing the entire season.
1. **Athletics**

- a. First Violation: After confirmation of the first violation, the student shall lose eligibility for 25% of the varsity season or three weeks of a season in which the student is a participant, whichever is greater.
- b. Second Violation: After confirmation of the second violation, the student shall lose eligibility for 75% of a varsity season or nine weeks whichever is greater in which the student is a participant.
- c. Third Violation: After confirmation of the third violation, the student shall lose eligibility for the next twelve months in which the student is a participant.

AN ATHLETE FORFEITS ANY POST-SEASON AWARDS AND CAREER AWARDS INCLUDING THE FRIDLEY LETTER, ALL-CONFERENCE AND HONORABLE MENTION, HALL OF FAME, ATHENA AWARDS WITH ANY VIOLATION.

2. DRAMA

- a. First Violation: The student shall be dismissed from the current drama production.
- b. Second Violation: After confirmation second violation, the student shall be dismissed from the current drama production and shall be ineligible to participate in the next scheduled drama production.
- c. Third Violation: After confirmation of the third violation, the student shall be dismissed from the current drama production and shall be ineligible to participate in any scheduled drama production that commences practice within the next twelve calendar months.

3. MUSIC, CURRICULAR GROUPS

- a. First Violation: After confirmation of the first violation, a student enrolled in band or choir shall lose eligibility for the next scheduled local performance or Minnesota State High School League contest outside of the classroom.
- b. Second Violation: After confirmation of the second violation, a student enrolled in band or choir shall lose eligibility for a minimum of two scheduled local performances and/or Minnesota State High School League contests outside of the classroom.
- c. Third Violation: After confirmation of the third violation, a student enrolled in band or choir shall lose eligibility for all local performances or Minnesota State High School League contests outside of classroom instruction.

For band or choir students who are members of select music groups (i.e. Bengal singers and/or Jazz Band) rehearsing outside the school day, the first offense will result in suspension of that student from the group for the remainder of the school year.

Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity, sophomore or freshman team or activity, or any student whose name has appeared on an eligibility list or any of these activities.

Whenever an athlete chooses to satisfy the penalty for a violation by joining a sport in which he/she has not previously participated, he/she must join this sport at the beginning of its season and participate the entire season. The basic expectations of the sport (i.e., attendance at practices, participation in contests, etc.) must be met by the athlete. It shall be the responsibility of the Athletic Director to determine if these requirements have been met.

A STUDENT PARTICIPATING IN DRAMA AND/OR MUSIC ACTIVITIES FORFEITS ANY POST-SEASON AWARDS INCLUDING THE FRIDLEY LETTER, HALL OF FAME, AND MOST VALUABLE AWARDS WITH ANY VIOLATIONS.

C. PRACTICE OF M.S.H.S.L. PARTICIPANTS DURING A PERIOD OF INELIGIBILITY

1. After the first or second chemical violation a student may practice with a team or group, but not be in uniform for contests.
2. During the period of academic ineligibility the student may be allowed to practice with the team or group.

The coach or activity advisor having the responsibility for the ineligible student shall make every effort to see that the student's return to the sport or activity, following the period of ineligibility, is a successful and positive as possible.

This policy shall be subject to the review of the eligibility committee, when so determined by the Principal.

HOMECOMING

Homecoming is the first big event of the year. Each year one week is set aside for the homecoming activities. There are five senior girls and boys elected by the senior class to run for homecoming queen and king. In the Queen's court we also have a junior, sophomore, and freshman class princess and escort selected by their respective class. A dance follows the homecoming football game – guests are not allowed to this dance.

JUNIOR-SENIOR PROM

The Junior-Senior prom is planned by the Student Council and held at a site chosen by the Student Council. This event is for juniors and seniors and their guests.

PART IV - RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability.

PURPOSE OF THE FRIDLEY HIGH SCHOOL ATTENDANCE POLICY

The purpose of an attendance policy is to develop positive habits that will carry over into post-secondary education and careers. Punctual regular attendance is absolutely necessary for a successful high school education, just as it is for successful job performance.

IN CASE OF ABSENCE CALL 763-502-5604

- Should you be absent from school for any reason, your parent/guardian should please call the high school attendance office before 8:00 A.M. Only calls by parents or guardians will result in excused absences. In cases where this contact with the school is difficult, because of parents not being at home etc., special consideration will be given; however, the responsibility rests with parents to contact the school. Voice mail is accessible at 763-502-5604 twenty-four hours a day. If satisfactory parental contact is made with attendance office, no parental note or admit slip will be required on return to school.
- If parent/guardian fails to contact the attendance office you must bring a written statement from your parents explaining the reasons for the absence, plus the date(s) of the absence.

This note must be received in the attendance office immediately upon arrival to school to avoid a first hour tardy. Failure to call in or to bring a note may result in an unexcused absence and/or a meeting with the student's Dean. If you are absent from school three (3) or more consecutive days for illness, you may be asked to have a conference with the health aide upon return. A doctor's excuse may be required if you repeatedly miss school due to illness.

DEFINITION OF AN ABSENCE

An absence shall be defined as missing more than twenty minutes of any class. The exceptions and suggested guidelines are explained below. The school will continually attempt to get attendance problems corrected through administrator and dean of students discussion with the student and, if needed, a parent.

Special athletic note: Students in extra-curricular activities must be in school by 8:35 A.M. in order to practice or participate on that day.

If a student's attendance problems continue, additional steps will be taken.

UNEXCUSED ABSENCES

You should realize that failure to attend school, except when excused for legitimate reasons, results in an unexcused absence. Class work missed must be completed satisfactorily to complete any course. Unexcused absences include such situations as missing a bus, shopping, oversleeping, missing your ride, breakdown of an automobile, etc. Remember, it is the responsibility of the school to determine when an absence is excused or unexcused. Unexcused absences usually result in a "zero" for the day and/or detention/school service assignment.

PROCEDURE FOR TRUANCY (UNEXCUSED ABSENCE)

1 st Truancy	<ul style="list-style-type: none">• Discipline referral to attendance office• Detention/School Service• Dean of students calls student to the office-phone call to parent
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2 nd Truancy	<ul style="list-style-type: none"> • Discipline Referral to attendance office • Detention/School Service • Dean of Students/Assistant Principal calls student to the office-phone call to parent
3 rd Truancy	<ul style="list-style-type: none"> • Discipline Referral to attendance office • Detention/School Service • Dean of Students/Assistant Principal calls student to the office-phone call to parent • A conference with the student, a parent/guardian, and dean of students will be necessary in order for the student to return to school

If a student truants themselves during the school day, they will not be allowed to attend school for the remainder of the day.

CONSEQUENCES FOR EXCESSIVE UNEXCUSED ABSENCES PROCEDURE FOR EXCESSIVE ABSENCES (INCLUDING TRUANCY AND TARDIES)

Minnesota State law requires that all mentally and physically fit children between the ages of 7 and 18 must attend school every day that school is in session. (Section 19, School Law 1931)

The law also requires that school officials and parents enforce the attendance law to ensure that students are in attendance unless absent from school for reasons acceptable to the school. A student absent from school for reasons unacceptable to the school will be counted as unexcused and the student is legally truant. Minnesota Student Truancy Statutes will be enforced.

PROCEDURE FOR UNEXCUSED TARDIES

3rd Tardy	Student will be assigned 1 hour school service
6th Tardy	Student will be assigned 1 hour school service

For every third tardy, the student will continue to accumulate one hour of school service or detention. Students will be required to make up their detention within one week after being notified of the assigned hour of school service or detention. Students with excessive tardies may be placed on the No Pass List.

If a student accumulates three or more tardies during the school day or if they fail to make up their detention within one week, they will be dismissed for the remainder of the day and parents will be notified.

WHAT DOES THE SCHOOL ACCEPT AS A REASON FOR ABSENCE OR TARDINESS?

1. Illness of Student: When you are ill you should not, of course, be in school. The assumption is made, however, that if you are too ill to attend school, you are also too ill to appear in public that day. To participate in co-curricular or extracurricular activities you must be in school all day.
2. Medical or dental appointments
3. Court Appearance
4. School Activities i.e.: Student council, Field Trip, Music/Band Event, Counseling appointments
5. Religious Holidays
6. Serious illnesses or death of a member of your family.
7. Emergencies calling for your services, or presence at home: These situations should be shared with the attendance office as soon as possible.
8. Educational/Career Planning Visits (2 days per student): Post high school planning is encouraged and you may be

excused for up to two visits to schools or business during your senior year. To initiate the procedure you must take to your dean of students a written request from your parent/guardian. Following the student/dean of students planning conference you will be issued a form to take to your teachers for approval. Normally, teachers will routinely approve the request unless you would miss some important class activity. If that is the case you may be asked to reschedule the visit. **After all of your teachers have approved the request you must return the form to the attendance office prior to the day of absence.** Students not following this procedure will be given unexcused absences upon their return to classes.

9. School suspension

MAKE-UP WORK - A STUDENT'S RESPONSIBILITY

Following an excused or unexcused absence you will be required to make up the missed work. It is your responsibility to seek out the teacher, find out all assignments and to complete all course work assigned whether it is for one day or the complete course. The teacher will determine the schedule for make-up. You may have to take a test on the day you return, or you may have more time. **Your teacher will determine what is fair.** However, teachers may at times indicate some other procedure in a specific case. **When a student has been absent for valid reasons every consideration and aid will be given.** If a deadline proves impossible to make, it is your responsibility to make arrangements with the teacher(s). Any daily class work missed because of an unexcused absence cannot receive credit. The only exception is when you have an unexcused absence on the day of a major test or the day a major assignment was due. In the case of a major assignment being due it would be in your best interest to deliver the major assignment to the teacher or have a friend deliver it for you. You may be permitted to complete the work at the teacher's convenience and direction, and receive credit.

WHAT DO I DO WHEN I KNOW I WILL MISS SCHOOL?

(ADVANCED MAKE-UP)

Absences for reasons other than illness should be anticipated and you must obtain a request from the attendance office for an advance make-up form at least one week prior to an absence. The absence should be anticipated far enough in advance so you can complete work prior to leaving. Failure to request an advance make-up form may result in an unexcused absence.

Any time a student has knowledge of a potential excused absence in advance, (other than school sanctioned events), the student must:

1. At least one week prior to absence, bring a note from parent or guardian to the attendance office and secure an advanced make-up form;
2. Have all work as assigned by the instructors made up before leaving. Failure to make-up all assigned work in advance may result in zero participation points and zero for academic work; and
3. Return the signed advanced make-up slip to the office **BEFORE YOU LEAVE.**

When you know you will be absent because of school-sanctioned activities such as field trips, music, athletics, student council, etc., you should notify the teacher at least twenty-four hours in advance. You will then be allowed to make-up work missed with full credit. Failure to discuss the absence in advance with the teacher may result in zero participation points and a zero for academic work. School sanctioned activities shall not count toward your allowable four absences provided you follow the proper procedures.

FAMILY VACATION

This privilege is recommended only for students with a good attendance record and only one family vacation per year. Any vacation taken during the school year must be in the company of a parent, guardian, or in some cases, a grandparent. Students may invite one friend from Fridley High School to travel with them on their vacation. Such a trip may be granted "excused status" after there has been communication by both sets of parents with Attendance Office. If all assigned work is made up in advance, the pre-arranged trip will be considered as one excused absence. Other trips and/or vacations without a parent or guardian will be unexcused and each day may count as one unexcused absence.

DENTAL, DOCTOR, COURT AND OTHER APPOINTMENTS

If at all possible, doctor and dentist appointments should be arranged for outside of school hours. Parents must contact Attendance Office at least twenty-four hours prior to appointment for an advance make-up form. Sometimes parents find it necessary to take their son/daughter to an appointment without notifying the school in advance. When such an absence occurs the parent is asked to:

1. Call the Attendance Office at any time before 8:00 a.m. (763-502-5604).
2. Obtain a note from the doctor or dentist with the date and time of the appointment.
3. Send a note signed by the parent with time of return indicated.
4. Students in extra-curricular activities must follow these procedures in order to participate on the day of the appointment.

WHAT DO I DO IF I MUST LEAVE SCHOOL EARLY?

Fridley High School is a closed campus school. That is, students must stay within the building during the school day, unless accompanied by a staff member or unless they have received permission through the **ATTENDANCE OFFICE** to leave. Any violation of this will be considered an unexcused absence. If you have a personal emergency, go directly to the **ATTENDANCE OFFICE** and request permission before leaving the building. If you leave school without being excused by the attendance office during the school day, you will be dismissed from school for the remainder of that day.

THE 18-YEAR-OLD STUDENT

Minnesota Statute 120.06 provides that “Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local board of education.”

This provision clarifies the general authority of the school to establish rules and extend their application to all students. No matter the age of the student, they cannot write notes for themselves, call in for themselves or in any way excuse themselves from school. No 18 year old is allowed to have tobacco or tobacco products on their person or use them on the school premises any time or day of the week.

See District Policy 503, *Attendance*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/503%20Student%20Attendance%20new.pdf>).

Bicycles

Bicycle racks are provided on the southwest side of the school. Although the school accepts no responsibility for bicycles, it seems this area provides the greatest security. Be sure your bicycle is secured to the rack.

Cell Phones, Pagers, and Other Electronic Devices

The school reserves the right to ban nuisance items that have a disruptive effect. Items such as squirt guns, water balloons, “look-alike” weapons, noisemakers, to name just a few, are not to be brought to school. Your cooperation is needed and expected. **Electronic devices- radios, game boys, calculator games - or any other such item is not permitted in the classrooms without prior approval by the teacher.**

CELL PHONES/HEADPHONES/ELECTRONIC DEVICES

Students are allowed to use cell phones/iPods in the hallways during passing time and at lunch. iPods may be used in the classroom at teacher discretion. Cell phone/Bluetooth use during class time **is not** permitted under any circumstance. Cell phones should be **turned off** during class time in academic areas. Bluetooth is considered part of

a cell phone and should not be worn during class time. If cell phones/Bluetooths are seen or heard in academic areas, they are confiscated, a parent is notified and the student can pick up the item at the end of the day. The student will sign an agreement that states that if they have an electronic device taken away a second time, it will be an automatic dismissal from school. If students refuse to turn them over, they are dismissed for the day or suspended for the next day at the administration's discretion.

Discipline

LOCKERS

You will be assigned a locker to use and will be expected to use the locker for storing school materials and personal items. **Sharing lockers is not permitted.** All backpacks, bags and purses should be left in your locker.

Since both your property and the school's property are kept in your locker, you are expected to keep it locked at all times and keep the combination to yourself. All lockers are issued in a clean condition and you must remove all stickers, posters, etc. before vacating the locker. **REMEMBER THE LOCKER IS THE PROPERTY OF THE SCHOOL, AND MAY BE INSPECTED AT ANY TIME WITH REASONABLE CAUSE. ANY DAMAGE TO THE LOCKER IS YOUR RESPONSIBILITY AND SHOULD BE REPORTED TO THE ATTENDANCE OFFICE IMMEDIATELY.**

A separate locker and padlock is issued for physical education. It is extremely important that you never leave personal belongings unlocked in the gym area. The school reserves the right to remove illegal, dangerous, and unauthorized items from any and all lockers.

ANNOUNCEMENTS

Daily announcements will be read over the television at the beginning of the first period. All announcements must be approved by a faculty sponsor prior to being submitted to the media center.

POSTERS

You must obtain permission in the Attendance Office before putting up any type of posters, pictures, or other forms of advertising. Further, you must take down these materials when your purpose has been served. This media of communication must be restricted to the glazed brick area of the building or walls in the cafeteria area.

VISITORS TO SCHOOL

Graduates and parents of students are welcome visitors to our school at appropriate times. **All visitors must sign in at the main entrance.** To ensure a safe and secure learning environment during the school day, our school does not permit visitors not enrolled at FHS. Any exceptions must be pre-approved by the Principal or Assistant Principal. Students planning to enroll at FHS may visit with administrative approval.

SCHOOL SPONSORED DANCES AND EVENTS

School rules are in effect during ALL school activities. The following policy and procedures will be enforced: All students need a photo ID to enter school dances.

GUESTS AT SCHOOL DANCES

Guests are welcome at Sadie Hawkins, Snow Days Dance and Prom in the company of Fridley High School students if:

- A. A Dance Consent Form has been completed and returned to the attendance office by 3:05pm the day before the dance.

- B. Each Fridley student may register only one guest per dance in the attendance office by 3:05pm the day before the dance.
- B. All student guests must bring a valid student ID and/or drivers license only if they have graduated.
- C. Guests may not be older than 19 years old.
- D. Dances typically run from 8:00 – 11:00pm.
- E. All students and guests must follow the rules of the school regarding appropriate behavior and/or attire at a school dance. The rules for appropriate behavior and/or attire are the following:
 - Be respectful and polite to others and staff
 - No revealing or inappropriate clothing or costumes, as deemed inappropriate by the chaperone(s) or staff members in attendance
 - No dance grinding; meaning, no rubbing up on a person, bending over in front of another person and dancing, wrapping legs around a person and dancing or other inappropriate dance grinding as defined by the chaperone(s) or staff members in attendance
 - All school rules apply during a dance that would apply during the school day
 - Students must follow the directions or special instructions given for a particular dance or by any staff member

Failure to follow any of the above rules or guidelines can result in student discipline, including but not limited to, being asked to leave the dance, not being allowed to attend future school dances or activities, detention, suspension, or any other student consequence or discipline as defined in the student handbook.

Behavior and Conduct

YOU ARE REPRESENTING YOUR SCHOOL

Remember that you are representing yourself and your school at all school activities— whether we are the host or we are a guest at another school. As a school we encourage enthusiasm and school spirit but within the guidelines of common sense, socially accepted behavior and our local high school policy and regulations.

STUDENT BEHAVIOR/CONDUCT

The role of education is to assist every student to acquire the skills, knowledge, and habits necessary to become a self-sufficient, thinking member of our society. This includes learning not only basic education skills, but also understanding self and others. The school system has a responsibility for maximum learning, which requires an atmosphere of fairness and equity. This handbook contains the rules and regulations necessary to maintain that environment. Good discipline is best thought of as a positive experience by turning unacceptable conduct into a positive pattern of behavior.

A complete Independent School District 14 policy is available for review on our district web site.

TENNESSEN WARNING

The Tennessean Warning informs the student what’s going to be talked about, consequences for not sharing information, how information will be used and how private the information can be kept. Whenever a student (or parent on behalf of a student) is requested to provide information about them that is of a concern, they must be given the Tennessean Warning.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied and to receive the benefits of all school services. They are responsible for knowing and complying with school rules, for being respectful and behaving in a civil manner. The students shall be responsible for their own actions. Teachers and staff will not tolerate foul language in class or hallways.

This statement of rights is not expected to cover every situation, which may arise. Only the protection and preservation of the rights of others preserve the rights of an individual. All students attending Fridley High School have the right to:

1. An equal educational opportunity and freedom from discrimination;
2. Due process including the right to appeal;

3. Freedom of inquiry and expression in a respectful manner;
4. Data privacy; and
5. An awareness of school rules.

All students attending Fridley High School have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions;
2. Pursue and attempt to complete the course of study prescribed by the state and local school authorities;
3. Make necessary arrangements for making up work when absent from school;
4. Assist the school staff in maintaining a safe school for all students enrolled therein;
5. Be aware of all school rules and regulations and conduct themselves in accord with them;
6. Assume that until a rule is waived, altered, or repealed, it is in full effect;
7. Be aware of and comply with the state and local laws;
8. Be aware of and comply with both State High School League rules and regulations and School Board policy when participating in extracurricular activities;
9. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
10. Protect and take care of the school's property, and the property of others;
11. Dress and groom to meet fair standards of safety, health, and common standards of decency;
12. Avoid inaccuracies in student newspapers or publications and indecent or obscene language, both written and verbal; (see District 14 policy #505 Distribution of Literature at School) and
13. Express ideas in a manner that will not demean, offend or slander others (see District 14 policy #413 Violence and Harassment). This includes, but is not limited to the District 14 cyber bullying policy #514.

STUDENT RULES OF CONDUCT:

A. Disciplinary action may be taken for any behavior, which is disruptive of good order or violates the rights of others in school, at school activities (either home or away) or while on or in the vicinity of school property including school buses, school vehicles, or school bus stops. (School Safe Zone, Mn Stat. 123.932 and District 14 policy #709 Student Transportation Safety) In addition, students involved in off-campus or out-of-school conduct that has a direct effect on the welfare of the school will be subject to school discipline. (Mn Statute—Nexus Principle). The school has the authority and obligation to establish and enforce reasonable standards of conduct. In accordance with Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded or expelled from school for:

1. Willful conducts which materially and substantially disrupts the right of other students to an education.
2. Willful conducts which endangers the student or other students, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules.

B. The following list identifies unacceptable acts subject to disciplinary action in the school district. Violation of any of these offenses before, during or after school hours while on school property, the school safe zone, the school bus, or any other school approved vehicle used to transport students; or at school functions or events held at other locations or the aiding and abetting of such acts will lead to the implementation of a disciplinary action or consequence listed in part C, including expulsion. However, a violation of item four regarding possession, use and/or transmission of a weapon will lead to the immediate initiation of the due process procedure in the weapon policy (#501).

1. Truancy and unauthorized absence;
2. Possession, use, and/or transmission (including being under the influence) of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance or the unauthorized use of prescription drugs;
3. Possession, use, and/or transmission of tobacco in any form;
4. Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, in the safe zone, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events; (See District 14 policy #501 School Weapons)
5. Possession and/or use of any electronic device without teacher permission that disrupts the educational process;
6. Violations against persons such as verbal and/or nonverbal intimidation/threats; stalking; bullying; obstruction; assault; fighting; extortion; racial harassment; sexual harassment/violence, other harassment; (See Harassment Policy #413) and/or indecent exposure (offensive, inappropriate or vulgar display of one's body);
7. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; theft or robbery;
8. Trespassing is the unauthorized presence on school property including the returning to school property without permission from the Principal or Assistant Principal while on suspension or after being expelled;

9. Violations of school procedures or acts disruptive to the educational process, including civil discourse disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, use of profanity, improper activation of fire alarms, and unauthorized access to school data;
10. Violations of the Technology Usage Policy regarding technology software, hardware, the Internet, network, servers or any other technological device owned by the school or district
11. Disrupting the cafeteria;
12. Failure to identify oneself when asked by a school employee or its designee;
13. Violation of school bus or transportation rules;
14. Violation of parking or school traffic rules and regulations;
15. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism;
16. Student attire and/or personal grooming which creates a danger to health or safety; creates a disruption to the educational process or violates common standards of decency, and any apparel, jewelry, accessories, or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as primary purpose) denotes membership in an organized gang as defined by MN. Stat. 260.125
17. Criminal activity; and/or
18. Violation of other school rules, policies, or procedures.

DISCIPLINARY ACTION:

Disciplinary action or consequences for these offenses may include but are not limited to the following:

1. Student conference;
2. Parent contact;
3. Parent conference;
4. In-school monitoring;
5. Referral to in-school support services;
6. Detention/community service;
7. Removal from class;
8. Suspension from extracurricular activities;
9. Physical restraint;
10. Suspension from school;
11. Payment for damages to school property caused by intentional or unintentional actions
12. Referral to community service or outside agency services;
13. Assignment to alternative program;
14. Expulsion or exclusion from school;
15. Referral to police or other law enforcement agencies and/or
16. Referral to county juvenile authorities.

The building Principal (or the Principal's designee) shall determine the appropriate disciplinary action. When determining such action the Principal will consider the level of disruption to the learning environment and/or the safety concerns for individuals and groups that occurred because of the offense.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions.

See District Policy 514, *Bullying*, for more detailed information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/514%20Bullying.pdf>).

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 rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus 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 adopted 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.

CONSEQUENCES FOR FIGHTING AND/OR ASSAULT

It is the policy of Independent School District 14 to maintain a learning environment that is safe and free from fear and violence. The School district prohibits any form of violence including fighting and/or assaults (see School Board #506 Student Discipline policy). When any student or students involve themselves in confrontive behavior which includes both aggressive and/or retaliating actions that may be interpreted as a fight, the student(s) will be suspended and may be recommended for expulsion.

GANG/THREAT GROUP ACTIVITY

Gang/threat group activity such as, the use of graffiti emblems, symbolism, hand gang signs, threatening language, jewelry, clothing, etc., are prohibited. Consequences may include: parent contact, police referral, suspension/expulsion.

SUSPENSION FROM SCHOOL

When it is apparent that you, as a student, have shown an open disregard for specified school rules, or when your actions disrupt the academic process, you will be suspended from school. Normally, prior to a suspension, you will meet with the Assistant Principal to discuss the reason(s) for your suspension, the length of the suspension and the plan for re-admission. You will have an opportunity to be heard, to hear all charges, and have an opportunity to refute the charges. If a suspension does result, the high school administration will alert your parents of the situation prior to sending you home, if it is at all possible.

The most common school rule violations for which a student may be suspended are: truancy/absence from class; profanity; use and/or possession of tobacco within a school building, on the grounds or within the vicinity of the school; consumption and/or possession of alcoholic beverages; consumption and/or possession of a controlled substance; fighting; vandalism, harassment, or any other act of delinquency; or the threat of action that would disrupt the academic process. Suspension from school is viewed as a denial of the privilege of school attendance and reinstatement to classes will be governed by the provisions outlined in the State of Minnesota Pupil Fair Dismissal Act of 1974.

Length of the actual suspension may vary from one to five days, depending on the act itself, prior suspensions, and/or the threat to the academic process posed by a student's presence in school. Please remember, a parental conference must be held before a student returns to school, unless the Assistant Principal or Principal deems such a conference unnecessary.

WHEN YOU ARE SUSPENDED YOU MUST:

1. Contact your parent/guardian, by telephone.
2. Leave school, as directed by the Principal(s).
3. Stay away from school and school functions unless the Principal or Assistant Principal gives permission for a school visit to get instruction or assignments.
4. Set a re-entry conference with the Assistant Principal.

REASONABLE FORCE

Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

COMPUTER LAB RULES

1. Beverages, food, candy and gum may not be brought into the lab.
2. Use your assigned computer **only** and **do not let others use it.**
3. Malicious mischief, i.e. changing defaults, changing the desktop or shortcut bar or tampering with the monitor settings in any way will result in a consequence.
4. The Fridley High School Student Technology Usage Procedure and the District Internet Acceptable Use Policy are in effect. Due to limited resources, such as bandwidth and file space, games and music are not allowed.
5. As a matter of courtesy for the next student, your work area should be clean when you leave and you should log off the network. Take all paper and push in your chair.

Consequences for not following lab rules include, but are not limited to, loss of class points, disciplinary report to the Assistant Principal, cancellation of user privileges, and removal possible removal from class.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. It is Fridley High School's philosophy that good attitudes and behavior are directly related to appropriate dress and good grooming. Appearance and dress are to be in good taste at all times. Individuals should be clean and well-groomed. Shoes or sandals must always be worn. For health reasons, as well as community standards, proper school dress shall be enforced. Improper school dress may include anything deemed to be disruptive to the educational process.

All students shall abide by the following guidelines:

1. No Bare Midriffs
2. No undergarments showing, i.e. underwear, bra straps, boxer shorts
3. Pants must be worn at the hips
4. No halter tops, tube tops or other strapless tops including dresses
5. No tops or dresses that expose cleavage including see through clothing
6. No muscle shirts
7. Shorts and skirts should come to mid-thigh
8. No chains, studs, spikes
9. Hats need to be removed upon entering the building and hats and coats remain in your locker from 8:15-3:00
10. No hats, scarves, sweatbands, headwear, bandanas, hoods, picks, combs allowed except for religious reasons
11. Do-rags, scarves, etc. cannot be hanging out of pockets
12. No gloves/mittens or items that cover any part of your hands
13. Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted.
14. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.

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

Backpacks

Backpacks must be left in a student's locker at the beginning of the school day (this includes the small nylon bags with straps). They may not be removed until the student leaves school at the end of the day.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Harassment and Violence Prohibition

It is the policy of Independent School District 14 to strive for a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school employee of the School District to harass a pupil, teacher, administrator or other school employee through conduct or communication of a sexual nature or regarding religion and race.

See District Policy 413, *Harassment and Violence*, for more detailed information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/413%20Harassment%20and%20Violence2.pdf>).

Hazing Prohibition

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

See District Policy 526, *Hazing*, for more information

(http://www.fridley.k12.mn.us/AboutOurDistrict/documents/526_policy.pdf).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system, technology, or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. See District Policy 524, *Acceptable Use Policy*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/524%20Internet%20Acceptable%20Use%20Policy410.pdf>).

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Nuisance Items

Please see the cell phone use section for nuisance item prohibition.

Parking Lot Expectations

STUDENT DRIVING REGULATIONS AND PARKING PROCEDURES

1. All student automobiles parked on school property must have a permanent current parking sticker or daily parking permit affixed to the lower right corner of the passenger window.
2. Automobiles are to be parked appropriately in the area of the North (big) parking lot designated for students. Students will be given a citation and/or towed if inappropriately parked in non-student area
3. The **SPEED LIMIT** for **ALL VEHICLES** on the senior high grounds is **10 mph**.
4. Automobiles are to be locked upon arrival and not entered until dismissal.
5. Students are not to be in the parking areas during the day unless they have a pass from the attendance office.
6. Students are not allowed to "loiter" in the parking lot before or after school.
7. Parking permits are to be used **only** by the person to whom the permit has been issued. Students who sell or give

their permits to other students will have the permit confiscated.

8. Students improperly or illegally parked will be issued a citation and may have their vehicles towed at their own expense on the second offense.
9. A \$5.00 fee will be charged for replacement of lost or stolen parking permits.
10. Students who leave the school parking lot during the day without a valid pass, or who take other students who do not have a valid school pass to leave school with them in their vehicle, will forfeit their parking privileges for the remainder of the school year. No refund will be made.
11. Students and parent/guardian agree to indemnify and hold harmless School District 14, its employees and agents for any loss, damage, or injury to the student, student's vehicle, or property which may result from parking or driving on school district property.
12. The parking fee is \$125.00 per year, or \$1.00 per day. There will be a \$5.00 charge for permits for each additional vehicle registered per student.

SHOULD YOU BE INVOLVED IN AN ACCIDENT, REPORT IT TO THE ATTENDANCE OFFICE, THE FRIDLEY POLICE, AND YOUR PARENT.

Tobacco-Free Schools

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 or tobacco-related 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 or tobacco-related device 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.

See District Policy 419, *Tobacco Free Environment*, for more information (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/419_policy.pdf).

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building administration.

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the following locations:

- Hayes and Stevenson Elementary Schools – Main Office
- Middle School - Principal’s Office
- Fridley Community Center – Main Office (district side)
- High School - District Buildings and Grounds Office
-

Crisis Management

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

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

See District Policy 806, *Crisis Management*, or contact building administration for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/806%20Crisis%20Management09.pdf>).

PROCEDURE FOR FIRE DRILL

1. Teachers will direct students from the room to the designated exit. First students out must move at least one hundred feet from the building.
2. The first two students out each exit must hold the door open until all students using that exit have cleared the building.
3. The bell will signal return to the building.

PROCEDURE FOR TORNADO DRILL

When instructed to do so, all students are to go to the locker rooms entering through the North and South doors of both locker rooms. Students in classrooms located on the west side of the building will take shelter in the boys’ locker room. Students in classrooms located on the east side of the building will take shelter in the girls’ locker room. No alarms will be used. An announcement will be made over the intercom preceding the drill or weather emergency.

PROCEDURE FOR LOCKDOWNS

Lockdown: (Intruder on campus or police order)

- All schools in the state of Minnesota are required to do 5 lockdown drills.
- All school personnel have been trained in lockdown procedures. They will be doing their best to ensure that all students are being held in a safe location on campus.
- **In a lockdown we will not be able to answer incoming phone calls or make outside calls. DO NOT CALL YOUR STUDENT'S CELL PHONE. Parents will not be allowed in the school during a lockdown.**
- Students will be kept inside locked classrooms. No one will be allowed to leave the classrooms/secure rooms on campus until the lockdown is lifted.
- All students and faculty/staff will remain in the lockdown mode until an all clear is given.
- **Parents may come to school to pick up their student(s) when the lockdown is lifted.** Students who drive will be allowed to leave.

USE OF TRAINED DOGS TO SEARCH

Use of trained dogs at the request of the administration, law enforcement or licensed private agencies may use trained dogs on school premises and on school property to identify illegal or illicit material(s) as defined in the Student-Parent Handbooks and/or ISD 14 Board of Education Policies and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or school district employees. The use of trained dogs to conduct these searches shall be unannounced and made at the discretion of the administration. Only the dog's official handler will determine what constitutes an alert by the dog. The use of dogs shall be for the purposes of inspecting particular items, places and/or vehicles and not persons.

Health Information

First Aid

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

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

Communicable Diseases

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

Health Service

The student health office is staffed by a trained health assistant, who works under the direction and supervision of a licensed school nurse.

Students who become sick at school should go directly to the nurse's office. In the event of an emergency, the school will call 9-1-1. The health assistant or nurse will arrange for students who get sick at school to go home early. Students are not allowed to call parents directly and leave without the absence being approved by the nurse office.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your school's health office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires the following:

- Long term prescriptions (2 weeks or more) – a written order from a licensed prescriber, written permission from a parent/guardian, and the original pharmacy labeled container.
- Short term prescriptions (less than 2 weeks) – requires permission from a parent/guardian and the original pharmacy labeled container.
- Non-prescription, long and short term – requires written permission from a parent/guardian and the medication provided in the original labeled container. Administration of non-prescription medication must not exceed labeled directions. Medications must be age appropriate (i.e., Junior Strength or Children's if under age 12). Due to space constraints, it is helpful if you can send a smaller sized bottle with your student.

An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

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 create a calendar by October 1 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. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Director of Buildings and Grounds.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

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



Parent - Student Handbook

Fridley Middle School
6100 West Moore Lake Drive
Fridley, MN 55432

(763) 502-5400



*International Baccalaureate World School
- Middle Years Programme -*



WELCOME TO FRIDLEY MIDDLE SCHOOL!

International Baccalaureate Middle Years Program Grades 5-8

To Our Students:

Welcome to the 2009-10 school year at Fridley Middle School! Our hope is for you to have the best middle school experience possible.

Your education is our top priority. Be assured that we will provide excellent instruction, clear, articulated curriculum, and the support you need to succeed in a World Class Community of Learners.

Your job is to fully engage in school. With a positive attitude, focus on your 8 subjects and invest your best effort every day. This time of your life is filled with changes. At Fridley Middle School we are a school community where everybody contributes to your success, that is teachers, support staff, administration and parents. We are excited for your entrance to Fridley Middle School and promise to do our part to maximize your success.

*Margaret Leibfried
Principal*

*Matthew Boucher
Assistant Principal*

*Carol Neilson
MYP Coordinator*

*Terry Ampe
Counselor/Dean*

*Bryan Carlson
Dean of Students*

*Joe Fowler
Psychologist*

*TBN
Diversity Coordinator*

Our mission is to develop life-long learners who have high skill levels, care for others, are adaptable, and are prepared to thrive in a diverse, global, changing society. We are committed to achieving this mission by providing a nurturing environment where differences are celebrated, where exemplary programs are developed, where high expectations are clearly defined in terms of outcomes, and where individual needs are met.

**Fridley Tigers
are
Prompt, Polite, Prepared, and Proud**



Our mission is to guide students in the development of learning skills to help them reach their full potential.

To accomplish this mission, we will. . .

- Provide a nurturing environment
- Create high expectations defined by learner outcomes
- Develop exemplary programs and continuously improve them
- Strive to meet students' needs
- Respect individual differences.

Fridley's vision is to develop an educational foundation for students

- To be life-long learners
- To develop high skill levels
- To care for others
- To be adaptable
- To be prepared to thrive in a diverse, changing society

Priorities

- Academic Achievement
- Instructional strategies
- Positive learning environment
- Financial stability
- Parent/School Partnership



International Baccalaureate

The K-12 Continuum in Fridley Public Schools

The 21st Century has ushered in a whole new world with an increased level of globalization, connectivity, interdependence, and competition. The world our children will live in will be vastly different from the one most adults grew up in. It is imperative that we prepare our children for the world *they* will live in, not the one we as adults just came from.

With these challenges and opportunities in mind, Fridley Public Schools embarked on a vision to become a *World-Class Community of Learners*. One aspect of attaining this vision has been the implementation of the International Baccalaureate (IB) programme in all grades K-12. There are many benefits to achieving the IB K-12 continuum. First of all, it has bonded all of our schools around a common mission:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

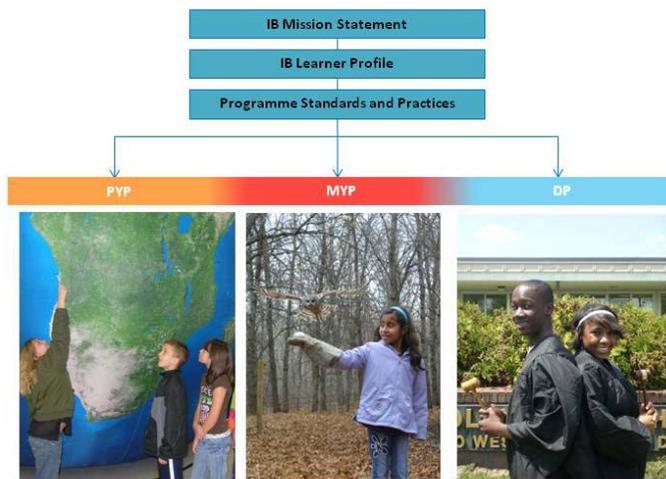
To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Other benefits of achieving the IB K-12 continuum include a commitment to offering second language instruction to students in all elementary, middle, and high schools, the creation and revision of a rigorous written curriculum, on-going professional development for teachers, common language used throughout all buildings, and common curriculum structures between the elementary, middle, and high schools.

Another key aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Therefore, as IB learners, we strive to be:

- | | |
|---------------|-------------|
| Inquirers | Open-minded |
| Knowledgeable | Caring |
| Thinkers | Risk-takers |
| Communicators | Balanced |
| Principled | Reflective |





The Middle Years Programme in Fridley Public Schools

Grades 5-10

Following three years of planning, preparation, and implementation, Fridley Middle School and Fridley High School were authorized to offer the internationally recognized International Baccalaureate Middle Years Programme in July 2007. The IB Middle Years Programme provides a challenging, comprehensive curriculum framework that encourages students to make connections between subjects studied and the real world as well as develops critical and reflective thinking skills. The eight subject groups are integrated through five areas of interaction that provide the context for learning within and across the subjects. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education and technology. Assessment in this program is criterion-related, so that students around the world are measured against pre-specified criteria for each subject group. Teachers develop their own assessments and may modify the criteria to be age-appropriate in the earlier years of the programme. The overall philosophy of the programme is expressed through three fundamental concepts that support and strengthen all areas of the curriculum; these concepts are intercultural awareness, holistic learning, and communication. There are many components of the Middle Years Programme that are continuous throughout the K-12 IB Continuum. Below are examples of how these components are visible and specific to MYP.

IB Learners are Internationally Minded

* Principled
* Knowledgeable
* Reflective

Second Language Instruction

A “communicator” is someone who can understand and express ideas in more than one language and in a variety of ways. Language is integral to exploring and sustaining personal development, cultural identity and intercultural understanding. Languages offered in Fridley’s Middle Years Programme are Chinese, German, and Spanish.

Areas of Interaction

The Areas of Interaction are the contexts through which the curriculum content interacts with the real world. These common interactive themes are embedded in the subject groups and are not subjects themselves. They can also be described as five broad areas of student inquiry. The areas of interaction promote holistic learning and demonstrate the interdisciplinary potential of the Middle Years Programme.

Culminating Project

The Personal Project is a significant body of work undertaken by all MYP students over an extended period of time during the fifth year of the programme. It is the product of a student’s own initiative and creativity, reflects on an area of interaction, and applies approaches to learning skills. This is the culminating activity through which students present their understanding of real-world themes and concepts

Taking Action

Community and Service encourages all students to become aware of their roles and responsibilities as members of communities. This area of interactions supports the fundamental concept of intercultural awareness that aims to encourage empathy and respect that can lead to a deeper understanding. This begins in the classroom and leads to raising awareness and students taking action.

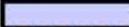
* Caring
* Communicators
* Balanced

* Risk-takers * Open-minded * Thinkers * Inquirers

	M	T	W	R	F	
AUGUST	23	24	25	26	27	New staff Aug 26-27
SEPTEMBER	29	30	1	2	3	Teacher In-service Aug 30-Sep 2
	6	7	8	9	10	Labor Day Sep 6
	13	14	15	16	17	School Begins Sep 7
	20	21	22	23	24	
	27	28	29	30	1	
OCTOBER	4	5	6	7	8	Late Start Oct 5
	11	12	13	14	15	
	18	19	20	21	22	Education Convention Oct 21-22
	25	26	27	28	29	Staff Dev/Planning Oct 25
NOVEMBER	1	**2	3	4	5	Election Day Nov 2
	8	9	10	*11	12	
	15	16	17	18	19	
	22	23	24	25	26	Thanksgiving Nov 25-26
DECEMBER	29	30	1	2	3	Eval/Planning Dec 3
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	Winter Break Dec 24-Jan 3
	27	28	29	30	31	
JANUARY	3	4	5	6	7	School Resumes Jan 4
	10	11	12	13	14	
	17	18	19	20	21	Martin L. King, Jr. Day Jan 17
	24	25	26	27	28	Staff Dev/Planning Jan 28
FEBRUARY	31	1	2	3	4	
	7	8	9	10	11	Late Start Feb 8
	14	15	16	17	18	
	21	22	23	24	25	Presidents' Day Feb 21
MARCH	28	1	2	3	4	
	7	8	9	10	11	Eval/Planning Mar 11
	14	15	16	17	18	
	21	22	23	24	25	
APRIL	28	29	30	31	1	Spring Break Mar 28-Apr 1
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	Spring Holiday Apr 22
	25	26	27	28	29	
MAY	2	3	4	5	6	
	9	10	11	12	13	Late Start May 10
	16	17	18	19	20	
	23	24	25	26	27	
	30	31	1	2	3	Memorial Day May 30
JUNE	6	7	8	9	10	Last Student Day Jun 9
	13	14	15	16	17	Eval/Planning Jun 10

** No Meetings or School-Sponsored Activities 6-8 PM

*No Meetings

	New Teacher Workshop -no school for students
	Staff Development Day -no school for students
	Evaluation and Planning Day -no school for students
	Elementary and Middle School Conferences-no school for Elem and MS students
	Late Start for students - professional development
	School not in session for Teachers or Students
	End of Term



Fridley Public Schools
A World-Class Community of Learners

2010-2011 School Year Calendar

September 7 is start date

Spring Break March 28-April 1

CONFERENCES

HAYES		STEVENSON	
10/14/2010	4-8 PM	10/14/2010	4-8 PM
10/19/2010	4-8 PM	10/19/2010	4-8 PM
10/20/2010	8 AM-12 Noon	10/20/2010	8 AM-12 Noon
1/20/2011	4-8 PM	2/15/2011	4-8 PM
1/25/2011	4-8 PM	2/17/2011	4-8 PM
1/27/2011	4-8 PM	2/23/2011	4-8 PM

MIDDLE SCHOOL

10/14/2010	4-8 PM	1/27/2011	4-8 PM
10/19/2010	4-8 PM	2/1/2011	4-8 PM Grades 5-7
10/20/2010	7:15 AM-11:15AM	4/12/2011	4-8 PM Grade 8
12/9/2010	4-8 PM		

FRIDLEY HIGH SCHOOL AND ALC HIGH SCHOOL

9/7/2010	5-7 PM
10/14/2010	4:30-8:30 PM
1/26/2011	4:30-8:30 PM
4/28/2011	4:30-8:00 PM
6/2/2011	6:15-8:45 PM

TERMS	STUDENT CONTACT DAYS	TEACHER DAYS
Term 1	58	64
Term 2	59	61
Term 3	57	58
Total	174	183
Comp.		2
Grand Total	174	185

Adopted by School Board on January 19, 2010

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APPENDIX A

Discipline Procedures Chart

PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 7:50am-4:00pm at the middle school

Classes begin at 8:05am and end at 3:05pm.

Afterschool programming begins at 3:15 and concludes at 4:15.

- Students may not be in the school before 7:45 a.m. unless involved in a school-sanctioned activity.
- Students are not permitted to be in school after 3:15 p.m. unless involved in a school-sanctioned activity.
- Fridley Public Schools and grounds are officially closed to public use from 10 p.m. to 5 a.m.

Bus drop-off/pick up times are:

Start of school day	7:45am – 8:00am
End of school day	3:05pm – 3:15pm
1st Fridley activity bus	4:30pm
NWSID 1st activity bus	4:45pm
NWSID 2nd activity bus	5:45pm

Drop-off/Pick up protocol:

For the safety of students only buses are allowed to enter and exit the main parking lot at the intersection of 61st Ave. NE and West Moore Lake Dr during the following times: 7:40am – 8:10am and 2:45pm – 3:15pm.

During the times listed above all families are direct to drop-off and/or pick up their students using any of the following designated drop-off/pick up areas:

1. Parents may use the **Drop-off/Pick up turnabout** which can be accessed from the **EAST** parking lot entrance **ONLY**. (All vehicles in the Drop-off/Pick-up loop must be in a single file line with the passenger door to the outside of the Loop, no exceptions.)
2. Parents may drop-off and pick up students using the northeast corner of the High School Parking Lot nearest the crosswalk, at the intersection of 61st Ave. NE and West Moore Lake Dr., which is monitored by a crossing guard.
3. Parents may also drop-off and pick up students along 61st Ave Ne **WEST** of the intersection of 61st Ave. NE and West Moore Lake Dr. using the **westbound lane ONLY**.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on **page 5** and on the school district's website at www.fridley.k12.mn.us.

Employee Directory

Student Absences - call (763) 502-5407

Middle School Main Office:

Margaret Leibfried, Principal..... 763-502-5401
Diane Polski, Principal's Assistant 763-502-5402
Lori Jacob, Receptionist..... 763-502-5405

763-502-5400

Assistant Principal's Office

Matthew Boucher, Assistant Principal..... 763-502-5403
Kathy Moore, Assistant Principal's Secretary 763-502-5404
Bryan Carlson, Dean of Students..... 763-502-5504
Ryan George, Police Liaison Officer..... 763-502-5611
Terri Rieser, Special Ed./Learning Academy Coordinator 763-502-5502
Carol Neilson, IB MYP Coordinator 763-502-5036
TBN, Diversity Coordinator 763-502-54??

Student Support Services

Terry Ampe, Counselor/Dean of Students 763-502-5411
Joe Fowler, Psychologist 763-502-5410

Attendance Line: 763-502-5407

Health Office:

Linda Snyder, Nurse 763-502-5627
Sheila Johnson, Health Aide 763-502-5426

Food Service:

Deb Smolinski 763-502-5022
Darlene Collins 763-502-5422

Transportation:

Duane Knealing 763-502-5008

Superintendent:

Peggy Flathmann 763-502-5001

Employment Background Checks

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

Equal Access to School Facilities

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

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips considered supplementary to the district’s educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school your child attends.

Food in the Classrooms

No beverages other than water are allowed in any classroom during the school day. Food is no allowed in classrooms.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. See district policy 511, *Student Fundraising*, for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/511%20Student%20Fundraising.pdf>).

Graduation Ceremony

Student participation in the graduation ceremonies is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Interview of Students by Outside Agencies

Fridley Middle School does not allow outside agencies to interview students unless the parent/guardian approval has been given, or it is permissible through legal or municipal policy.

Lunch

Lunch is to be eaten in designated areas only. Assigned lunch times vary. Students will be notified of their assigned lunch time. ***[Note: Lunch schedules may change at quarter and/or semester breaks for some students.]*** Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Catered Food: *Food such as pizza or fast food may NOT be "catered-in" during the school day.*

Students are expected to support the schools efforts, practices and protocols that have been established to foster a positive, safe and cleanly lunchroom experience for all cafeteria users.

- All students are responsible for helping to keep the cafe' clean and safe.
- After eating, students are to return their silverware and trays to the appropriate dishwashing area.
- Students are expected to wash off their lunch tables and pick up or sweep the floor in their area.

➤ **Personal Identification Numbers (PIN)**

Each student has been issued a PIN, which must be entered to receive food. To change a PIN, inquire about account balances and your student's spending habits a parent should call the Head Cook, Darlene Collins, at 763-502-5422. Food service also has PayPAMS as our on-line food service payment option. Go to www.PayPams.com and follow the prompts to open an account, to receive free e-mail reminders of low balances, view eating habits and process payments. Payments require a \$1.95 per transaction convenience fee. Fridley Middle School does offer a limited variety of a la carte options ranging from \$.50 to \$1.50. Please have a conversation with your child about appropriate spending habits for your family.

➤ **Account Balances**

To deposit money into your account, bring your lunch money to the main office deposit box at the beginning of the day. **We recommend a check rather than cash.** *Parents, please write your student's name and PIN number on the memo line of your check.* Students must maintain a balance in their account; students will be allowed to charge one breakfast and one lunch before receiving a sandwich and milk. Please refer to our District Meal Charge Policy on our web site under support services, food service. The price of a student lunch is \$2.45, breakfast is \$1.30 and additional milk is \$.45. If you have any questions or concerns, please contact the Food Service Director at 763-502-5022.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Cathy

Lombard, Director of Special Services, as the District's Human Rights Officer to handle inquiries regarding nondiscrimination. She can be contacted at cathy.lombard@fridley.k12.mn.us or 763/502-5024.

Notice of Violent Behavior by Students

The school district may give notice to teachers and other appropriate school district staff when students with a history of violent behavior are placed in their classrooms. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the year. For more information, consult the district calendar on page 6 or contact the main office.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the main office. The school district will require criminal history background checks for volunteers who work directly with students.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students 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.

Schedule

The school day at Fridley Middle School begins with homeroom for all students at 8:05am.
All students begin their first hour classes at 8:29 and the school day ends at 3:05pm for all students.
Afterschool programming begins at 3:15 and concludes at 4:15.
Athletic/activity schedules are set by the coaches/advisor and athletic director.

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. The district will make every effort to inform parents of a school closing through multiple mediums.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policies, practices, and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy and building discipline practices which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

➤ **Lockers and Personal Possessions Within a Locker**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

➤ **Desks**

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

➤ **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

➤ **Search of the Interior of a Motor Vehicle**

The interior of a motor vehicle in a school district location, including the glove and trunk compartments, 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.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications must be approved by building administration. Nonschool-sponsored publications may not be distributed without prior approval from building administration.

➤ **Distribution of Nonschool-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. See District Policy 505, *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, for more information.

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/506%20Student%20Disciplinew.pdf>)

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. See District Policy 515, *Student Records*, for more complete information on the rights of parents/guardians and eligible students regarding student records.

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/515%20Protection%20and%20Privacy%20of%20Student%20Records.pdf>)

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See District Policy 520, *Student Surveys*, 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.

(http://www.fridley.k12.mn.us/AboutOurDistrict/documents/520_policy.pdf)

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

➤ Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Taping

➤ School Buses

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

➤ Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their student's school.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's *Academic Honesty* policy. See District Policy 596, [Academic Honesty](http://www.fridley.k12.mn.us/AboutOurDistrict/documents/596%20Academic%20Honesty.pdf), for more information. (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/596%20Academic%20Honesty.pdf>)

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the district director of special services.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students may be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

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 Fridley Public Schools. All students must also pass the Minnesota Graduation Basic Standards tests or the Minnesota Comprehensive Assessments.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

Parent Right to Know

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

- 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;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

- 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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Summer School

Fridley middle School expects students to make up failed classes during summer school. For more information on summer school opportunities, locations, times and expectations feel free to contact either:

Principal Robert Smith @ 763-502-5101 or Robert.smith@fridley.k12.mn.us

Terri Rieser @ 763-502-5502 or Terri.rieser@fridley.k12.mn.us

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability.

How to Report Absences

Call the office at 763-502-5407 before 9:00 a.m. If no contact is made, the student must bring a written note from the parent to the office on the day they return to school. For planned absences such as a dental or doctor appointment, students are asked to bring a written note from their parents to the office. If a student misses three or more hours, it will be considered a half-day absence.

Tardiness – Late arrival to school requires a note from parents. Excessive tardiness to school or class may result in school consequences.

Excused Absences – The authority to determine whether a student is excused or not rests with building administrators. A parent/guardian may request an excused absence from school for his/her child. The school has the right to accept or deny any requests for an excused absence.

Truancy – A student will be counted as truant when he/she misses a class without permission of school staff, leaves school grounds without permission, or fails to report to school without an approved excuse. Truancy is a violation of Minnesota State Law and may result in a Truancy Report being filed with Anoka County.

Make-Up Work – It is the student's responsibility to contact the teachers to get make-up work. If the absence will be for more than two days, a parent may call the office to arrange to pick up make-up work.

Leaving School During the Day

- The student must bring a note from a parent to the main office before their first-period class.
- The student will be given a pass to meet their parent in the office at the appropriate time.
- **The parent must sign their student out at the main office before taking the student off of school grounds.**
- If a student returns to school that day, they must sign in at the office.

See District Policy 503, **Attendance**, for more information.

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/503%20Student%20Attendance%20new.pdf>)

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. See District Policy 514, **Bullying**, for detailed information.

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/514%20Bullying.pdf>)

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 rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus 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.
- Keep all parts of your body inside the bus.
- Talk quietly and use appropriate language.
- 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.
- Use only the front door unless the driver directs you to use the emergency door.
- Never hold onto the exterior of the bus.
- Do not participate in any behavior that distracts the driver or creates an unsafe situation.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. Behavior violations on the bus may result in, but are not limited to the following consequences:

- ✓ A warning
- ✓ An assigned seat for a duration designated by the bus driver
- ✓ A suspension from the bus and/or from school
- ✓ Permanent removal from all district transportation.

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.

Cell Phones, Ipods, and Other Electronic Devices

Fridley Middle School is not responsible for the security of student personal items, specifically cell phones and electronic devices. All cell phones and electronic devices are expected to be placed in student lockers during the school day and remain there until the close of the school day. Students are not to interact with their personal electronic devices during the school day. Calculators and other approved educational aids are the only exceptions. If students are observed using or interacting with unapproved electronic devices during the school day the item(s) in question will be confiscated and held for the day on first offense, then confiscated and held for parent pick-up on each subsequent offense. If students refuse to turn them over, they are dismissed for the day or suspended for the next day at the administration's discretion.

Discipline

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

➤ **Violations of the Student Conduct Code**

Unacceptable student behavior will be subject to disciplinary action. This policy applies to any student whose conduct interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, employees, or other parties. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions.

Disciplinary Actions

Progressive discipline will be utilized, to the extent reasonable and appropriate, based upon the specific circumstances and seriousness of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the teachers and administrators, or designee, who are responsible to enforce this policy.

Student violations leading to suspension, based upon severity, may also be grounds for actions leading to exclusion and/or expulsion from school. Disciplinary action may be based on any of the following grounds:

- a. Willful violation of any reasonable school board regulation, including those found in this policy;
- b. Willful conduct that materially and substantially disrupts the rights of others to an education; and
- c. Willful conduct that endangers the student or other students, or surrounding persons, or property of the school.

➤ **Physical Restraint**

In accordance with Minnesota state law, and District policy, physical restraint may be used by staff members: (a) to quell a disturbance threatening injury to others; (b) to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil; (c) for the purpose of self-defense; and/or (d) for the protection of persons. Such acts shall not be construed to constitute corporal punishment within the meaning and intent of the policy.

See District Policy 506, **Student Discipline**, for more detailed information.

<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/506%20Student%20Disciplinew.pdf>

➤ **Consequences for fighting and/or assault**

It is the policy of Independent School District 14 to maintain a learning environment that is safe and free from fear and violence. The School district prohibits any form of violence including fighting and/or assaults (see School Board #506 Student Discipline policy). When any student or students involve themselves in confrontive behavior which includes both aggressive and/or retaliating actions that may be interpreted as a fight, the student(s) will be suspended and may be recommended for expulsion.

➤ **Gang/threat group activity**

Gang/threat group activity such as, the use of graffiti emblems, symbolism, hand gang signs, threatening language, jewelry, clothing, etc., are prohibited. Consequences may include: parent contact, police referral, suspension/expulsion.

For more detailed information on student Discipline Procedures reference the chart found on page 2?

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Fridley Middle School is an institution of learning and will take action against conduct or attire that has a negative or distracting influence on our mission to provide a quality education for all students. For educational, health related and social/cultural reasons FMS will enforce the following dress code guidelines. Improper school dress may include anything deemed to be disruptive to the educational process.

All students shall abide by the following dress code guidelines:

1. No Bare Midriffs.
2. No undergarments showing (i.e. underwear, bra straps, boxer shorts, etc.).
3. Pants should be worn at the hips.
4. No halter tops, tube tops or other strapless tops including dresses.
5. No tops or dresses that expose cleavage including see through clothing.
6. No muscle shirts.

7. Shorts or skirts should come to mid-thigh.
8. No chains, studs, spikes.
9. Hats and coats need to be removed upon entering the building. Hats and coats are to remain in student lockers for the duration of the school day.
10. No hats, scarves, sweatband, head ware, bandanas, hoods, picks, combs are allowed to be worn in school during the school day or at school sponsored events, except for religious reasons.
11. No do-rags, bandanas, scarves, etc. should be visible on students while in school or at school events.
12. No gloves, mittens of outdoor hand coverings are to be worn in the building during the school day.
13. No objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist or otherwise derogatory, or evidences gang affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against others.
14. Clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified. See District Policy 504, [Student dress and appearance](http://www.fridley.k12.mn.us/AboutOurDistrict/documents/504_policy.pdf), for more detailed information. (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/504_policy.pdf)

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Harassment and Violence Prohibition

It is the policy of Independent School District 14 to strive for a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school employee of the School District to harass a pupil, teacher, administrator or other school employee through conduct or communication of a sexual nature or regarding religion and race. See District Policy 413, [Harassment and Violence](http://www.fridley.k12.mn.us/AboutOurDistrict/documents/413%20Harassment%20and%20Violence2.pdf), for more detailed information. (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/413%20Harassment%20and%20Violence2.pdf>)

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy and building practices. See District Policy 526, [Hazing](http://www.fridley.k12.mn.us/AboutOurDistrict/documents/526_policy.pdf), for more information. (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/526_policy.pdf)

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system, technology, or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. See District Policy 524, [Acceptable Use Policy](http://www.fridley.k12.mn.us/AboutOurDistrict/documents/524%20Internet%20Acceptable%20Use%20Policy410.pdf), for more information. (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/524%20Internet%20Acceptable%20Use%20Policy410.pdf>)

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Lockers

Each student is provided two lockers--one for physical education and one hall locker.

Locker use guidelines:

1. Keep your locker locked at all times;
2. **Do not give anyone else your combination;**
3. Do not leave money or other valuables in your locker;
4. **Do not share your locker with anyone.** Keep all of your materials in your own locker. Do not let anyone else use your locker;
5. Report any problems to an office secretary;
6. Keep your locker neat and orderly;
7. Students who kick or deface lockers will pay a fine to help cover the costs of restoration of the locker;
8. The person who is assigned to a locker is responsible for the contents of the locker.

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. When a reasonable suspicion arises that use or possession of a student's property is illegal, illicit, disruptive, or a danger to that student or others, a search may be made of the student's person and/or personal property.

Nuisance Items

The school reserves the right to ban nuisance items that have a disruptive effect. Items such as laser pointers, squirt guns, water balloons, "look-alike" weapons, noisemakers, to name just a few, are not to be brought to school. Your cooperation is needed and expected. Electronic devices - Ipods, game systems, calculator games - or any other such item is not permitted in the classrooms or hallways during the school day.

Parking Lot Expectations

Student safety is the 1st priority in our parking lot. For that reason we do not allow parents to use the main parking lot while buses are loading or unloading students. The following outlines how parents can safely drop-off and pick up their students at the beginning and end of the school day. Thank you for your support in adhering to these expectations for the safety of all students.

Drop-off/Pick up protocol:

For the safety of students only buses are allowed to enter and exit the main parking lot at the intersection of 61st Ave. NE and West Moore Lake Dr during the following times: 7:40am – 8:10am and 2:45pm – 3:15pm.

During the times listed above all families are direct to drop-off and/or pick up their students using any of the following designated drop-off/pick up areas:

1. Parents may use the **Drop-off/Pick up turnabout** which can be accessed from the **EAST** parking lot entrance **ONLY**. (All vehicles in the Drop-off/Pick-up loop must be in a single file line with the passenger door to the outside of the Loop, no exceptions.)
2. Parents may drop-off and pick up students using the northeast corner of the High School Parking Lot nearest the crosswalk, at the intersection of 61st Ave. NE and West Moore Lake Dr., which is monitored by a crossing guard.
3. Parents may also drop-off and pick up students along 61st Ave Ne **WEST** of the intersection of 61st Ave. NE and West Moore Lake Dr. using the **westbound lane ONLY**.

Tobacco-Free Schools

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 or tobacco-related 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 or tobacco-related device 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. See District Policy 419, **Tobacco Free Environment**, for more information. (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/419_policy.pdf)

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building administration.

Accidents

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

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the following locations:

- Hayes and Stevenson Elementary Schools – Main Office
- Middle School - Principal's Office
- Fridley Community Center – Main Office (district side)
- High School - District Buildings and Grounds Office

Crisis Management

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

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures. See District Policy 806, [Crisis Management](#), or contact building administration for more information.

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/806%20Crisis%20Management09.pdf>)

Health Information

➤ First Aid

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

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

➤ Communicable Diseases

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

➤ Health Service

The student health office is staffed by a trained health assistant, who works under the direction and supervision of a licensed school nurse.

Students who become sick at school should inform their teacher and request a pass to the health office. In the event of an emergency, the health assistant or licensed school nurse will arrange for students who get sick at school to go home early. In case of a particular health problem, the student's physician or parent is asked to notify the school in writing so that the school can take proper precautions.

➤ Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in

attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your school's health office.

➤ **Medications at School During the School Day**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires the following:

- Long term prescriptions (2 weeks or more) – a written order from a licensed prescriber, written permission from a parent/guardian, and the original pharmacy labeled container.
- Short term prescriptions (less than 2 weeks) – requires permission from a parent/guardian and the original pharmacy labeled container.
- Non-prescription, long and short term – requires written permission from a parent/guardian and the medication provided in the original labeled container. Administration of non-prescription medication must not exceed labeled directions. Medications must be age appropriate (i.e., Junior Strength or Children's if under age 12). Due to space constraints, it is helpful if you can send a smaller sized bottle with your student.

An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

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 create a calendar by October 1 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. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Director of Buildings and Grounds.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

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

Appendix A Discipline Procedures

Certain categories of infractions/discipline problems will fall under a “step” program whereby the consequence increases with each repetition. The principal, assistant principal, or the principal’s designee, shall determine the appropriate disciplinary action. When determining an appropriate action, the administrator will consider the extent of the disruption of the safety of an individual or a group or the disruption of the learning environment in the school. **The following chart is used by administration as consequence guidelines but is not policy. Decisions about individual student consequences may vary from this chart’s recommendations, when deemed appropriate by the administration or administrative designee. (OSS refers to Out-of-School Suspension, ISS refers to In-School Suspension)**

<i>Type of Offense</i>	1st Referral	2nd Referral	3rd Referral
Arson: Intentional destruction or damage to school property or other property by means of fire.	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Expulsion • Restitution • Police referral 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Expulsion • Restitution • Police referral 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Expulsion • Restitution • Police referral
Assault: Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.	<ul style="list-style-type: none"> • Physical restraint • OSS (up to 10 days) • Parent conference • Police referral • Expulsion • Alternative Placement 	<ul style="list-style-type: none"> • Physical restraint • OSS (up to 10 days) • Parent conference • Police referral • Expulsion • Alternative Placement 	<ul style="list-style-type: none"> • Physical restraint • OSS (up to 15 days) • Parent conference • Expulsion • Police referral • Alternative Placement
Bullying: <i>Intimidating, harassing, or repeatedly picking on another student, individually or as a group. This may include physical abuse (hitting, kicking, pushing, stealing, etc.) or verbal abuse (threats, teasing, rumor spreading, ostracizing, etc.)</i>	<ul style="list-style-type: none"> • Mediation • Contract with student • ISS • Activity restrictions 	<ul style="list-style-type: none"> • OSS (up to 5 days) • Parent conference • Activity restrictions 	<ul style="list-style-type: none"> • OSS (up to 10 days) • Parent conference • Activity restrictions • Police referral
Bus/transportation violations	<ul style="list-style-type: none"> • Warning • Assigned seat • Suspension from bus • OSS 	<ul style="list-style-type: none"> • Assigned seat • Suspension from bus • OSS 	<ul style="list-style-type: none"> • Suspension from bus • OSS • Removal from all district transportation for the remainder of the school year
Chemical health: Possession, use, and/or transmission (including being under the influence) of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance or the unauthorized use of prescription drugs.	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral 	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral • Expulsion
Chemical Use/Paraphernalia	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral 	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral • Expulsion
Classroom Disruption: <i>Sent out of class by a sub.</i>	<ul style="list-style-type: none"> • Phone call home • Restitution 	<ul style="list-style-type: none"> • ISS • Phone call home • Restitution 	<ul style="list-style-type: none"> • OSS • Parent conference
Disruptive behavior: Behaviors that disrupt or threaten to disrupt the educational process.	<ul style="list-style-type: none"> • Removal from class • Phone call home by teacher • Restitution 	<ul style="list-style-type: none"> • Phone call home by teacher • ISS • Restitutuion • OSS 	<ul style="list-style-type: none"> • Phone call home by teacher • OSS • Parent conference
Distribution of inappropriate written material at school	See District Policy #505 - <i>Distribution of Unofficial Written Material on School Premises.</i>	See District Policy #505 - <i>Distribution of Unofficial Written Material on School Premises.</i>	See District Policy #505 - <i>Distribution of Unofficial Written Material on School Premises.</i>

Dress and grooming: Student attire and/or personal grooming which creates a danger to health or safety; creates a disruption to the educational process or violates common standards of decency, and any apparel, jewelry, accessories, or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in an organized gang. Examples of prohibited items: wallet chains, all bandanas, shirts with spaghetti straps or bare midriffs, muscle shirts.	<ul style="list-style-type: none"> • Student is asked to change the clothing or the manner in which it is worn. • Hats, wallet chains and other nuisance articles will be confiscated. 	<ul style="list-style-type: none"> • Student is asked to change the clothing or the manner in which it is worn. • Hats, wallet chains and other nuisance articles will be confiscated. 	<ul style="list-style-type: none"> • OSS • Parent conference
False reporting: Deliberately reporting false information about a student or staff person.	<ul style="list-style-type: none"> • OSS • Parent conference 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion
Fighting: Engaging in any form of fighting where physical violence is involved (ex: hitting, kicking, hair pulling). Failure to stop fighting when told to do so will result in additional consequences.	<ul style="list-style-type: none"> • OSS • Parent conference • Mediation • Physical restraint • Activity restrictions 	<ul style="list-style-type: none"> • OSS (up to 10 days) • Parent conference • Mediation • Physical restraint • Activity restrictions 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Physical restraint • Expulsion • Activity restrictions • Police referral
Fire alarm, false: Improper activation of fire alarm; tampering or interfering with any fire alarm.	<ul style="list-style-type: none"> • OSS (up to 10 days) • Parent conference • Restitution • Referral to police and fire marshall 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Expulsion • Restitution • Referral to police and fire marshall 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Expulsion • Referral to police and fire marshall
Fire extinguisher, unauthorized use	<ul style="list-style-type: none"> • OSS • Parent conference • Police Referral 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Police referral • Restitution • Expulsion 	<ul style="list-style-type: none"> • OSS (up to 15 days) • Parent conference • Police Referral • Restitution • Expulsion
Harassment	See <i>Harassment and Violence Policy</i>	See <i>Harassment and Violence Policy</i>	See <i>Harassment and Violence Policy</i>
Inappropriate language	<ul style="list-style-type: none"> • Removal from class • ISS • Restitution • OSS 	<ul style="list-style-type: none"> • OSS • Parent conference 	<ul style="list-style-type: none"> • OSS • Parent Conference
Insubordination: Deliberate refusal to follow an appropriate direction or identify self when requested.	<ul style="list-style-type: none"> • Removal from class • ISS • OSS • Parent conference 	<ul style="list-style-type: none"> • Removal from class • ISS • OSS • Parent conference 	<ul style="list-style-type: none"> • ISS • OSS • Parent conference
Lighter, Matches	<ul style="list-style-type: none"> • OSS • Parent Conference 	<ul style="list-style-type: none"> • OSS • Parent Conference 	<ul style="list-style-type: none"> • OSS • Parent Conference
Nuisance objects (ex: pagers, wallet chains, whoopie cushions, etc.)	<ul style="list-style-type: none"> • Restitution • Item confiscated • OSS 	<ul style="list-style-type: none"> • Restitution • Item confiscated • OSS 	<ul style="list-style-type: none"> • Item Confiscated • OSS • Parent conference
Record or identification falsification: Falsifying signatures, data, or official school records.	<ul style="list-style-type: none"> • Restitution • OSS • Parent conference • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion
Roughhousing: Pushing, shoving, scuffling. Physical contact that could harm others but is not defined as an assault or fighting.	<ul style="list-style-type: none"> • ISS • Parent Conference • Restitution 	<ul style="list-style-type: none"> • ISS • OSS • Parent conference 	<ul style="list-style-type: none"> • OSS • Parent conference
Rude, discourteous, disrespectful to staff	<ul style="list-style-type: none"> • Restitution • ISS • OSS • Parent conference 	<ul style="list-style-type: none"> • OSS • Parent conference • ISS • Restitution 	<ul style="list-style-type: none"> • OSS • Parent conference
Tardiness to school	<ul style="list-style-type: none"> • Warning (4 times) 	<ul style="list-style-type: none"> • Letter to parent 	<ul style="list-style-type: none"> • Referral to Anoka County TIP Program

Technology and telecommunication misuse: Misuse of computer equipment or network; deletion or violation of password-protected files, computer programs, or data or system files; inappropriate accessing of files, unethical use of information or violation of copyright laws; unauthorized access to or inappropriate use of the Internet.	<ul style="list-style-type: none"> • Restriction from computer use • OSS • Parent conference • Expulsion • Referral to police 	<ul style="list-style-type: none"> • Restriction from computer use • OSS • Parent conference • Expulsion • Referral to police 	<ul style="list-style-type: none"> • Restriction from computer use • OSS • Parent conference • Expulsion • Referral to police
Theft: The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner, or receiving of such property.	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral • Restitution 	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral • Restitution 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion • Restitution • Police referral
Threatening/intimidation/extortion	<ul style="list-style-type: none"> • Mediation • Contract • OSS • Parent conference • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent Conference • Expulsion 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion
Tobacco: Possession, use, and/or transmission of tobacco in any form.	<ul style="list-style-type: none"> • OSS • Police referral 	<ul style="list-style-type: none"> • OSS • Police referral 	<ul style="list-style-type: none"> • OSS • Police referral
Trespassing: Unauthorized presence on school property including returning to school property without permission from the principal while on suspension or after being expelled.	<ul style="list-style-type: none"> • OSS • Parent conference • Police referral 	<ul style="list-style-type: none"> • OSS • Parent conference • Police Referral 	<ul style="list-style-type: none"> • OSS • Parent conference • Police Referral
Uncooperative in ISS	<ul style="list-style-type: none"> • OSS • Parent conference 	<ul style="list-style-type: none"> • OSS • Parent conference 	<ul style="list-style-type: none"> • OSS • Parent Conference
Vandalism: including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion • Restitution/Fine • Police Referral 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion • Restitution • Police Referral 	<ul style="list-style-type: none"> • OSS • Parent conference • Expulsion • Restitution • Police Referral
Weapons: Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, in the safe zone, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events.	<ul style="list-style-type: none"> • See <i>Weapons Policy</i> 	<ul style="list-style-type: none"> • See <i>Weapons Policy</i> 	<ul style="list-style-type: none"> • See <i>Weapons Policy</i>

Note: Multiple Chronic Violations: A student who accumulates an excessive number of referrals or is engaged in more serious behavior infractions may be disciplined in light of the student's overall record. A case conference may be required to discuss the student's behavior and to develop a plan to improve the situation. The plan may include a referral to appropriate in-school support services and/or community resources, and/or assignment to an alternative program. Any student who has been suspended for violations of these guidelines may be recommended for expulsion upon his or her return if he or she commits an additional offense of the same nature or level of severity.

Unique Situations: Discipline situations that arise which are 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 may call for an adjustment in the discipline policies to meet the school or district's needs.

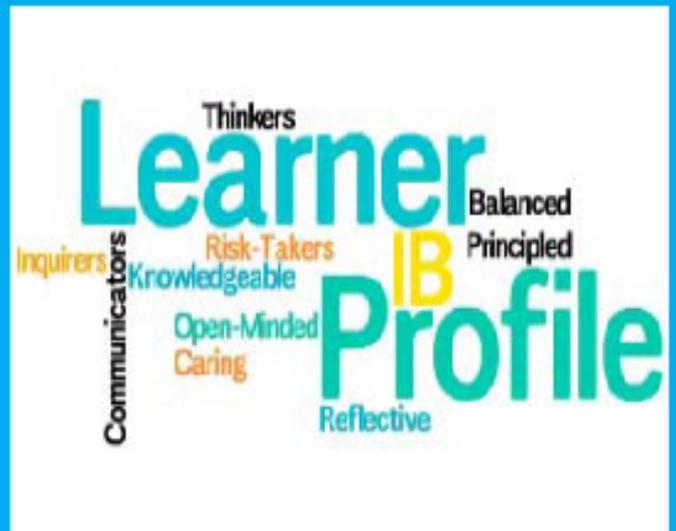


Parent - Student Handbook

Fridley Public Elementary Schools

Hayes Elementary
615 NE Mississippi Street
Fridley, MN 55432
(763) 502-5200

R. L. Stevenson Elementary
6080 East River Road
Fridley, MN 55432
(763) 502 5300



*International Baccalaureate World Schools
- Primary Years Programme -*





Our mission is to guide students in the development of learning skills to help them reach their full potential.

To accomplish this mission, we will. . .

- Provide a nurturing environment
- Create high expectations defined by learner outcomes
- Develop exemplary programs and continuously improve them
- Strive to meet students' needs
- Respect individual differences.

Fridley's vision is to develop an educational foundation for students

- To be life-long learners
- To develop high skill levels
- To care for others
- To be adaptable
- To be prepared to thrive in a diverse, changing society

Priorities

- Academic Achievement
- Instructional strategies
- Positive learning environment
- Financial stability
- Parent/School Partnership



International Baccalaureate

The K-12 Continuum in Fridley Public Schools

The 21st Century has ushered in a whole new world with an increased level of globalization, connectivity, interdependence, and competition. The world our children will live in will be vastly different from the one most adults grew up in. It is imperative that we prepare our children for the world *they* will live in, not the one we as adults just came from.

With these challenges and opportunities in mind, Fridley Public Schools embarked on a vision to become a *World-Class Community of Learners*. One aspect of attaining this vision has been the implementation of the International Baccalaureate (IB) programme in all grades K-12. There are many benefits to achieving the IB K-12 continuum. First of all, it has bonded all of our schools around a common mission:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

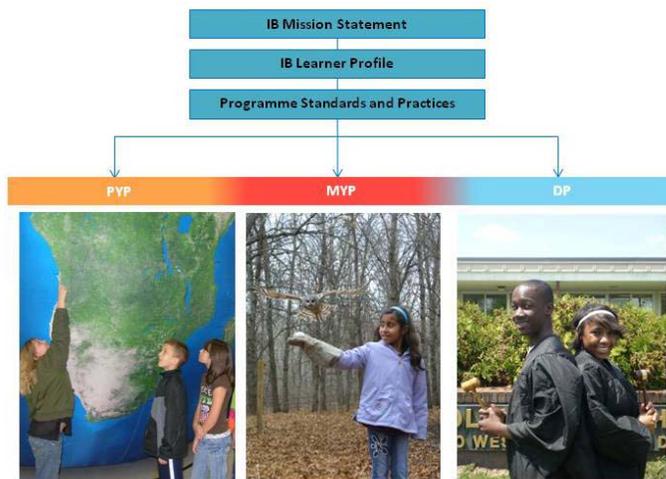
To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Other benefits of achieving the IB K-12 continuum include a commitment to offering second language instruction to students in all elementary, middle, and high schools, the creation and revision of a rigorous written curriculum, on-going professional development for teachers, common language used throughout all buildings, and common curriculum structures between the elementary, middle, and high schools.

Another key aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Therefore, as IB learners, we strive to be:

- | | |
|---------------|-------------|
| Inquirers | Open-minded |
| Knowledgeable | Caring |
| Thinkers | Risk-takers |
| Communicators | Balanced |
| Principled | Reflective |



	M	T	W	R	F	
AUGUST	23	24	25	26	27	New staff Aug 26-27
SEPTEMBER	30	31	1	2	3	Teacher In-service Aug 30-Sep 2
	6	7	8	9	10	Labor Day Sep 6
	13	14	15	16	17	School Begins Sep 7
	20	21	22	23	24	
	27	28	29	30	1	
OCTOBER	4	5	6	7	8	Late Start Oct 5
	11	12	13	14	15	
	18	19	20	21	22	Education Convention Oct 21-22
	25	26	27	28	29	Staff Dev/Planning Oct 25
NOVEMBER	1	**2	3	4	5	Election Day Nov 2
	8	9	10	*11	12	
	15	16	17	18	19	
	22	23	24	25	26	Thanksgiving Nov 25-26
DECEMBER	29	30	1	2	3	Eval/Planning Dec 3
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	Winter Break Dec 24-Jan 3
	27	28	29	30	31	
JANUARY	3	4	5	6	7	School Resumes Jan 4
	10	11	12	13	14	
	17	18	19	20	21	Martin L. King, Jr. Day Jan 17
	24	25	26	27	28	Staff Dev/Planning Jan 28
FEBRUARY	31	1	2	3	4	
	7	8	9	10	11	Late Start Feb 8
	14	15	16	17	18	
	21	22	23	24	25	Presidents' Day Feb 21
MARCH	28	1	2	3	4	
	7	8	9	10	11	Eval/Planning Mar 11
	14	15	16	17	18	
	21	22	23	24	25	
APRIL	28	29	30	31	1	Spring Break Mar 28-Apr 1
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	Spring Holiday Apr 22
	25	26	27	28	29	
MAY	2	3	4	5	6	
	9	10	11	12	13	Late Start May 10
	16	17	18	19	20	
	23	24	25	26	27	
	30	31	1	2	3	Memorial Day May 30
JUNE	6	7	8	9	10	Last Student Day Jun 9
	13	14	15	16	17	Eval/Planning Jun 10



Fridley Public Schools
A World-Class Community of Learners

2010-2011 School Year Calendar

September 7 is start date

Spring Break March 28-April 1

CONFERENCES

HAYES		STEVENSON	
10/14/2010	4-8 PM	10/14/2010	4-8 PM
10/19/2010	4-8 PM	10/19/2010	4-8 PM
10/20/2010	8 AM-12 Noon	10/20/2010	8 AM-12 Noon
1/20/2011	4-8 PM	2/15/2011	4-8 PM
1/25/2011	4-8 PM	2/17/2011	4-8 PM
1/27/2011	4-8 PM	2/23/2011	4-8 PM

MIDDLE SCHOOL

10/14/2010	4-8 PM	1/27/2011	4-8 PM
10/19/2010	4-8 PM	2/1/2011	4-8 PM Grades 5-7
10/20/2010	7:15 AM-11:15AM	4/12/2011	4-8 PM Grade 8
12/9/2010	4-8 PM		

FRIDLEY HIGH SCHOOL AND ALC HIGH SCHOOL

9/7/2010	5-7 PM
10/14/2010	4:30-8:30 PM
1/26/2011	4:30-8:30 PM
4/28/2011	4:30-8:00 PM
6/2/2011	6:15-8:45 PM

TERMS	STUDENT CONTACT DAYS	TEACHER DAYS
Term 1	58	64
Term 2	59	61
Term 3	57	58
Total	174	183
Comp.		2
Grand Total	174	185

** No Meetings or School-Sponsored Activities 6-8 PM

*No Meetings

	New Teacher Workshop -no school for students
	Staff Development Day -no school for students
	Evaluation and Planning Day -no school for students
	Elementary and Middle School Conferences-no school for Elem and MS students
	Late Start for students - professional development
	School not in session for Teachers or Students
	End of Term

Adopted by School Board on January 19, 2010

HAYES STAFF AND ROOM ASSIGNMENTS

ATTENDANCE LINE.....	502-5207
John Piotraschke, Principal.....	502-5201
Julie Bieniek, Principal's Secretary.....	502-5202
Jeanette Grant, Health Assistant.....	502-5226
Karen Segner, Food Service Secretary.....	502-5232
Jeff Overlie, Primary Years Programme (PYP) Coordinator.....	502-5317

CLASSROOM TEACHERS

Molly Borg.....	Kindergarten	139.....	502-5279
Debbie Janssen.....	Kindergarten	105.....	502-5245
Catherine O'Connell.....	Kindergarten	109.....	502-5249
Anna Rogosheske.....	Kindergarten	101.....	502-5284
Amy Taylor.....	Kindergarten	103.....	502-5243
Denise Carroll.....	Grade 1	115.....	502-5255
Jennifer Hansen.....	Grade 1	113.....	502-5253
Devon Moline.....	Grade 1	111.....	502-5251
Jennifer Peterson.....	Grade 1	108.....	502-5248
Melissa Schleppenbach.....	Grade 1	110.....	502-5250
Mackenzie Bjorklund.....	Grade 2	114.....	502-5254
Cara Hengen.....	Grade 2	112.....	502-5252
Paige Kimball.....	Grade 2	117.....	502-5254
Tamara Prindle.....	Grade 2	121.....	502-5261
Renee Johnson.....	Grade 3	119.....	502-5259
Ashley Tomoson.....	Grade 3	127.....	502-5267
Heidi Wold.....	Grade 3	125.....	502-5265
.....	Grade 3	123.....	502-5263
Lynn Picott.....	Grade 4	116.....	502-5256
Candice Riley.....	Grade 4	135.....	502-5275
Dan Riley & Elizabeth Coon.....	Grade 4	137.....	502-5277
Tina Utley.....	Grade 4	133.....	502-5273

SPECIAL AREA TEACHERS

Dorothy Mattson.....	Occup Therapist	128.....	502-5212
Sandy Howard.....	Speech Pathologist	Media Center.....	502-5231
Karin Beckstrand.....	Music	106.....	502-5246
Moni Slatten.....	Art	104.....	502-5244
Leann Hess.....	Media Specialist	Media Center.....	502-5230
Craig Coleman.....	Physical Education	Gym.....	502-5214
Jill Klym.....	Spanish	104.....	502-5244
Marilyn Gerdeen.....	ELL	122.....	502-5262
Amy Roepke.....	ELL	122.....	502-5262
Elizabeth Coon.....	Title I	122.....	502-5262
Mary Quiring.....	Title I	122.....	502-5262
Patrick Varro.....	Psychologist	120.....	502-5260
Colleen Higgins.....	Special Education	107.....	502-5215

Tina LeMay.....	Special Education.....	124.....	502-5219
Amy Stokes.....	Special Education.....	126.....	502-5218
Linda Snyder.....	School Nurse.....	Health Office.....	502-5227
Liz Chevalier.....	Police Liaison.....	Office	572-3626

SUPPORT STAFF

Diane Zustiak.....	Cook.....	Cafeteria.....	502-5222
Nancy Anderson.....	Cook.....	Cafeteria.....	502-5222
Jill Poirier.....	Cook.....	Cafeteria.....	502-5222
Jules Schwerr	Custodian - Daytime ..	Custodial Office ...	502-5208
Tom Zustiak.....	Custodian - Night.....	Custodial Office ...	502-5208
Jennie Marquardt	Paraprofessional	Lunchroom	502-5222
Michelle Hatten.....	Paraprofessional	Lunchroom	502-5222
Michelle Traczyk	Paraprofessional	Lunchroom	502-5222
Rosalee Erickson.....	Paraprofessional	107.....	502-5247
Jinny Ranallo	Paraprofessional	132.....	502-5203
Porchea Collins Tanner.....	Paraprofessional	122.....	502-5262
Lora Cracraft.....	Paraprofessional	126.....	502-5268
Lisa Hildebrandt.....	Paraprofessional	126.....	502-5268
Susan Wolney	Paraprofessional	126.....	502-5268
Megan Lally	Paraprofessional	126.....	502-5268
Roberta Peterson	Paraprofessional	126.....	502-5268
Angelina Thompson.....	Paraprofessional	126.....	502-2568
Sue Westvig	Paraprofessional	126.....	502-5268
Jo Newman-Bosak	Paraprofessional	129.....	502-5269
Cassie Plantage	Paraprofessional	129.....	502-5269
Denise Newbold-Aly	Paraprofessional	124.....	502-5264
Pat Parmenter	Paraprofessional	124.....	502-5264
Retha Aune.....	Paraprofessional	124.....	502-5264

STEVENSON STAFF AND ROOM ASSIGNMENTS

ATTENDANCE LINE.....	502-5307
Daryl Vossler, Principal.....	502-5301
Cindy Richmond, Principal's Secretary.....	502-5302
Dorothy Gargaro, Health Assistant.....	502-5326
Jean Dockter, Food Service Secretary.....	502-5322
Jeff Overlie, Primary Years Programme (PYP) Coordinator.....	502-5317

CLASSROOM TEACHERS

Michele Barrett.....	Kindergarten.....	101.....	502-5341
Tricia Carlson.....	Kindergarten.....	137.....	502-5377
Debbie Rein.....	Kindergarten.....	105.....	502-5345
Sue Skarolid.....	Kindergarten.....	106.....	502-5346
Kate Talafous.....	Kindergarten.....	103.....	502-5343
Lisa Cogswell.....	Grade 1.....	115.....	502-5355
Andy Dauer.....	Grade 1.....	109.....	502-5349
Krista Dorcas.....	Grade 1.....	113.....	502-5353
Janet Herrmann.....	Grade 1.....	111.....	502-5351
Kathy Peacock.....	Grade 1.....	108.....	502-5348
Judy Dunlap.....	Grade 2.....	112.....	502-5352
Bobbie Sandlin.....	Grade 2.....	110.....	502-5350
Nancy Simoneau.....	Grade 2.....	117.....	502-5357
Becky Thompson.....	Grade 2.....	119.....	502-5359
Rebecca Barrett.....	Grade 3.....	118.....	502-5358
Darri Becchetti.....	Grade 3.....	116.....	502-5356
Anne Karson.....	Grade 3.....	114.....	502-5354
Mike Kozarek/Becky Walber.....	Grade 3.....	121.....	502-5361
Peggy Adams.....	Grade 4.....	133.....	502-5373
Katie LeFleur.....	Grade 4.....	135.....	502-5375
Amy Olson.....	Grade 4.....	129.....	502-5369
Jennifer Tousignant.....	Grade 4.....	131.....	502-5371

SPECIAL AREA TEACHERS

Rachel Adams.....	Occup Therapist.....	Media Center.....	502-5324
Janice Anderson.....	Speech Clinician.....	120.....	502-5360
Hillary Arundel.....	Music.....	125.....	502-5365
Olga Becker.....	ELL.....	126.....	502-5370
Phil Boyd.....	Title 1.....	124.....	502-5364
Liz Chevalier.....	Police Liaison.....	Office.....	572-3626
Paula Clegg.....	Art.....	123.....	502-5363
Jennifer Coelho.....	ELL.....	126.....	502-5370
Andrea Erichsrud.....	ELL.....	126.....	502-5370
Kim Gardner.....	Physical Ed. Teacher.....	Gym.....	502-5313
Amy Houser.....	DCD/LD.....	104.....	502-5344
Mandi Natvig.....	Title 1.....	124.....	502-5364
Brittany Oslund.....	Spanish Teacher.....	Media Center.....	502-5330
Lori Peralez.....	Media Specialist.....	Media Center.....	502-5330

Lynn Sakry	EBD/OHD	102	502-5342
Laurie Schulzetenberg	ASD/LD	107	502-5347
Carol Sellars	Speech	107	502-5347
Linda Snyder	School Nurse	Health Office	502-5327
Patrick Varro	Psychologist	Media Center	502-5324

SUPPORT STAFF

Char Kroger	Cook	Cafeteria	502-5322
Michele Pomerleau	Cook	Cafeteria	502-5322
Lucy Paulson	Cook	Cafeteria	502-5322

Jerry Tollefson	Custodian - Daytime ..	Custodial Office ..	502-5308
Tom Zustiak	Custodian - Night	Custodial Office ..	502-5308

Jean Dockter	Media/Tech Asst.	Media Center	502-5315
Dorothy Gargaro	Health Aid	Health Office	502-5326
Cindy Richmond	Secretary	Main Office	502-5302

Pam Carlson	Paraprofessional	102	502-5347
Pam Donley	Paraprofessional	102	502-5342
Jodi Donovan	Paraprofessional	102	502-5347
Frankie Fetrow	Paraprofessional	102	502-5347
Lisa Giancola Kimlinger	Paraprofessional	101	502-5341
Laura Hengen	Paraprofessional	137	502-5377
Robin Johnston	Paraprofessional	102	502-5347
Tanja Konze	Paraprofessional	102	502-5347
Candy Lach	Time Out	Conf. Room	502-5303
Laurie Nelson	Paraprofessional	102	502-5342
Jane Stifle	Paraprofessional	102	502-5347

SCHOOL BOARD MEMBERS

Gordon Backlund	502-5060	Marcia Lindblad	502-5060
Fred Bischke	502-5060	Brad Richter	502-5060
Chris Riddle	502-5060	Kim Sampson	502-5060



“A WORLD-CLASS COMMUNITY OF LEARNERS”

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PART I – INFORMATION

Animals

Due to health risks, reptiles, including snakes, turtles or lizards, may not be brought into the school. If school personnel are using them for educational purposes, they need to be used under direct supervision. Animals, even those that are usually friendly and accustomed to being around children, often become excited around large numbers of children. Animals are allowed only with prior approval from the teacher. Approval will depend mainly upon the type of animal, reason for bringing the animal, how the animal is transported, and how long the animal will be staying (animals cannot remain at school for the entire day).

If your child is allergic to any kind of animal, be sure to let your child’s teacher know.

Arrival and Dismissal Hours

Students Enter	9:00 a.m.
Classes Begin	9:10 a.m.
School Dismissed	3:45 p.m.
Buses Leave	3:55 p.m.

Hayes Elementary – All parents are asked to use the east and west parking. The front parking lot is closed before and after school from 8:50 – 9:10 a.m. and from 3:25 – 3:50 p.m.

Stevenson Elementary - In order to maintain a safe parking lot for students, all parents are asked to drop students off in the north parking lot and not use the front parking lot.

Students are not permitted to walk between the buses. Thank you in advance for helping make the bus drop-off area safe for students.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on page 4 and on the school district’s website at www.fridley.k12.mn.us.

Changes in Student Information

Any change of address, phone number, day care or emergency numbers should be given to the office and the teacher as soon as possible. It is imperative that we have current information.

Communication

Please send your email address to your child’s teachers and to the principal.

Employee Directory

A copy of the employee directory can be found on pages 5-8 and on the school district's website at www.fridley.k12.mn.us.

Employment Background Checks

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

Equal Access to School Facilities

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

Evening Musicals

Students work very hard on these productions and we feel it is very important that they receive all of the respect and attention that they deserve. The following policies were implemented to assure that family and students have an enjoyable evening. Students in the performance will meet in the cafeteria.

Students are not allowed in the building unless accompanied by an adult. This also pertains to older students who do not attend Fridley Elementary School.

Children in the audience must sit with their parents and are not permitted to run around or climb on any of the athletic equipment. We ask that children not sit on the floor in front of the chairs.

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.

- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school your child attends.

Except for small amounts, payment by check or money order made out to “Hayes or Stevenson Elementary School” would be appreciated. Checks eliminate the problem of money lost on the way to school. The school is not responsible for lost money. When money is sent with children, please put it in an envelope with the child’s name and teacher written on the outside. Please emphasize with your children the danger of leaving valuables in their desk, locker or other places at school.

Food in the Classrooms

Homemade treats are not allowed in any classroom or grade level due to health factors and State Health Department directives. Treats must be purchased and brought to the room in an unopened commercial package.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. See district policy 511, *Student Fundraising*, for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/511%20Student%20Fundraising.pdf>).

Kindergarten Registration

A child must be five (5) years old on or before September 1 in order to be eligible for kindergarten according to the state law. Letters are sent to parents/guardians in March inviting them to come with their children to a Kindergarten Orientation. You will need to present a birth certificate and proof of pre-school screening at the time of kindergarten registration.

Orientations give parents and children the opportunity to visit the school, meet staff members and to become familiar with the facility.

Lost and Found

Lost and found articles are placed in the lost and found area near the cafeteria. Watches and other valuables are turned in to the secretary for safekeeping.

Clearly label your child’s coats, jackets, sweaters, caps and boots with his or her full name and grade. When an article is lost, don’t let time elapse before trying to locate it.

Use caution in allowing articles of sentimental or monetary value to be brought to school. If your child does lose something, please have him/her report the loss as soon as possible. Lost articles that are not claimed by the end of the third week of June will be given to charity.

Lunch

Food Service at Hayes and Stevenson will continue to use a computerized system for payment of school meals. The current paying status (free, reduced, or paid) of all students will be entered and maintained anonymously in the computer, thereby eliminating the need for lunch tickets.

Every student will be assigned a four or five digit personal identification number, (“PIN” number). Students will enter their number each day on a keypad at the beginning of the lunch line. The system operates much like an instant cash card whereby the student receives food, rather than cash when the code is entered.

Students eligible for free and reduced price meals will follow the same procedure as everyone else. Students eligible for reduced price meals will be charged \$.40 for each lunch.

All meals will be required to be paid for in advance. This procedure is no different than paying for lunch tickets in advance. The student can deposit money into his/her personal account each morning. They will turn in their payment in a sealed envelope with their name and PIN # on it to their teacher. The teacher will turn it into the office. Please include PIN # on check with student’s name in the memo section. If cash is being sent, include the PIN # inside the envelope.

Once you have prepaid into your account, you simply pick up your lunch, approach the cashier, enter your code, and the amount is automatically deducted from the balance in your lunch account.

QUESTIONS AND ANSWERS:

Q: How will I receive my identification number?

A: Identification numbers will be distributed to the classroom teacher

Q: Where do I bring my money or check?

A: Turn your check or money into your teacher in a sealed envelope. Please include PIN # on check with student’s first and last name on the memo section. If cash is being sent, include the PIN # inside the envelope. Make checks payable to “Hayes or Stevenson”.

Q: Is there a web based payment option to deposit money in my students PIN?

A: Yes – to make on-line payments into your students lunch account, please go to www.PayPAMS.com and follow the prompts to set up a family account. There is a convenience fee per transaction. PayPAMS also has e-mail reminders of low balances – and the ability to view your child’s eating habits at no cost!

Q: Can I use my account to buy milk if I bring my own lunch?

A: A: Yes, you can use your account for school lunch, milk or double entrée. (A milk is included as one of the choices of a regular student Lunch & Breakfast)

Q: What if I forget my number?

A: You will be asked to step aside while the cashier looks it up. During the first week of operation, there will be an assistant with a list handy.

- Q: What if someone knows my number?
 A: Report this to the cashier and you will be assigned a new PIN number. The computer will alert the cashier if someone attempts to use your account.
- Q: What happens when my account gets low or empty?
 A: When the account falls below \$5.40 the cashier will notify the child. Students will be allowed to charge two breakfasts and two lunches before they receive a cheese sandwich (or equivalent) and milk.
- Q: What if I do not have money in my account?
 A: If there is no money in your account, you must bring a lunch from home.
- Q: How will my student be notified of a low account?
 A: Your student may choose to have his/her hand stamped OR receive a written notice of a low account which they must bring home.
- Q: How long will it take to process my Free/Reduced lunch application form and should I deposit money in my child's account while I wait?
 A: Food Service has ten (10) days to process applications. While you are waiting for your results please put funds into your child account if you want school lunch, or send a lunch from home.

BREAKFAST AND LUNCH PRICES:

Breakfast \$1.30
 Breakfast (reduced) FREE
 Lunch \$2.20
 Lunch (reduced) \$.40
 Adult lunch \$3.25
 Milk \$.45

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Cathy Lombard, Director of Special Services, as the District's Human Rights Officer to handle inquiries regarding nondiscrimination. She can be contacted at cathy.lombard@fridley.k12.mn.us or 763/502-5024.

Notice of Violent Behavior by Students

The school district may give notice to teachers and other appropriate school district staff when students with a history of violent behavior are placed in their classrooms. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent-teacher conferences are scheduled in the fall and winter. The purpose of the fall conference is to provide an opportunity for the parent/guardian and teacher to share information about the child. The purpose of the winter conference is to inform the parent/guardian of the child's success in school and plan for the remainder of the year. In addition, parents or teachers may request special conferences at any time of the year, if desired.

If at any time during the year a parent desires a conference with a teacher or the principal, please call the school.

Parent Volunteers

Parent Involvement is strongly encouraged.

You may be asked to help in the following areas:

1. Work in the classroom with students, under the direction of the teacher (no specific teaching experience is needed)
2. Assist teacher with room projects, bulletin boards, photocopying, etc.
3. At-home assistant: Assist teacher with cutting, artwork, etc.
4. Workroom assistant: Photocopying, cutting, preparing poster, miscellaneous errands, etc.
5. Share special interests or careers: Be a resource person to enrich classroom studies such as: Storyteller, magician, musician, etc.
6. Childcare for other volunteers: Some parents would like to help out at school if they had childcare for their preschoolers. A network of parents willing to share childcare responsibilities would be helpful.
7. Library Assistant
8. Computer Lab Assistant
9. Other

PTO (Parent Teacher Organization)

We welcome all parents to attend the PTO meetings. The PTO is made up of several committees of which you would be asked to be a part of:

Art Adventure	Carnival	Magazine Fundraiser
Bookworm	Character Education	Spirit Wear
Boxtops/Milk Caps	Fall Fundraiser Hospitality	Yearbook

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students 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.

Questions and Concerns

We want to know what you think about what happens at Hayes and Stevenson Elementary. If your child tells you something about school that sounds unreasonable, please email us, send a note or call. This type of communication helps prevent misunderstandings. When you are especially pleased about something a teacher or the school is doing, it would be nice to hear from you.

If you are concerned about a situation in your child's education, here is the order in which to talk with people. Please, always talk with the classroom teacher first.

Teacher – your first contact.

John Piotraschke – Hayes Principal

Daryl Vossler – Stevenson Principal

Recess

Classes will be going outdoors for recess. In the winter, students may be out as long as it is zero degrees or above with the wind chill. As a result, hats, boots, mittens and coats are required for play. Snow pants are highly encouraged. Children are not allowed to stay inside alone.

Release of Student Information

The school will observe the following policy to conform to the requirements of the Family Rights and Privacy Act of 1974:

Student pictures and identifying names will be printed in the school yearbook and given to the local news media on occasions that warrant it. However, the student's parents may request that pictures not be published or information released in the news media or school publications. Parents will receive a form in September to indicate their preference.

This policy does not apply to pictures taken by the news media or information gathered and printed by the media. The school will not release student class lists with names, addresses, or phone numbers to any individual or group who requests it.

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. The district will make every effort to inform parents of a school closing through multiple mediums. This is announced over the radio between 6:00 and 8:00 a.m. The following radio station will be notified of school closings or late starts: **WCCO (830 AM)**.

Worsening weather conditions may force the early closing of schools. If this should happen, WCCO will carry this information. Parents must make arrangements in the event that they (parents) are not home.

School Pictures

Our school contracts annually to have pictures taken of the school children early in the school year. A reminder regarding price, time and day will be distributed by a bulletin from school.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policies, practices, and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy and building discipline practices which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Searching 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. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Search of the Interior of a Motor Vehicle

The interior of a motor vehicle in a school district location, including the glove and trunk compartments, 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.

Student Insurance

Students may individually purchase insurance from a plan offered through the school district. The school does not provide insurance for student coverage during the school day or related school activities and events.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications must be approved by building administration. Nonschool-sponsored publications may not be distributed without prior approval from building administration.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. See District Policy 505, *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/506%20Student%20Disciplinew.pdf>).

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. See District Policy 515, *Student Records*, for more complete information on the rights of parents/guardians and eligible students regarding student records (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/515%20Protection%20and%20Privacy%20of%20Student%20Records.pdf>).

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See District Policy 520, *Student Surveys*, 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 (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/520_policy.pdf).

Telephone Calls

Students may not be interrupted during school hours by outside calls and messages except in the case of emergency. If it is necessary to reach your child at school on a school day between 9:00 a.m. and 3:45 p.m., please call Hayes main office at (763)502-5200 or Stevenson main office at (763)502-5300. The school secretary will relay messages to students.

Students will be allowed to use the phone only in cases of emergency. After school plans should be made prior to leaving home in the morning. **If your child needs to receive a message about a change in plans about going home, a message must be made by 2:30 p.m. on the teacher's voice mail. If your child is going home with another student, the teacher must have a written note.**

Parents who wish to contact a classroom teacher should be prepared to leave a message requesting that the teacher contact the parent at the teacher's convenience. Teachers are generally not available to come to the telephone during the time school is in session. Leaving a message may be necessary even before or after school since the teacher may be involved in a conference or attending a meeting at the time your call is made.

Tiger Club

Responding to the needs of families in our community, the Fridley School District's school age childcare program, continue to offer a full day kindergarten learning and child care covering the hours of six a.m. to six p.m. each weekday.

For more information please call Kristi Sabby at 763-502-5119 or 502-5107.

Kids Key Club offers families' high quality childcare at affordable rates, in a caring, professional and child-focused environment.

Title I Notice to Parents

Parents have the right to request, and the school district will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers. Parents will also be notified if their child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or

make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Taping

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their student's school.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's *Academic Honesty* policy. See District Policy 596, *Academic Honesty*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/596%20Academic%20Honesty.pdf>).

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the district director of special services.

Field Trips

Grade levels may have one or more field trips during the year. Parents will be required to give permission for each individual field trip. Information about the trip (cost, if any; need for a bag lunch, appropriate dress, etc.) will be sent home prior to the trip. Please send any money promptly to the teacher. No child will be denied a field trip because of its cost. Contact the school principal if you have special needs.

Parents who volunteer as chaperones will assume responsibility for supervision on the bus and at the site. The teachers will review this with the parents.

Homework

Students are usually given study time during the school day to complete assignments. As the child progresses through the grades, the amount of homework gradually increases. The amount may vary from day to day, but primary children are not given homework that will take more than 30 minutes to complete. Upper grade assignments should not take more than 45 minutes to complete. Occasionally, a student may have a special project, which might take several hours of work at home; however, work for these projects may be spread over several days.

Library and Media Center

Each class has one scheduled media center visit every four school days. In addition to this scheduled time, teachers are urged to bring their classes to the media center in order to use library and computer resources in connection with their class work and class projects.

LIBRARY LENDING RULES:

We suggest that each student have a plastic bag or book bag in which to carry library books to and from school.

Students are allowed to check books out for 2 weeks. At this time they must be returned or renewed.

If a student has an overdue book they will only be able to check out one more book until the overdue book is returned. If a student has more than one overdue book they will not be allowed to check out more books until they are returned. There are no library fines for overdue books.

Each student is responsible for the books he/she has checked out. Lost or damaged books must be replaced.

If you are planning on moving to another school or school district, please make sure that your child's library books have been returned.

MCA Testing

MCA testing will be given to all students in grades 3 and 4.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

Parent Right to Know

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

- 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;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- 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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Physical Education

In physical education students will work on motor skills, safety, nutrition, daily fitness plans, fitness testing, cooperative games, team play, lifetime activities, muscles of the week and healthy living issues.

All students are required to wear tennis shoes during physical education.

Any student wearing a dress or skirt must bring a pair of shorts to put on underneath their clothing. They may change in the bathroom before class, so they can participate in the daily activities.

If during the school year your child is hurt or ill and you would rather not have them participate in physical education class for the day, please send a written note explaining the situation.

Report Cards

Three (3) times a year, at the end of each trimester, parents will receive report cards for students in grades K through four. Report cards evaluate your child's progress during the year.

You are urged to take every opportunity to become acquainted with your child's teacher by visiting classes and conferring with the teacher. If you have questions, please address them to the teacher or principal. Maximum student progress is attained when parents, teachers, and students have like goals and common understandings.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability.

If a student will be absent, a parent/guardian should call the office at 502-5207 (Hayes) and 502-5307 (Stevenson) before 9:00 a.m. If the parent does not call to report the reason for the student's absence, the health office will try to call the parent at home or at work. If no contact is made, the student must bring a written note from the parent/guardian.

The authority to determine whether a student is excused or not, rests with the building administrator. The following reasons for absence may be considered valid: Illness, death in the family, absence because of a religious holiday, parent request for vacation, medical and dental appointments.

After three unexcused absences, a letter of concern will be sent to the parent.

If a child is unexcused from school for 7 days, we are required to file an educational neglect report with Anoka County according to MN Statute 260.131, sub.1, with Anoka County Juvenile Court.

Late arrival to school requires a note from parents.

See District Policy 503, *Attendance*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/503%20Student%20Attendance%20new.pdf>).

Bicycles, Rollerblades, and Skateboards

Students may not ride bikes in the parking lot, driveway, or on sidewalks in front of the school from 8:30 a.m. – 4:00 p.m. The school district is not responsible for lost, stolen, or damaged bikes. Roller blades, tennis shoes with rollers and skateboards are not allowed in the school building or on school grounds at any time.

Bullying Prohibition

Practice on Bullying

Bullying will not be tolerated. We set a goal to provide a safe, respectful atmosphere in which everyone – all students and staff – can work and learn together. We want to send a clear message that bullying is not okay. Individual incidents of bullying and the steps taken to address them will be tracked. Students who bully others will be disciplined and will get help to understand their behavior and what they can do about it. Students who are bullied will learn how to handle a bully and how to report the incident. Students who observe others being bullied will learn what they can do.

Definition of Bullying

Bullying is a conscious, willful, and deliberate hostile activity intended to induce intimidation through the threat of further emotional or physical harm. Bullying will always include the following three elements:

Imbalance of power: The bully can be older, bigger, stronger, more verbally adept, higher up on the social ladder, of a different race or of the opposite sex. Sheer numbers of kids banded together to bully will create this imbalance.

Intent to harm: The bully means to inflict emotional and/or physical pain, and expects the action to hurt. Bullying is no accident, mistake, or slip of the tongue.

A pattern of behavior: The negative behavior toward the victims has happened more than once and has caused fear in the victim that it will happen again.

See District Policy 514, *Bullying*, for more detailed information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/514%20Bullying.pdf>).

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 rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus 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 adopted 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.

BUS RULES

Class I Offense	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
<ul style="list-style-type: none"> • Failure to remain seated • Yelling – Excessive Noise • Eating/drinking/littering on the bus • “Play fighting” / horseplay • Minor pushing/shoving • Teasing/profanity • Minor insubordination (but complies within a short period of time) • Radios/boom boxes • Defiance • Other offenses as reported by the bus driver 	Warning and letter to parents	Warning, letter and phone call to parents	Letter and phone call to parents	Parent/Principal meeting
			1- 5 day bus suspension	5-10 day bus suspension
				Possible loss of all bus service
Class II Offense	1st Consequence	2nd Consequence	3rd Consequence	4th Consequence
<ul style="list-style-type: none"> • Hanging out of windows • Throwing of any object • Fighting/Physical aggression assault • Harassment/threats • Serious 	Warning and letter to parents	Letter and phone call to parents	Letter and phone call to parent. Parent/Principal meeting	Parent/Principal meeting
	1-5 day bus suspension	1-5 day bus suspension	5-10 days bus suspension	10 days bus suspension

<p>Insubordination (and will not comply)</p> <ul style="list-style-type: none"> • Possession/use/distribution of chemicals or mood altering substance including tobacco • Weapon possession/use • Lighting of matches/flames/fire works/etc. • Un-authorized used of emergency door or equipment • Illegal acts • Other offenses as reported by the bus driver 				Possible loss of all bus service
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Discipline

We believe that all students can behave appropriately. It is our responsibility to teach appropriate behaviors and to have a fair and consistent policy of expectations, consequences and rewards that hold students accountable for their actions. This policy is intended to ensure that students attend school in a positive and productive learning environment.

All children involved in major offenses will be brought to the Time-Out room where the student will complete a behavior action plan. This involves a written statement of the problem, which is affected, examples of better choices in handling conflict, how the problem may be corrected and needed restitution. The focus of the program will be on thinking before acting, understanding how behavior choices affect others, increasing self-control and goal setting. Completed behavior reports will be sent home with students; and will need to be returned the following day. Parents will be required to sign each report.

Discipline Procedures

Type of Offense:

Assault: Intentionally inflicting or attempting to inflict bodily harm upon another person. (malicious intent)

Bullying/Threatening/Intimidation: See bullying information on page 26.

Damaging Property: Writing on walls, kicking furniture, destruction of any school property including playground equipment, etc.

Dishonesty: Cheating on school assignments or tests, not telling the truth, or deliberately reporting false information about a student or staff person.

Disruptive Behavior: Behaviors that disrupt the educational process.

Dress and Grooming: Clothing which includes words or visuals which are obscene, abusive or discriminatory, or which advertise drugs. Clothing which violates common standards of decency. (Ex. hats, chains, etc.)

Fighting/Physical Aggression: Engaging in any form of fighting where physical violence is involved (ex: hitting, kicking, hair pulling, pushing, tripping, biting, jabbing).

Harassment: This includes harassment sexual, racial, and religious in nature.

Inappropriate language or gesture: Discriminatory, abusive, or obscene language or gesture, swearing, name calling demeaning comments, verbal insults, rude comments.

Insubordination: Deliberate refusal to follow an appropriate direction to do school work

Nuisance Object: Examples include pagers, toys, radios, electronic equipment, Poke-man cards, laser pointers, yo-yos, cell phones, I Pods, etc.

Roughhousing: Pushing, shoving, scuffling. Physical contact that could harm others but is not defined as an assault or fighting.

Theft: The unauthorized taking, transferring, hiding or possessing of the property of another person without the consent of the owner.

Weapons: Includes weapons and/or look-alike weapons (guns, lead pipes, bows & arrows, knives, daggers, metal knuckles, explosives, darts, ammunition, bullets, etc.)

Possible Consequences:

Verbal Apology

Time Out

Letter of Apology

Reconciliation

Parent Conference

Restitution

Confiscation of Articles

Loss of Privilege (field trip, party, special activity)

In School Suspension

Out of School Suspension

Moving Student to Another Classroom

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. The purpose of this practice is to enhance the education of students by establishing expectations for dress and grooming that are related to educational goals and community standards.

Inappropriate clothing includes, but is not limited to, the following:

1. Short shorts, short skirts, tube tops, and shirts that expose the midriff.
2. No inappropriate wording, symbols or language will be permitted on clothing worn to school
3. Hats should not be worn in school except for special occasions
4. Shoes must be worn at all times. Students should wear low heeled, comfortable shoes. High heels, wooden clogs and cleated athletic shoes are improper footwear for school. Students are expected to have tennis shoes for physical education.
5. Students must be appropriately dressed for the weather in order to play outside at recess. Students who do not have hats, mittens, boots or other necessary clothing may be unable to participate in some recess activities.

The school administrator shall exercise judgment as to when a student's, grooming, or mode of dress interferes with or disrupts the educational process. In such instances, the parent will be requested to bring appropriate clothing to school for the student.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Harassment and Violence Prohibition

It is the policy of Independent School District 14 to strive for a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school employee of the School District to harass a pupil, teacher, administrator or other school employee through conduct or communication of a sexual nature or regarding religion and race. See District Policy 413, *Harassment and Violence*, for more detailed information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/413%20Harassment%20and%20Violence2.pdf>).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy and building practices. See District Policy 526, *Hazing*, for more information (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/526_policy.pdf).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system, technology, or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. See District Policy 524, *Acceptable Use Policy*, for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/524%20Internet%20Acceptable%20Use%20Policy%20410.pdf>).

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Nuisance Items

Students are encouraged not to bring toys, electronics, and personal belongings to school.

Tobacco-Free Schools

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 or tobacco-related 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 or tobacco-related device 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. See District Policy 419, *Tobacco Free Environment*, for more information (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/419_policy.pdf).

Transferring to Another School

Students transferring to another school must notify the office and teacher. Student records will be sent to the new school upon completion of written request from that school. Textbooks and library books must be turned in to the school at the time the student leaves the school district. Please check with food service secretary for money left over in your child's meal account.

Vandalism

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

Visitors

Visitors and parents are always welcome in our school, but for the sake of maintaining building security, we must insist that they report to the office prior to their visit and receive a badge. Parents are also invited to eat lunch with their children and to join them on the playground for recess following lunch. Many of our parents also choose to become involved in volunteer projects around the school. These opportunities are usually coordinated by the classroom teacher.

Occasionally parents will ask to visit classrooms for the purpose of conducting an observation. Generally we try to accommodate these requests. We do ask that parents speak with the respective principals (Mr. Piotraschke, Hayes Principal, Mr. Vossler, Stevenson Principal) to gain permission. Due to concerns with data privacy, visits of this nature will be granted on a limited basis.

Students are not allowed to bring a friend or relative during the regular school day.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a “zero tolerance” position in regard to the possession, use, or distribution of weapons by students. Discipline of students may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the building administration.

Wednesday Folders

Wednesday folders are a key to maintaining communication between teachers and parents. The folders are sent with the child and contain important reminders, information and schoolwork. **Please sign the folder with any comments and return** the folder the next day. Teachers may call to make sure parents have received the Wednesday folder if it is not returned.

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the following locations:

- Hayes and Stevenson Elementary Schools – Main Office
- Middle School - Principal's Office
- Fridley Community Center – Main Office (district side)
- High School - District Buildings and Grounds Office

Crisis Management

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

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures. See District Policy 806, *Crisis Management*, or contact building administration for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/806%20Crisis%20Management09.pdf>).

Emergency Contact Information

From time to time, emergencies happen at school. When they do, it is very important that we are able to get in touch with parents or their emergency contacts. **Please keep contact information (phone numbers /address) updated throughout the school year.**

Health Information

First Aid

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

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

Communicable Diseases

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

On occasion the school may request that certain children be excluded from school attendance if the child is thought to have a suspected contagious disease. The school will readmit the pupil at the time the child has been treated seems to be free of disease or has permission from the physician. If your child has been excluded because of live lice; they will need to be treated before returning to school. For re-admittance, please bring your child to the health office. The health assistant will check his/her head for live lice. If there are no live lice, your child may return to class. If there are live lice, your child will need to return home with you. This is done for the protection of the child and the other children in school.

Health Service

The student health office is staffed by a trained health assistant, who works under the direction and supervision of a licensed school nurse.

General Practices:

- If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature is normal.
- If the student has vomited or has diarrhea, the student should stay home for 24 hours after the last episode.
- If a student has any rash that may be disease related or you do not know the cause, please check with your family physician before sending the student to school.
- If your student becomes ill or injured while at school, you will be notified. You will be required to pick-up your child, or make arrangements for someone else to pick-up your child as soon as possible.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your school's health office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires the following:

- Long term prescriptions (2 weeks or more) – a written order from a licensed prescriber, written permission from a parent/guardian, and the original pharmacy labeled container.
- Short term prescriptions (less than 2 weeks) – requires permission from a parent/guardian and the original pharmacy labeled container.
- Non-prescription, long and short term – requires written permission from a parent/guardian and the medication provided in the original labeled container. Administration of non-prescription medication must not exceed labeled directions. Medications must be age appropriate (i.e., Junior Strength or Children’s if under age 12). Due to space constraints, it is helpful if you can send a smaller sized bottle with your student.

An “Administering Prescription Medications” form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student’s prescription medication administration.

Vision and Hearing Screening

Health Service will provide vision and hearing screening for students in second and fourth grade, with the help of volunteers. The Licensed School Nurse will notify parents of students needing professional examinations after an assessment.

Locked School Doors

Safety for your child is our first and foremost concern. All doors are locked to ensure that strangers do not enter the building. When an evening event is scheduled at the school, outside doors will be remained locked until 30 minutes prior to the beginning of the event.

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 create a calendar by October 1 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. Additional information regarding what pesticides are used, the

schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Director of Buildings and Grounds.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

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

FRIDLEY ELEMENTARY SCHOOLS

FRIDLEY INDEPENDENT SCHOOL DISTRICT #14

STUDENT'S NAME _____

STUDENT'S TEACHER _____ GRADE _____

STUDENT/PARENT STATEMENT

We have read and understand the policies in the Parent Handbook regarding school policies and local policies.

Parent's/Guardian's signature

Student's signature

Date

Date



Parent - Student Handbook

Fridley Area Learning Center

6085 Seventh Street NE
Fridley, MN 55432

(763)502-5165



- Small classes
- Individualized learning plans
- Day and Night School
- Independent study
- Credit for on-the-job training
- Teen Parent program on-site

Respect
Responsibility
Resiliency





Fridley Area Learning Center
6085 Seventh St N.E.
Fridley, MN 55432
Phone: 763-502-5101
Fax: 763-502-5140
Robert.Smith@fridley.k12.mn.us

Welcome to the Fridley Area Learning Center:

The staff and I would like to take this opportunity to welcome you to the upcoming 2010-2011 school year. This promises to be an outstanding year at the Fridley Area Learning Center. We appreciate having you as a member of our school community.

This handbook has been developed specifically as a single source for answers to many questions you may have throughout the school year. It includes a detailed school calendar indicating the Late Start days, Parent/Teacher Conferences, and the days school is not in session. Family involvement and support are crucial to the academic success and well being of our students. We encourage you to use this handbook as a source of reference.

Through collaborative efforts among staff members and families, we are deeply committed to helping ALL students be successful and to learn at high levels. With your help and support, we can make this happen. Please do not hesitate to contact us if your student needs additional help or assistance.

Together we will successfully prepare our students to meet the challenges they will face in their adult lives. Best wishes for a successful school year.

Robert Smith

Robert G. Smith, Principal
763-502-5101

Respect, Responsibility, Resiliency



Our mission is to guide students in the development of learning skills to help them reach their full potential.

To accomplish this mission, we will. . .

- Provide a nurturing environment
- Create high expectations defined by learner outcomes
- Develop exemplary programs and continuously improve them
- Strive to meet students' needs
- Respect individual differences.

Fridley's vision is to develop an educational foundation for students

- To be life-long learners
- To develop high skill levels
- To care for others
- To be adaptable
- To be prepared to thrive in a diverse, changing society

Priorities

- Academic Achievement
- Instructional strategies
- Positive learning environment
- Financial stability
- Parent/School Partnership



International Baccalaureate

The K-12 Continuum in Fridley Public Schools

The 21st Century has ushered in a whole new world with an increased level of globalization, connectivity, interdependence, and competition. The world our children will live in will be vastly different from the one most adults grew up in. It is imperative that we prepare our children for the world *they* will live in, not the one we as adults just came from.

With these challenges and opportunities in mind, Fridley Public Schools embarked on a vision to become a *World-Class Community of Learners*. One aspect of attaining this vision has been the implementation of the International Baccalaureate (IB) programme in all grades K-12. There are many benefits to achieving the IB K-12 continuum. First of all, it has bonded all of our schools around a common mission:

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

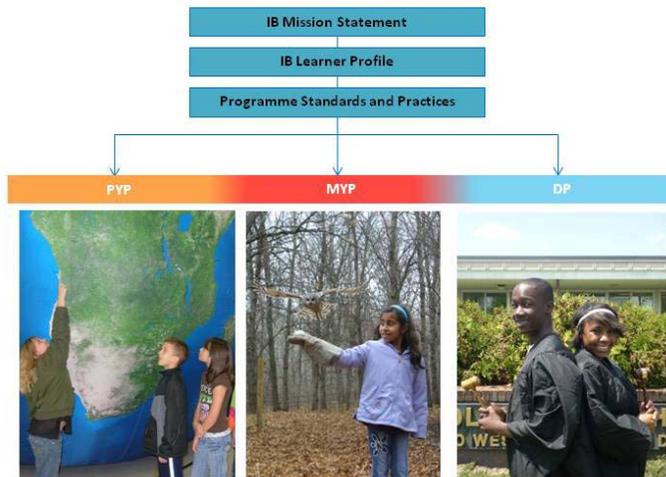
To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Other benefits of achieving the IB K-12 continuum include a commitment to offering second language instruction to students in all elementary, middle, and high schools, the creation and revision of a rigorous written curriculum, on-going professional development for teachers, common language used throughout all buildings, and common curriculum structures between the elementary, middle, and high schools.

Another key aim of all IB programmes is to develop internationally-minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. Therefore, as IB learners, we strive to be:

- | | |
|---------------|-------------|
| Inquirers | Open-minded |
| Knowledgeable | Caring |
| Thinkers | Risk-takers |
| Communicators | Balanced |
| Principled | Reflective |





The Middle Years Programme in Fridley Public Schools

Grades 5-10

Following three years of planning, preparation, and implementation, Fridley Middle School and Fridley High School were authorized to offer the internationally recognized International Baccalaureate Middle Years Programme in July 2007. The IB Middle Years Programme provides a challenging, comprehensive curriculum framework that encourages students to make connections between subjects studied and the real world as well as develops critical and reflective thinking skills. The eight subject groups are integrated through five areas of interaction that provide the context for learning within and across the subjects. Students are required to study their mother tongue, a second language, humanities, sciences, mathematics, arts, physical education and technology. Assessment in this program is criterion-related, so that students around the world are measured against pre-specified criteria for each subject group. Teachers develop their own assessments and may modify the criteria to be age-appropriate in the earlier years of the programme. The overall philosophy of the programme is expressed through three fundamental concepts that support and strengthen all areas of the curriculum; these concepts are intercultural awareness, holistic learning, and communication. There are many components of the Middle Years Programme that are continuous throughout the K-12 IB Continuum. Below are examples of how these components are visible and specific to MYP.

IB Learners are Internationally Minded

* Principled
* Knowledgeable
* Reflective

Second Language Instruction

A “communicator” is someone who can understand and express ideas in more than one language and in a variety of ways. Language is integral to exploring and sustaining personal development, cultural identity and intercultural understanding. Languages offered in Fridley’s Middle Years Programme are Chinese, German, and Spanish.

Areas of Interaction

The Areas of Interaction are the contexts through which the curriculum content interacts with the real world. These common interactive themes are embedded in the subject groups and are not subjects themselves. They can also be described as five broad areas of student inquiry. The areas of interaction promote holistic learning and demonstrate the interdisciplinary potential of the Middle Years Programme.

Culminating Project

The Personal Project is a significant body of work undertaken by all MYP students over an extended period of time during the fifth year of the programme. It is the product of a student’s own initiative and creativity, reflects on an area of interaction, and applies approaches to learning skills. This is the culminating activity through which students present their understanding of real-world themes and concepts

Taking Action

Community and Service encourages all students to become aware of their roles and responsibilities as members of communities. This area of interactions supports the fundamental concept of intercultural awareness that aims to encourage empathy and respect that can lead to a deeper understanding. This begins in the classroom and leads to raising awareness and students taking action.

* Caring
* Communicators
* Balanced

* Risk-takers * Open-minded * Thinkers * Inquirers



The Diploma Programme in Fridley Public Schools

Grades 11-12

Fridley High School received authorization from the International Baccalaureate Organization to offer the Diploma Programme (DP) in the spring of 2009, and instruction began in the fall of 2009. The Diploma Programme is a rigorous, college-preparatory course of study for juniors and seniors. The DP is recognized by universities throughout the world. Students at FHS may choose to take any number of DP courses, or participate in the full IB Diploma Programme. The Diploma Programme consists of courses and exams in six academic areas, as well as a course in Theory of Knowledge. Diploma Candidates also complete a program in Creativity, Action, and Service (CAS) and an Extended Essay on a topic of their choice. The Diploma Programme encourages high school students to be knowledgeable and inquiring, but also caring and compassionate. There is also a strong emphasis on intercultural understanding and open-mindedness. There are many components of the Diploma Programme that are continuous throughout the K-12 IB Continuum. Below are examples of how these components are visible and specific to DP.

IB Learners are Internationally Minded

* Principled
* Knowledgeable
* Reflective

Second Language Instruction

The Diploma Programme requires that all Diploma Candidates take a course and exam in a second language. The aim for IB students is to be internationally minded and interculturally aware, as well as proficient, literate, and knowledgeable in at least two languages. Fridley High school offers instruction in Spanish, German, and Mandarin.

Theory of Knowledge

Theory of Knowledge is the flagship course of the DP and is the connection between the six academic disciplines. Theory of Knowledge puts the student as knower in the center of the course and encourages critical thinking about knowledge itself. Through TOK, students' thinking and their understanding of knowledge as a human construction are shaped, enriched and deepened.

Culminating Project

Diploma candidates complete an Extended Essay as the culminating individual project for the Diploma Programme. The Extended Essay is intended to promote high-level research and writing skills, intellectual discovery and creativity. It provides students with an opportunity to engage in personal research into a topic of their own choice.

Taking Action

Diploma Candidates experience personal and interpersonal growth through their actions in CAS (Creativity, Action, and Service). CAS is at the heart of the Diploma Programme and provides experiential learning and a counterbalance to the academic pressures of DP. CAS encourages self-discovery and self-initiated service through real, purposeful activities.

* Caring
* Communicators
* Balanced

* Risk-takers * Open-minded * Thinkers * Inquirers



Fridley Public Schools
A World-Class Community of Learners

2010-2011 School Year Calendar

September 7 is start date
Spring Break March 28-April 1

CONFERENCES

HAYES		STEVENSON	
10/14/2010	4-8 PM	10/14/2010	4-8 PM
10/19/2010	4-8 PM	10/19/2010	4-8 PM
10/20/2010	8 AM-12 Noon	10/20/2010	8 AM-12 Noon
1/20/2011	4-8 PM	2/15/2011	4-8 PM
1/25/2011	4-8 PM	2/17/2011	4-8 PM
1/27/2011	4-8 PM	2/23/2011	4-8 PM

MIDDLE SCHOOL

10/14/2010	4-8 PM	1/27/2011	4-8 PM
10/19/2010	4-8 PM	2/1/2011	4-8 PM Grades 5-7
10/20/2010	7:15 AM-11:15AM	4/12/2011	4-8 PM Grade 8
12/9/2010	4-8 PM		

FRIDLEY HIGH SCHOOL AND ALC HIGH SCHOOL

9/7/2010	5-7 PM
10/14/2010	4:30-8:30 PM
1/26/2011	4:30-8:30 PM
4/28/2011	4:30-8:00 PM
6/2/2011	6:15-8:45 PM

TERMS	STUDENT CONTACT DAYS	TEACHER DAYS
Term 1	58	64
Term 2	59	61
Term 3	57	58
Total	174	183
Comp.		2
Grand Total	174	185

	M	T	W	R	F	
AUGUST	23	24	25	26	27	New staff Aug 26-27
SEPTEMBER	30	31				Teacher In-service Aug 30-Sep 2
	6	7	8	9	10	Labor Day Sep 6
	13	14	15	16	17	School Begins Sep 7
	20	21	22	23	24	
	27	28	29	30	1	
OCTOBER	4	5	6	7	8	Late Start Oct 5
	11	12	13	14	15	
	18	19	20	21	22	Education Convention Oct 21-22
	25	26	27	28	29	Staff Dev/Planning Oct 25
NOVEMBER	1	**2	3	4	5	Election Day Nov 2
	8	9	10	*11	12	
	15	16	17	18	19	
	22	23	24	25	26	Thanksgiving Nov 25-26
DECEMBER	29	30	1	2	3	Eval/Planning Dec 3
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	Winter Break Dec 24-Jan 3
	27	28	29	30	31	
JANUARY	3	4	5	6	7	School Resumes Jan 4
	10	11	12	13	14	
	17	18	19	20	21	Martin L. King, Jr. Day Jan 17
	24	25	26	27	28	Staff Dev/Planning Jan 28
FEBRUARY	31	1	2	3	4	
	7	8	9	10	11	Late Start Feb 8
	14	15	16	17	18	
	21	22	23	24	25	Presidents' Day Feb 21
MARCH	28	1	2	3	4	
	7	8	9	10	11	Eval/Planning Mar 11
	14	15	16	17	18	
	21	22	23	24	25	
APRIL	28	29	30	31	1	Spring Break Mar 28-Apr 1
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	Spring Holiday Apr 22
	25	26	27	28	29	
MAY	2	3	4	5	6	
	9	10	11	12	13	Late Start May 10
	16	17	18	19	20	
	23	24	25	26	27	
	30	31	1	2	3	Memorial Day May 30
JUNE	6	7	8	9	10	Last Student Day Jun 9
	13	14	15	16	17	Eval/Planning Jun 10

** No Meetings or School-Sponsored Activities 6-8 PM

*No Meetings

	New Teacher Workshop -no school for students
	Staff Development Day -no school for students
	Evaluation and Planning Day -no school for students
	Elementary and Middle School Conferences-no school for Elem and MS students
	Late Start for students - professional development
	School not in session for Teachers or Students
	End of Term

Adopted by School Board on January 19, 2010

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PART I – INFORMATION

Arrival and Dismissal Hours

School building hours are 7:50 a.m.-4:00 p.m. at the middle school, 7:15 a.m.-4:00 p.m. at the high school, and 6:30 a.m.-5:30 p.m. at the Area Learning Center.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on page 7 and on the school district's website at www.fridley.k12.mn.us.

Employee Directory

Mr. Peter Anderson, Science	763-502-5113
Mr. Janio Axelson, Humanities	763-502-5115
Ms. Karen Brisbois, Administrative Assistant	763-502-5103
Ms. Rachel Imholte, English/Work Experience/Night School	763-502-5167
Mr. Michael McGarthwaite, Special Education	763-502-5168
Ms. Jennifer Pearson, Math	763-502-5116
Mr. Robert Smith, Principal	763-502-5101

Employment Background Checks

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

Equal Access to School Facilities

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

Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school your child attends.

Food in the Classrooms

No beverages other than water are allowed in any classroom during the school day. Food is not allowed in classrooms.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. See district policy 511, *Student Fundraising*, for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/511%20Student%20Fundraising.pdf>).

Graduation Ceremony

Student participation in the graduation ceremonies is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

Interview of Students by Outside Agencies

All visitors to the Area Learning Center must report to the main office. A determination will be made by the Principal as to approval of the visit.

Lunch

Lunch is to be eaten in designated areas only. Assigned lunch times vary. Students will be notified of their assigned lunch time. *[Note: Lunch schedules may change at semester breaks for some students.]* Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Free and reduced information and forms are available in the area learning center office.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Cathy Lombard, Director of Special Services, as the District's Human Rights Officer to handle inquiries regarding nondiscrimination. She can be contacted at cathy.lombard@fridley.k12.mn.us or 763/502-5024.

Notice of Violent Behavior by Students

The school district may give notice to teachers and other appropriate school district staff when students with a history of violent behavior are placed in their classrooms. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held throughout the year. For more information, consult the district calendar on page 7 or contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer. To volunteer in the school building, parents/guardians should contact the building principal. Parents/guardians who visit the school should sign in at the main office. The school district will require criminal history background checks for volunteers who work directly with students.

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so.

Students 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.

Schedule

The Area Learning Center is based on a six term schedule, with each term being six weeks in length. Students attend four - 90 minute classes per day unless they are enrolled in the work program. Work program participants may leave after the first two classes of the day to go to their job sites.

Our work program requires 15 hours of work per week, minimum, for credit. The alternative to this would be if a student is actively participating in an approved, documented, volunteer program with a minimum of 20 hours of service per week. Only students with confirmed jobs or community service jobs will be released from the school day early.

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. The district will make every effort to inform parents of a school closing through multiple mediums.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policies, practices, and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy and building discipline practices which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

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

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

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. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

Search of the Interior of a Motor Vehicle

The interior of a motor vehicle in a school district location, including the glove and trunk compartments, 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.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications must be approved by building administration. Nonschool-sponsored publications may not be distributed without prior approval from building administration.

Distribution of Nonschool-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. See District Policy 505, *Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/506%20Student%20Disciplinenew.pdf>).

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. See District Policy 515, *Student Records*, for more complete information on the rights of parents/guardians and eligible students regarding student records (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/515%20Protection%20and%20Privacy%20of%20Student%20Records.pdf>).

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See District Policy 520, *Student Surveys*, 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 (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/520_policy.pdf).

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students’ parent or guardian.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Taping

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact their student's school.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's *Academic Honesty* policy. See District Policy 596, *Academic Honesty*, for more information.

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/596%20Academic%20Honesty.pdf>).

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the district director of special services.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students may be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

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 Fridley Public Schools. All students must also pass the Minnesota Graduation Basic Standards tests or the Minnesota Comprehensive Assessments.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school.

Parent Right to Know

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

- 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;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- 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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Summer School

Summer school is offered on a referral basis to students who need to make up credit from previous school years. A recommendation will be mailed to parent/guardian, in advance, if summer school would be a good option for their student. Summer school is offered in June and July.

PART III — RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students, and establishes regular habits of dependability. If a student will be absent, please leave a message on our **attendance hotline @ 763-502-5165**.

Students who fall below a minimum of 85% attendance will be placed on a probationary status. Such status will initiate a review of the student's progress and Continual Learning Plan, determining whether the graduation plan is affected. If a student is not satisfactorily advancing toward graduation, an intervention and educational option program will be considered and encouraged.

Procedure for Truancy

Students under the age of 16½ years:

Daily attendance calls to parent/guardian

On 7th day, truancy letter to parent/guardian regarding referral to County

On 10th day, students younger than 16½, truancy will be filed with the County. Student contract will be written or CLP (Continual Learning Plan) will be changed to note a new or revised attendance goal.

On 15th day, student will be dropped from the program. A student will require a meeting with the principal and parent to re-enroll in the program.

See District Policy 503, *Attendance*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/503%20Student%20Attendance%20new.pdf>).

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions.

See District Policy 514, *Bullying*, for more detailed information
(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/514%20Bullying.pdf>)

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 rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus 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 adopted 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.

Cell Phones, Pagers, and Other Electronic Devices

Cell phones and other electronic devices are not approved for usage during class time. These items may be confiscated till the end of the school day if disturbing others.

Discipline

Student Rights and Responsibilities

The student has a right to develop his/her abilities to the fullest, to be respected as an individual, to expect rules to be reasonable and consistently applied and to receive the benefits of all school services. They are responsible for knowing and complying with school rules, for being respectful and behaving in a civil manner. The students

shall be responsible for their own actions.

This statement of rights is not expected to cover every situation that may arise. Only the protection and preservation of the rights of others preserve the rights of an individual. All students attending Fridley ALC have the right to:

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

All students attending the Fridley ALC have the responsibility to:

1. Attend school daily, except when excused, and to be on time to all classes and other school day functions,
2. Pursue and attempt to complete the course of study prescribed by the state and local school authorities,
3. Make necessary arrangements for making up work when absent from school,
4. Assist the school staff in maintaining a safe school for all students enrolled therein,
5. Be aware of all school rules and regulations and conduct themselves in accord with them;
6. Assume that until a rule is waived, altered, or repealed, it is in full effect;
7. Be aware of and comply with the state and local laws;
8. Be aware of and comply with both State High School League rules and regulations and School Board policy when participating in extracurricular activities;
9. Be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases;
10. Protect and take care of the school's property, and the property of others;
11. Dress and groom to meet fair standards of safety, health, and common standards of decency;
12. Avoid inaccuracies in student newspapers or publications and indecent or obscene language, both written and verbal; (see District 14 policy #8.304 Distribution of Literature at School) and
13. Express ideas in a manner that will not demean, offend or slander others (see District 14 policy #11.406 Harassment and Violence).

Student Rules of Conduct (Respect, Responsibility, and Safety)

A. Disciplinary action may be taken for any behavior which is disruptive of good order or violates the rights of others in school, at school activities (either home or away) or while on or in the vicinity of school property including school buses, school vehicles, or school bus stops. (School Safe Zone, Mn Stat. 123.932 and District 14 policy #10.750 School District Bus Safety) In addition, students involved in off-campus or out-of-school conduct that has a direct effect on the welfare of the school will be subject to school discipline. (Mn Statute--Nexus Principle). The school has the authority and obligation to establish and enforce reasonable standards of conduct. In accordance with Pupil Fair Dismissal Act of 1974 and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded or expelled from school for:

1. Willful conducts which materially and substantially disrupts the right of other students to an education.
2. Willful conducts which endangers the student or other students, or the property of the school.
3. Willful violation of any reasonable School Board policy and/or supplemental school building rules.

- B. The following list identifies unacceptable acts subject to disciplinary action in the school district. Violation of any of these offenses before, during or after school hours while on school property, the school safe zone, the school bus, or any other school approved vehicle used to transport students; or at school functions or events held at other locations or the aiding and abetting of such acts will lead to the implementation of a disciplinary action or consequence listed in part C, including expulsion. However, a violation of item four regarding possession, use and/or transmission of a weapon will lead to the immediate initiation of the due process procedure in the weapon policy (#8.302).
1. Truancy and unauthorized absence;
 2. Possession, use, and/or transmission (including being under the influence) of any narcotic drug, hallucinogenic drug, inhalant, intoxicating beverage, or any controlled substance or the unauthorized use of prescription drugs;
 3. Possession, use, and/or transmission of tobacco in any form;
 4. Students and non-students, including adults and visiting youths, are forbidden to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in school, on school grounds, at school activities, in the safe zone, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property or events; (See District 14 policy #8.302 School Weapons)
 5. Possession and/or use of any electronic device that disrupts the educational process;
 6. Violations against persons such as verbal and/or nonverbal intimidation/threats; stalking; obstruction; assault; fighting; extortion; racial harassment; sexual harassment/violence, other harassment; (See Harassment Policy #11.406) and/or indecent exposure (offensive, inappropriate or vulgar display of one's body);
 7. Violations against property including tampering with, unauthorized use of, damage to, or destruction of school property or the property of school personnel and/or others; vandalism, trespassing; arson; theft or robbery;
 8. Trespassing is the unauthorized presence on school property including the returning to school property without permission from the principal while on suspension or after being expelled;
 9. Violations of school procedures or acts disruptive to the educational process, including civil discourse disobedience, disruptive and disrespectful behavior, defiance of authority, cheating, insolence, insubordination, use of profanity, improper activation of fire alarms, unauthorized access to school data;
 10. Failure to identify oneself when asked by a school employee or its designee;
 11. Violation of school bus or transportation rules;
 12. Violation of parking or school traffic rules and regulations;
 13. Possession, distribution, or display of slanderous, libelous, pornographic, racist, or gang related materials or symbolism;
 14. Student attire and/or personal grooming which creates a danger to health or safety; creates a disruption to the educational process or violates common standards of decency, and any apparel, jewelry, accessories, or matter of grooming which by virtue of its color, arrangement, trademark, or any other attribute (as primary purpose) denotes membership in an organized gang as defined by MN. Stat. 260.125
 15. Criminal activity; and/or
 16. Violation of other school rules, policies, or procedures.

Disciplinary Action

Disciplinary action or consequences for these offenses may include but are not limited to the following:

1. Student conference;
2. Parent contact;
3. Parent conference;
4. In-school monitoring;
5. Referral to in-school support services;
6. Community service;
7. Suspension from extracurricular activities;
8. Physical restraint;
9. Suspension from school
10. Referral to community service or outside agency services;
11. Expulsion or exclusion from school;
12. Referral to police or other law enforcement agencies and/or
13. Referral to county juvenile authorities.
14. Loss of open lunch.
15. Search or personal property (may include automobile)

The building principal (or the principal's designee) shall determine the appropriate disciplinary action. When determining such action the principal will consider the level of disruption to the learning environment and/or the safety concerns for individuals and groups that occurred because of the offense.

Reasonable Force

Allows the use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

Consequences for Fighting/Assault

It is the policy of Independent School District 14 to maintain a learning environment that is safe and free from fear and violence. The School district prohibits any form of violence including fighting and/or assaults.

Assault Violations:

1. **First Offense = Suspension** - When any two or more students involve themselves in confrontational behavior which includes both aggressive and/or retaliating actions that may be interpreted as a fight, the students will be suspended up to five days on the first offense.
2. **Second Offense = Recommendation for Expulsion** -When any student engages in similar behavior as mentioned in #1 for a second time in their high school career there will be an automatic 5 day suspension and a possible recommendation of expulsion for that student.

Suspension from School

When it is apparent that you, as a student, have shown an open disregard for specified school rules, or when your presence presents a threat of disrupting the academic process, you will be suspended from school. Normally, prior to a suspension, you will meet with the Principal to discuss the reason(s) for your suspension, the length of the suspension and the plan for re-admission. You will have an opportunity to be heard, to hear all

charges, and have an opportunity to refute the charges. If a suspension does result, the ALC administration or designee will alert your parents of the situation prior to sending you home, if it is at all possible. The student is not to return without permission until the suspension is complete. A trespass will be issued if the student returns early.

The most common school rule violations for which a student may be suspended are: truancy/absence from class; profanity; use and/or possession of tobacco within a school building, on the grounds or within the vicinity of the school; consumption and/or possession of alcoholic beverages; consumption and/or possession of a controlled substance; fighting; vandalism, harassment, or any other act of delinquency; or the threat of action that would disrupt the academic process. Suspension from school is viewed as a denial of the privilege of school attendance and reinstatement to classes will be governed by the provisions outlined in the State of Minnesota Pupil Fair Dismissal Act of 1974.

Length of the actual suspension may vary from one to five days, depending on the act itself, prior suspensions, and/or the threat to the academic process posed by a student's presence in school. Please remember, a parental conference must be held before a student returns to school, unless the Principal deems such a conference unnecessary. Warning! You will be charged with trespassing if you return to school before the suspension is completed.

When You are Suspended You Must:

1. Contact your parent/guardian, by telephone.
2. Leave school, as directed by the Principal.
3. Stay away from school and school functions unless the attendance office gives permission for a school visit to get instruction or assignments.
4. Set a re-entry conference with the appropriate principal.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Harassment and Violence Prohibition

It is the policy of Independent School District 14 to strive for a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school employee of the School District to harass a pupil, teacher, administrator or other school employee through conduct or communication of a sexual nature or regarding religion and race. See District Policy 413, *Harassment and Violence*, for more detailed information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/413%20Harassment%20and%20Violence2.pdf>).

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy and building practices. See District Policy 526, *Hazing*, for more information

(http://www.fridley.k12.mn.us/AboutOurDistrict/documents/526_policy.pdf).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system, technology, or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. See District Policy 524, *Acceptable Use Policy*, for more information

(<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/524%20Internet%20Acceptable%20Use%20Policy410.pdf>).

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Nuisance Items

The school reserves the right to ban nuisance items that have a disruptive effect. Items such as squirt guns, water balloons, cellular phones, skateboards, to name a few, are not to be brought to school. Such items may be

removed from the student and will be returned at the end of the school day. Please keep these items at home or in lockers.

Parking Lot Expectations

Students are asked to park in the parking lot directly across the street from the Community Education Center on 61st Ave. The north door will be open in the morning for students to access the building. There is no fee to park in this lot.

Tobacco-Free Schools

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 or tobacco-related 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 or tobacco-related device 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. See District Policy 419, *Tobacco Free Environment*, for more information (http://www.fridley.k12.mn.us/AboutOurDistrict/documents/419_policy.pdf).

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students may include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building administration.

PART IV — HEALTH AND SAFETY

Accidents

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

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the following locations:

- Hayes and Stevenson Elementary Schools – Main Office
- Middle School - Principal’s Office
- Fridley Community Center – Main Office (district side)
- High School - District Buildings and Grounds Office

Crisis Management

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

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures. See District Policy 806, *Crisis Management*, or contact building administration for more information (<http://www.fridley.k12.mn.us/AboutOurDistrict/documents/806%20Crisis%20Management09.pdf>).

Emergency Contact Information

Registration and emergency forms must be filled out before student may begin school. Any changes to address or phone number during the year needs to be reported to the Area Learning Center office as soon as possible. You may either phone the school or have your student request a census update form from the ALC main office.

Health Information

First Aid

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

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

Communicable Diseases

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

Health Service

The student health office is staffed by a trained health assistant, who works under the direction and supervision of a licensed school nurse.

Students who become sick at school should report to the Area Learning Center office. In the event of an emergency, parent/guardian will be contacted. The health assistant/principal will arrange for students who get sick at school to go home early. It is very important for parental contact information to be kept up to date in case of emergency circumstances.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact your school's health office.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires the following:

- Long term prescriptions (2 weeks or more) – a written order from a licensed prescriber, written permission from a parent/guardian, and the original pharmacy labeled container.
- Short term prescriptions (less than 2 weeks) – requires permission from a parent/guardian and the original pharmacy labeled container.
- Non-prescription, long and short term – requires written permission from a parent/guardian and the medication provided in the original labeled container. Administration of non-prescription medication must not exceed labeled directions. Medications must be age appropriate (i.e., Junior Strength or Children’s if under age 12). Due to space constraints, it is helpful if you can send a smaller sized bottle with your student.

An “Administering Prescription Medications” form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student’s prescription medication administration.

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 create a calendar by October 1 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. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Director of Buildings and Grounds.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a “visitors badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school without prior permission from the principal.

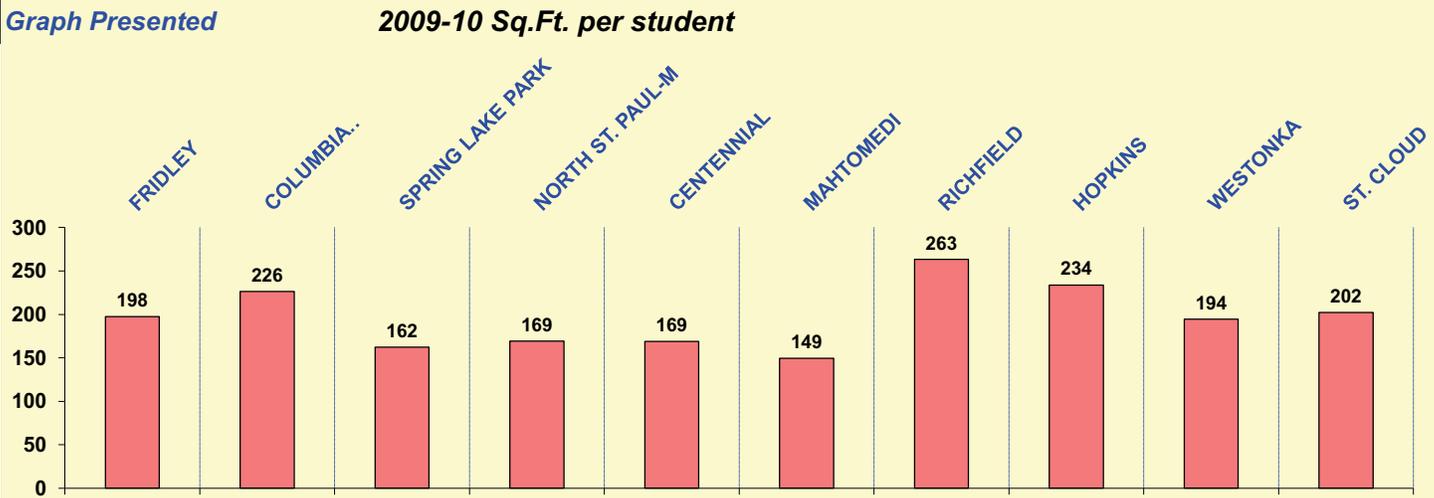


2009-10 Building Age and Square Ft. Analysis System

This Building Age and Square Footage Analysis System uses data collected and published by the MN Dept. of Education. This system allows a User to enter any public district number and see the 2009-10 data in comparison to other districts or size categories. The first district entered has their data displayed on the Trend and 2010 Facilities Worksheets.

This system is managed from this worksheet. The districts selected for comparison are listed in Yellow at the left. The dynamic graph below is based on the category (1-8) entered in E25. Address questions to SchoolFinances.Com.

		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Enter District #	Instructions Comment & Simulation	2009-10 Fall Enrollment	Actual 2009-10 Sq. Ft.	2009-10 Sq.Ft. per student	Sq.Ft. per student to be Average	Total Sq.Ft. to be Average	Efficiency Rank OF Space	2009-10 Avg. Age of Facilities	Age Rank
14	FRIDLEY	2,850	563,131	197.59	-0.88	-2,518	(6)	45.3	(8)
13	COLUMBIA HEIGHTS	2,933	663,515	226.22	-29.52	-86,575	(8)	45.6	(9)
16	SPRING LAKE PARK	4,813	782,009	162.48	34.23	164,739	(2)	36.0	(4)
622	NORTH ST. PAUL-M	10,784	1,824,808	169.21	27.49	296,473	(4)	32.8	(3)
12	CENTENNIAL	6,783	1,145,105	168.82	27.89	189,154	(3)	29.5	(2)
832	MAHTOMEDI	3,235	483,100	149.34	47.37	153,245	(1)	28.4	(1)
280	RICHFIELD	4,003	1,053,528	263.18	-66.48	-266,112	(10)	46.9	(10)
270	HOPKINS	7,310	1,708,848	233.77	-37.06	-270,925	(9)	38.0	(6)
277	WESTONKA	2,252	437,675	194.35	2.36	5,308	(5)	41.3	(7)
742	ST. CLOUD	9,474	1,914,685	202.10	-5.39	-51,089	(7)	36.7	(5)
Avg.	Average		(3)	196.71			1 is most efficient	38.1	1=Newest 10=Oldest
(1)	2009-10 Fall Enrollment			(5)	Total Sq. Ft. to be Average			comment	
(2)	Actual 2009-10 Sq. Ft.			(6)	Efficiency Ranking				
(3)	2009-10 Sq. Ft. per Fall Enrolled Student			(7)	2009-10 Age of Facilities				
(4)	Sq.Ft./Enrollee to be Average			(8)	2009-10 AGE of Facilities Ranking				



Worksheets in this BUILDING Square Footage & Age Analysis System

- (1) **Manager** This worksheet is used to Manage the System (1)
- (2) **Trend** Graphs the District Building Data for (8) Years (1)
- (3) **2010 Facilities** Lists the District Facilities with individual facility data (1)
- (4) **Dist #s** District Numbers and Names for User Reference Do not Print



	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Fall Enrollment	2,554	2,539	2,593	2,581	2,524	2,532	2,690	2,725	2,727	2,850
Total District Sq. Ft.	563,131	563,131	563,131	563,131	563,131	563,131	563,131	563,131	563,131	563,131
Sq. Ft. / Fall Enrollment	220.5	221.8	217.2	218.2	223.1	222.4	209.3	206.7	206.5	197.6
Average Building Age	36.92	37.92	38.92	39.92	40.90	41.87	42.85	43.66	44.47	45.28

FRIDLEY Fall Enrollment



FRIDLEY Total District Sq. Ft.



FRIDLEY Sq. Ft. / Fall Enrollment



FRIDLEY Average Building Age



14

Fridley



Building Age and Square Ft. Analysis System

2009-10 District Facilities

563,131

Sq. Ft.

District

Building Name

Building Age

**Actual
Sq. Ft.**

**Ft. Years
(Age x Sq.Ft.)**

14	Fridley	Hayes	40.53	61,316	2,485,108
14	Fridley	Stevenson	39.89	58,846	2,347,498
14	Fridley	Fridley	47.61	174,917	8,328,062
14	Fridley	Fridley	47.37	216,713	10,265,205
14	Fridley	Community Education Center	40.35	51,339	2,071,767



Fridley Public Schools

A World-Class Community of Learners

Fridley Middle School

**Building Goals
2009-2010**

Math

Goal: On the MAP test the percentage of all students in grade 6 at Fridley Middle School who will meet the grade level target or their RIT growth goal, as measured from fall to spring growth, will improve from 74.5% in 2008-09 to 76.5% in 2009-10; the percentage of all students in grade 7 at Fridley Middle School will improve from 86% to 88%; the percentage of all students in grade 8 at Fridley Middle School will improve from 73% to 75%.

Support Data indicating need for goal:

FMS continues to make math achievement a priority for all students. Several subgroups made safe harbor in 2008-09 on the MN. MCA-II tests.

Describe how this goal fits into broader building and district goals.

The District Goal is to improve Student achievement in math. Fridley Middle School did not make AYP in Math in 2007-08, but did make AYP in 2008-09. In the next two years, the school wants to increase the number of students who score in the Meets the Standards or Exceeds the Standards achievement levels on the Math MCA-II.

Describe how this goal will improve student achievement.

This goal will help move students toward the understanding of the math Essential Questions and Enduring Understandings as adopted by grades 5-10, in the Middle Years Programme.

Planning Improvement Strategies Process/Action

Interventions, tasks, activities

Process Strategies				Degree of Success					
Activities	Person Responsible	Resources Needed	Timeline	1	2	3	4	5	Level Earned
Consistent application of building strategies for improving math achievement. Through observations and walk throughs, the consistency of math teaching strategies across the math classrooms was exemplary. All teachers trained in the Greg Tang strategies; most participated in the Math Academy and all participated, in some way, to Math Night.	Teachers	Time	August-June	Click here	Click here	Click here	Click here.	Click here	5
Curriculum Mapping Monthly Schmokering of results as well as grade level Schmokering and MYP assessment writing sharpened the curriculum maps. Several of the math teachers have also updated their maps to reflect the recent IB language of Significant Concept and MYO Unit Question.	Wolverton-Falk, Leibfried, Teachers	Time and Professional Development	August and on-going	Click here	Click here	Click here	Click here.	Click here	5
Data Analysis In the fall, all teachers analyzed the MCA and NWEA data to better understand their students, then planned accordingly. After analyzing their data, all teachers met with the Principal and an Instructional Leader to review and share their analysis and their action plan.	Teachers	MDE Guideline	September and ongoing	Click here	Click here	Click here	Click here.	Click here	5
Differentiation Using the data analysis, teachers purposefully grouped their students. Math teachers leveled their groups and “built” stations and/or packets at the various levels. All staff participated in a differentiation staff development component of the ACP plan, that was, three sessions on “Laddering for Instruction.”	Leibfried, Teachers	Time, Professional Development, Materials	Ongoing	Click here	Click here	Click here	Click here.	Click here	5
After School Classes for those students who Did Not Meet or Partially Met the standards in the MCA-II. Learning Academy was successful when the MS math teachers could teach their own students. Many students attended and many made significant growth.	Rieser, Leibfried, Teachers,	Time and Data	October-March	Click here	Click here	Click here	Click here.	Click here	5
Math Night 4 math nights held throughout the year. All math teachers participated in some or all. Attendance was excellent.	Teachers	Professional Development; time	Oct-March	Click here	Click here	Click here	Click here.	Click here	5
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Analysis and Interpretation Reflection

Describe which activities appear to be the most effective in reaching the state goals.

**Analyzing the data on the onset of the school year
Goal Setting and Monitoring with Students
Differentiation
Leveling groups and selecting leveled assignments or materials
Intervention Conferences-mid year
Focusing on vocabulary
Schmoking
Learning Academy
Study Island
Packets of Practice over Spring Break
Math Night
90 minute math classes
Problems of the day and MCA intermittent practice**

Describe next steps (continue practices, change, improve or abort) that should be taken for further or continued success with this goal.

**Add more computers to ease the testing situation
Further development of rubrics and check lists so students can better own their own progress
Build in more intermittent practice on difficult concepts like fractions**

Develop a better special education plan with teamed classes-look at our most successful models
Keep refining the Schmoking/collaborative model and system
Identify successful strategies for motivating students who do not complete assignments

Supporting Material and Documents

[Click here to enter text.](#)



Fridley Public Schools

A World-Class Community of Learners

Fridley Middle School

**Building Goals
2009-2010**

Reading

Goal: On the MAP test the percentage of all students in grade 6 at Fridley Middle School who will meet the grade level target or their RIT growth goal, as measured from fall to spring growth, will improve from 79% in 2008-09 to 81% in 2009-10; the percentage of all students in grade 7 at Fridley Middle School will improve from 66% to 68%; the percentage of all students in grade 8 at Fridley Middle School will improve from 71% to 73%.

Support Data indicating need for goal:

__FMS did not meet AYP in the following areas:

All Students

Asian Students

Black Students %

Describe how this goal fits into broader building and district goals.

The District Goal is to improve Student achievement in reading. Fridley Middle School did not make AYP in Reading in 2008-09. In the next two years, the school wants to increase the number of students who score in the Meets the Standards or Exceeds the Standards achievement levels on the Reading MCA-II.

Describe how this goal will improve student achievement.

If students can read and understand, they will achieve at a greater rate. Achievement in reading is a precursor to success in every other area.

Planning Improvement Strategies Process/Action

Interventions, tasks, activities

Process Strategies				Degree of Success					
Activities	Person Responsible	Resources Needed	Timeline	1	2	3	4	5	Level Earned
Reading Round Tables: teachers actively participated in the Reading Round Tables that were offered.	Imina Oftedahl, Leibfried	Time	August-June	Click here	Click here	Click here	Click here.	Click here	5
Curriculum Mapping: Teachers teaching reading worked on updating their curriculum maps, selecting materials and searching out appropriate, leveled texts.	Oftedahl, Leibfried, Teachers	Time and Professional Development	August and on-going	Click here	Click here	Click here	Click here.	Click here	5
Data Analysis: All teachers analyzed their classes with the MCA and NWEA data and used that data to better program for their students. After analyzing their data, all teachers met with the Principal and an Instructional Leader to review and share their analysis and their action plan.	Teachers	MDE Guideline	September and ongoing	Click here	Click here	Click here	Click here.	Click here	5
Differentiation: Using the data analysis, teachers purposefully grouped their students. Reading teachers leveled their groups and "built" stations around the 5 pillars of reading. All staff participated in a differentiation staff development component of the ACP plan, that was three sessions on "Laddering for Instruction."	Oftedahl, Leibfried, Teachers	Time, Professional Development, Materials	Ongoing	Click here	Click here	Click here	Click here.	Click here	5
Purposeful leveling of reading classes: The Title one classes were purposefully and plannfully leveled. The developmental reading classes had a combination of levels. Within those mixed classes, the teachers leveled the students in their small groups, provided level-appropriate material and met the needs of each student as best they could.	Leibfried, Teachers, Counselor	Time and Data	August/Sept.	Click here	Click here	Within classes	Some classes and within classes	All classes	4
Best Practices used and shared with staff: Many best practices for teaching reading shared with the staff, in particular, the teaching of the MCA vocabulary words in the content; the QAR reading strategy and an understanding of data based on reading tiers of the MCA assessments.	Teachers	Professional Development; time	On-going	Click here	Click here	Click here	Click here.	Click here	5
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Analysis and Interpretation Reflection

Describe which activities appear to be the most effective in reaching the state goals.

**Analyzing the data on the onset of the school year
Goal Setting and Monitoring with Students
Differentiation, in particular stations
Leveling reading groups and selecting leveled reading materials
Intervention Conferences-mid year
6 or more computers in every reading classroom
Focusing on vocabulary acquisition
Schmoking
Learning Academy
Study Island
Packets of Practice over Spring Break**

Describe next steps (continue practices, change, improve or abort) that should be taken for further or continued success with this goal.

**Level the reading classes
Establish a progress monitoring plan
Add more computers to ease the testing situation
Further development of rubrics and check lists so students can better own their own progress**

Keep refining the Schmoking/collaborative model and system

Identify successful strategies for motivating students who do not complete assignments

Get our families more engaged

Supporting Material and Documents

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