

# **Faribault High School**

## **2018-2019 Student Handbook**



**330 Ninth Avenue SW Faribault, MN 55021**

**Phone: 507-333-6100**

**Fax 507-333-6248**

**[www.fhs.faribault.k12.mn.us](http://www.fhs.faribault.k12.mn.us)**

**#WeAreFaribault**



# **FALCON P.R.I.D.E.**

**P - We Are PRESENT & PREPARED**

**R - We Are RESPECTFUL**

**I - We Are INVESTED**

**D - We Are DETERMINED**

**E - We Seek EXCELLENCE**

**#WE ARE FARIBAULT**

## **Mission of Faribault High School**

"To be a trusted community resource, which provides life-long learning opportunities in a safe, nurturing, and optimistic environment."

## **Faribault Falcons Fight Song**

The Faribault Falcon team is hard to beat,  
They're just 100-par from head to feet,  
They've got a style of play that's mighty sweet,  
And when you see them play, you'll say,  
You're bound to say, you'll say now,  
There's a team we're proud to know,  
They've got that good old Faribault pep and go,  
And when you see them play, you're bound to say,  
You've got to go, gang go!

**“Green is not a color - It's an attitude”**

## Faribault High School Phone Numbers

Superintendent - Todd Sesker	507-333-6010
Principal - Jamie Bente	507-333-6100
Assistant Principal - Shawn Peck	507-333-6100
Dean of Students – Joe Sage	507-333-6100
Activities Director – Keith Badger	507-333-6210
Director of Special Education – Robert Dehnert	507-333-6002
Asst. Dir. of Special Education - Kari Woyda	507-333-6035
EL Coordinator – Sam Ouk	507-333-6152
Counselors:	507-333-6200
Dawn Peanasky (A-D)      AVID 11th	
Emma Balow (E-K)      AVID 9th	
Faith Thompson (L-Q)      AVID 10 <sup>th</sup>	
Michelle Breun (R-Z)      AVID 12th	
School Psychologist - Ana Silva	507-333-6219
Social Worker - Jim Phillips	507-333-6294
Nurse - Terra Boyd	507-333-6286
School Resource Officer - DJ Skluzacek	507-333-6218
Food Service – Brenda Boehm	507-333-6773
Cultural Liaisons:	
Jaime Lizaola	507-333-5720
Abdi Abdullahi	507-333-6299
Attendance Line	507-333-6102

# Daily Bell Schedules

## **Regular Schedule**

Period 1	8:15 - 9:12 (Includes 4 minutes for announcements)
Period 2	9:16 - 10:10
Period 3	10:14 - 11:08
Period 4 (A)	11:12-11:38
Period 4 (B)	11:42-12:08
Period 4 (C)	12:12-12:38
Homeroom	12:42 - 1:10
Period 5	1:14 - 2:08
Period 6	2:12 - 3:05

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## **PLC Thursday Schedule**

Period 1	8:44 – 9:32
Period 2	9:36 – 10:25
Period 3	10:29 – 11:18
Period 4 (A)	11:22-11:49
Period 4 (B)	11:53-12:20
Period 4 (C)	12:24-12:51
Homeroom	12:55 – 1:20
Period 5	1:24 – 2:13
Period 6	2:17 – 3:05

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## **2 Hour Delay Schedule (Monday- Friday)**

Period 1	10:15 – 10:52 (Includes 3 minutes for announcements)
Period 2	10:56 – 11:31
Period 3	11:35 – 12:10
Period 4 (A)	12:14-12:41
Period 4 (B)	12:45-1:12
Period 4 (C)	1:16-1:43
Period 5	1:47 – 2:24
Period 6	2:28 – 3:05

# Final Exam Schedules

## 1<sup>st</sup> Semester Final Exams: January 17 & 18

### Thursday January 17

1<sup>st</sup> Period 8:15-9:30  
3<sup>rd</sup> Period 9:40-10:50  
5<sup>th</sup> Period 11:00-12:15

### Friday January 18

2<sup>nd</sup> Period 8:15-9:30  
4<sup>th</sup> Period 9:40-10:50  
6<sup>th</sup> Period 11:00-12:15

## 2<sup>nd</sup> Semester Final Exams: May 30 & 31

### Thursday May 30

1<sup>st</sup> Period 8:15-9:30  
3<sup>rd</sup> Period 9:40-10:50  
5<sup>th</sup> Period 11:00-12:15

### Friday May 31

2<sup>nd</sup> Period 8:15-9:30  
4<sup>th</sup> Period 9:40-10:50  
6<sup>th</sup> Period 11:00-12:15

# Academic Information

## GRADUATION REQUIREMENTS

Graduating from high school is an important milestone, a “rite of passage” which marks the successful beginning of adulthood. The young graduate is viewed as a person who has achieved an important goal and is therefore, ready to accept new challenges—job training, college, career, marriage, family, home, financial obligations and other adult responsibilities. A diploma is a “key” which unlocks the door to many new opportunities and is the foundation upon which the graduate can build a solid future.

In order to graduate from Faribault High School, a student must earn the following credits:

**Required courses:** See FHS Registration Guide for requirements for required courses.

English	4.0 credits
Social Studies	3.5 credits
Math	3.0 credits
Science	3.0 credits
Health	0.5 credits
Physical Ed.	1.0 credits
Electives	7.0 credits

**Total Required**                      **15.0 credits**

**Total Electives**                      **7.0 credits**

**Total Needed to Graduate**      **22.0 credits**

## FHS ACADEMIC HONOR REQUIREMENTS

“A” Honor Roll (quarterly)\*\*.....Need GPA between 3.50 and 4.00.

“B” Honor Roll (quarterly)\*\*.....Need GPA between 3.00 and 3.499.

**\*\*A student must have 5 gradable classes at FHS to be eligible for Honor Roll.**

## ACADEMIC HONOR STUDENTS

**Valedictorian:** Highest grade point average for a minimum of seven semesters of coursework.

**Salutatorian:** Second highest grade point average for a minimum of seven semesters of coursework. (Provided there is no tie for valedictorian)

**Honor Graduate: (Gold Cord)** A student needs to achieve a cumulative GPA of 3.50 or above for the school year for the first seven semesters of the student’s academic career to earn the honor of wearing a gold cord at graduation. To determine eligibility for gold cord status, a student’s cumulative GPA will NOT be rounded to the nearest tenth (i.e., 3.499 will not qualify).

**\*In order to qualify for valedictorian/salutatorian and/or honor student status, the student must attend full-time at Faribault High School for his/her entire senior year. Transfer students must be in attendance at FHS no less than the second semester of their Junior year (grade 11) and the first semester of their senior year (grade 12).**

A student must have 5 gradable classes each semester during the first seven semesters to be eligible for Honor status. Any course taken on a pass/no credit basis, will not qualify as a gradable class. The only exception would be a foreign exchange experience, which would have multiple “Pass” credits.

## TRANSFER STUDENTS

Students who transfer into the Faribault School District during their senior year must meet the following criteria in order to receive a diploma.

1. The student must attend for at least one full semester of their senior year as a fulltime student before graduation.
2. The student must meet all diploma requirements of the Faribault School District. Transfer students who meet diploma requirements will qualify for all academic honors provided by the district. In order to qualify for valedictorian/salutatorian honors the student must attend full-time at the Faribault High School for their entire senior year.

Students who transfer into the Faribault High School during the last semester of their senior year will have their grades recorded on an official transcript that will be forwarded to their previous school. These students will not receive a Faribault diploma but may elect to return to their previous school to participate in their commencement ceremonies. Student who transfer from Faribault High School in their last semester of their graduation year will be allowed to transfer back credits earned at their current school and participate in the commencement ceremonies from Faribault High School.

## **PARKING LOT & PERMIT INFORMATION**

There are limited spaces for student parking. Please be aware of the following informational items in regard to parking for the school year:

1. All students who would like to use the parking lot will be assessed a **\$45.00 per semester non-refundable fee**. Students will need to present their valid driver's license, two forms of paperwork and the \$45.00 fee to receive their permit. This permit **MUST** be attached to the rear-view mirror and visible at all times while parked in the school parking lot.
2. Permits will be sold exclusively to seniors on August 29<sup>th</sup> between 8am-10am. Students in grades 9-11 (and remaining seniors) will purchase from 10am to end of school day until all available permits are sold.
3. Parking permits are limited and are sold on a first come/first served basis. Sale of parking permits will cease when the parking lot limit is reached.
4. Students and staff will be assigned to separate parking areas. Students will park in the large east lot only. The lot near the tennis courts are for staff only.
5. **Driving in the parking lot at a reasonable speed and in a safe manner is required. If the police liaison officer, parking attendant, school staff, or other community member witnesses reckless driving, your permit could be revoked immediately as determined by the school administration.**
6. The cost to replace a lost permit is \$20.00
7. Loss of parking privileges without refund is a potential consequence for failing to adhere to school rules and policies unrelated to driving and/or parking.
8. By parking a vehicle on school property, it becomes subject to search upon reasonable suspicion by school officials without the owner's consent, without a search warrant, and with no notice to the owner. This includes the glove compartment, trunk, and any locked containers within the vehicle.
9. Faribault Public Schools accepts NO responsibility for loss of personal property or damage to your car. Keep your car locked and do not leave valuables in it.
10. Unauthorized parking will result in a warning (1<sup>st</sup> offense), detention and meeting with school administration (2<sup>nd</sup> offense), and the vehicle being towed at the owner's expense (3<sup>rd</sup> offense).



## SCHOOL MEAL COSTS

Breakfast.....	\$1.65
Main Lunch.....	\$2.70
Premium Lunch (includes deli, pizza, creations stations).....	\$3.20

## 2017-2018 JUNIOR/SENIOR PROM – MAY 18

The cost to attend is **\$190 per couple** or **\$95 for a single** ticket (these prices are subject to change). 10<sup>th</sup> graders can attend if asked by a Junior/Senior. Guests that are not FHS students will need to get permission to attend from an administrator. Permission forms are available in the main office.

## General Activity Information and Fees

### ATHLETIC FEE SCHEDULE

Regular fees:

- Tier One: Hockey, Gymnastics \$205
- Tier Two: All other sports – athlete’s 1st/2<sup>nd</sup> season \$165
- All other sports – athlete’s 3rd season \$105

Reduced lunch qualifiers (80% of regular fee):

- Tier One: Hockey, Gymnastics \$165
- Tier Two: All other sports athlete’s 1st/2nd season \$133
- All other sports – athlete’s 3rd season \$85

Free lunch qualifiers (60% of regular fee):

- Tier One: Hockey, Gymnastics \$125
- Tier Two: All other sports athlete’s 1st/2nd season \$101
- All other sports –athlete’s 3rd season \$ 65

**\*\*Athletics fees increase by \$10 if specific registration deadlines are not met. Please check [www.faribaultfalcons.com](http://www.faribaultfalcons.com) for further details.**

### ACTIVITIES FEES

- Theatre/One Act Play/Robotics (Grades 9-12) - \$50 per activity
- Math/Science Team (Grades 9-12) - \$50 per activity
- Fine Art Fee Schedule (Grades 9-12) - \$50

## **REFUND POLICY**

Students who are cut or quit the sport or activity are subject to the following refund guidelines. Students who are found to be appropriately dismissed by school administration are not subject to refunds:

1. During the first 2 weeks of the season – 100% refund
2. After the first 2 weeks, within the first 25% of the season – 75% refund
3. Within the first 25%-50% of the season – 50% refund
4. After 50% of the season – No refund

Refunds must be requested in writing and submitted to the Activities Office and must be received by the end of that sport's season.. A link to the refund forms are available online at [www.faribaultfalcons.com/documents](http://www.faribaultfalcons.com/documents). Refunds will only be processed when all equipment/school materials have been turned in and the student has been cleared by the coach/advisor.. The administration reserves the right to deny refund for extenuating circumstances (property damage).

## **Faribault School District/Faribault High School Attendance Policies**

(Complete Policy Statements are available on School District 656 website)

### **Operating Procedures to Support Faribault School District**

#### **Attendance Policies (Adopted May 13, 2013)**

##### **I. Attendance Policy**

The staff at Faribault High School believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. Because learning is inevitably lost when a student fails to attend class, this policy is intended to be positive and not punitive.

Unexcused absences will result in the following interventions:

1. Following three (3) unexcused absences from any one class during one semester, parents/guardians will receive a phone call and/or e-mail from the student's homeroom teacher.
2. Following five (5) unexcused absences from any one class during one semester, parents/guardians will receive a phone call and/or e-mail from the counselor or principal.
3. Following five (7) unexcused absences from a class during one semester, parents/guardians and students will receive a phone call and potentially meet with a school administrator to discuss consequences for habitual truancy and ideas to improve future attendance.

4. Students will be assigned 1 hour of detention following three (3) unexcused absences from any one class. Failure to serve this detention will result in in-school or out-of-school suspension

5. Students will be assigned 1 hour of detention following three (3) unexcused tardies from any class. Failure to serve this detention will result in in-school or out-of-school suspension.

## **II. MAKE-UP POLICY**

### **A. Excused and Unexcused Absences**

Students who miss work (including assignments, labs, and exams) as a result of an excused absence will have an opportunity to make up the work and receive credit. Failure to make up work will result in no credit being given for that work. Make up work is due to the instructor no later than two school days after the date of the absence. If the excused absence covers more than three consecutive days, the make-up work is due to the instructor no later than five school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten consecutive school days because of an injury or illness or other condition beyond the student's control. If work is missed due to unexcused absence(s), it will be the teachers' decision on whether any work/assessments can be made up or if credit can be received.

### **B. Extra Credit Assignments**

Students who miss work as a result of an unexcused absence will have the same opportunity as any other regular education student to perform extra credit work offered by the classroom teacher. Students must complete all regularly assigned school work before extra credit work will be accepted. The decision to offer extra credit lies solely within the discretion of the classroom teacher; however, if offered, extra credit will be offered to all students equally.

## **III. NOTIFICATION**

Every student will be given a copy of this attendance policy at the start of the school year. In addition, each teacher will review this policy with their students at the start of each quarter. A copy can also be found on the high school webpage. Unverified absences and tardy notification will be made daily to parents through the school's automated dialer system. The report card will notify students and their parents of the number of unexcused absences accumulated at the end of each quarter. Students and parents are entitled to appeal attendance issues. A copy of this policy will be included in the Student/Parent Handbook and is available from the principal's office upon request.

## **IV. ATTENDANCE RECORDS**

Every classroom teacher will maintain attendance records in which all classroom absences and unexcused tardies are recorded.

## **V. ABSENCE REPORTING AND CRITERIA**

A doctor's note may be required for absences due to illness that exceed four (4) consecutive days or seven (7) cumulative days in a quarter. With the exception of students who are emancipated from their parents, all students must provide the building principal with a note, which is signed by the student's

parent/guardian, or personal telephone call, which states a valid reason for the absence. **An emancipated student is one who does not live with and also is not economically dependent upon his or her parent, guardian, family member or other adult.** An emancipated student must also provide the building principal with a note stating a valid reason for the absence but may sign the note himself or herself. **If a student fails to provide the principal with such a note before or upon the student's return to school or within the next two school days, the absence will be counted as unexcused.** An absence will be excused if the student provides a timely notification (within two school days) which is signed or verified by a parent/guardian and states that the absence is/was a result of School Board Policy and FHS Procedures.

**Suspensions** Absence from class as a result of an in-school or out-of-school suspension is counted as excused.

**Unexcused Absence** Any absence, which is not excused under this policy, will be counted as unexcused.

Examples include:

1. Leaving school without permission.
2. Any absence that does not meet the criteria specified in an excused absence.

Examples of situations that would be unexcused include oversleeping, a malfunctioning alarm clock, problems with a car, missing the bus, shopping, visiting friends, or an appointment at a tanning booth.

**Excused Tardies** If a student is tardy to class but has a written note from a teacher, counselor, nurse, school psychologist, or school administrator, the tardy will be excused. If a student arrives to school late and has a valid excuse signed by a parent, a school administrator will provide the student with a written note excusing the tardy. An excuse signed by a parent will be deemed valid if it states that one caused the student's tardiness or more of the conditions listed above, which give rise to an excused absence.

**Unexcused Tardies** Any tardy which is not excused under this policy will result in detention.

**False Excuses** Any student who submits a false excuse or forges the signature of a parent/guardian or school personnel on an excuse will be suspended from school.

### **Extended Absences**

1. Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn and must formally reenroll to be admitted to school.
2. No credit is earned during the time a student is not enrolled.
3. Students under 17 years of age that have any combination of 7 unexcused absences may result in a Truancy Petition being filed with the Student Attendance Review Board (SARB) of the Rice County District Court, Juvenile Court Division.
4. If the student has suffered an extended illness and required work has not been completed, the class record will show an incomplete. A grade will be assigned after the work is completed according to the make-up policy guidelines.

5. If a student experiences an extended, long-term illness, they might be eligible for homebound instruction. Parents should contact the counseling department or the Principal to make these arrangements.

## **Student Procedures/Health Information**

The health office is open from 7:30 a.m. – 3:30 p.m. on school days. The building nurse can be reached at 333-6286.

Parents have the primary responsibility for their children's health. The building nurse does not medically diagnose or prescribe. Parents who are in doubt as to the condition of their child should consult a physician. The school nurse should be informed of any health conditions the student may have and may request further documentation for the student's health file.

### **WHEN TO STAY HOME**

Students should stay home and will be asked to go home if any of the symptoms below are present.

- A fever over 100 degrees (stay home 24 hours after temperature is back to normal)
- Vomiting or diarrhea (stay home 24 hours after last episode)
- Any undiagnosed rash
- Conjunctivitis-pink eye (return to school 24 hours after medication started or no drainage)
- Strep throat (return to school 24 hours after antibiotics are started)
- Any undiagnosed draining wounds

**Parents must inform the school within 24 hours if their child has an infectious disease.**

These may include but are not limited to: head lice, ring worm, scabies, impetigo, chicken pox, and pink eye.

### **LEAVING SCHOOL**

All students, regardless of age, who become ill during the school day, are required to check out with the nurse's office prior to leaving the building. Check out must include contact between school officials and parents/guardians **prior to leaving** the building. Failure to properly check out with the nurse's office or main office will cause the student to be unexcused.

### **PHYSICAL ACTIVITY RESTRICTION**

The school nurse may excuse a student one time from physical activity due to illness or injury. If a student requires longer or further restrictions from a class the nurse may require a doctor's note determining duration and specific restrictions.

## **MEDICATIONS AT SCHOOL**

All medication must be administered through the school health office. Tylenol and ibuprofen can be administered by the school nurse, with written parental authorization, up to a maximum of 5 times a month. Student will need to have their own supply in the health office. All other medications require Doctor's authorization and signed by a guardian. **The school district does not supply Acetaminophen (Tylenol) and Ibuprofen (Advil).**

All other medications that are administered by school personnel must be:

1. Accompanied by a physician order. The physician order will state medication, dosage, time, duration, and medical reason for medication, other medications this student is taking and side effects of medications.
2. Administered only if parent has signed a medication authorization form.
3. In the original container marked with the student's name, medication name, dosage, times to be given, and route of administration.
4. The controlled substance medication will be brought to the school and picked up at the school by an adult. Please see school board policy 516 for more information.

## **SELF ADMINISTRATION OF EMERGENCY MEDICATIONS**

Inhalers and EPIPEN's may be carried by a student at the high school level if the proper forms have been completed, are on file in the health office and the building nurse has determined the student is able to administer them safely. The building nurse or administration has the right to remove self-administration for any student at their discretion.

## **ALLERGIES**

Parents of a student with a life-threatening allergy must provide the school with documentation from a licensed healthcare provider. This information should include the specific allergy and medical requirements needed for the student.

## **HEALTH CONDITIONS**

Notification of Health Conditions is the parent's responsibility at the beginning of each school year and throughout the school year to inform the child's teacher, building nurse or principal if there are medical conditions that require special measures such as dietary or activity restrictions at school for the student.

## **DISPOSAL OF UNUSED MEDICATION**

All unused, discontinued, or expired medication will be disposed of after 2:30 pm on the last day of school if a parent/guardian has not picked it up.

## **LATEX FREE**

Faribault Public Schools are latex free environments. Please do not bring any latex containing products into any of the buildings. Only Mylar balloons are allowed inside the school buildings.

## IMMUNIZATIONS

Minnesota Law requires that all students be up to date on their immunizations or have an exempt on file in the health office. The school nurse will send home requests for student immunization records as needed. If the student does not meet this requirement, they may be held out of school per the district immunization policy.

**\*If your child has a health or medical condition that could potentially cause a life threatening emergency while being transported by school bus, it is the parent's responsibility to notify the Faribault Transportation Company at 507-333-6001 or 507-334-5121.**

# **Bullying Prohibition Policy**

## Policy No. 514

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:



1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While

prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

**V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer

instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

*Adopted:* 7/21/14

# **Internet Acceptable Use and Safety Policy**

## **Policy No. 524**

### **I. PURPOSE**

The purpose of this policy is to set forth policies, parameters, and guidelines for access to the school district electronic technologies, use of the district network, and acceptable and safe use of the Internet, including electronic communications and social networking tools.

### **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other online resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system 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 suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

**\*To examine the entire policy, which includes a list of unacceptable uses, guidelines on proper use of electronic technologies, a description of privacy expectations, rules pertaining to school email and social media, and responsibilities of parents, please visit the district website, click on "District", "School Board", "School Board Policies", and then "Policy 524 – Internet Acceptable Use and Safety Policy". (Or Click Here)**



Before I make a post, I pledge to ask myself:

**Who will be able to see what I post?**

**Will anyone be embarrassed or hurt by it?**

**Am I proud of what I'm posting?**

**How I would feel if someone posted it about me?**

ALL FALCONS need to use common sense when posting on the internet, texting, or tweeting. Any posts that are related to school, harmful to students, or cause a disruption of the school environment are subject to potential school consequences.

## **Faribault Public Schools** **Personal Mobile Device Guidelines**

**Students using personal mobile devices on the Faribault Public Schools network are still subject to the District's Acceptable Use Policy (AUP). Violation of this policy may result in disciplinary action and/or loss of privileges.**

Faribault Public Schools recognizes that using digital technologies can enhance student learning experiences and facilitate the development of 21st century skills. Faribault School's will allow an opportunity for students to bring their own mobile devices to school to use in the classroom. The purpose is to continue to develop our digital learning initiative and to empower students to take a more active approach to their personal learning. Faribault Schools will provide Internet access to the ISD 656 guest network for the use of mobile devices. Students who choose to bring a personal device must follow the Acceptable Use Policy and the Mobile Device Guidelines.



## **Devices allowed**

All devices should have a web-browsing component that makes them suitable for educational use. The device should be able to connect to a secured Wi-Fi network (802.11a/b/g or newer).

## **Acceptable Uses**

The use of devices in the classroom is at the discretion of Faribault staff. The classroom teacher shall exercise authority to allow or disallow the use of a mobile device. Staff will have the final decision if a device needs to be surrendered due to misuse. At this time student personally owned devices are not required for classroom work. All students in grade 9-12 will be enrolled in our 1:1 FLITE plan and will be issued a school owned device to use in the classroom. Educators shall make clear their stances on student device usage in their classrooms verbally or through a class syllabus.

## **Staff guidelines**

Faribault Public Schools staff will be responsible for monitoring student use on the wireless network with either school owned or student owned devices. FPS staff will determine when mobile devices may be used in the classroom. Educators shall communicate appropriately with administrators and parents if students violate the Acceptable Use Policy (524) or this guideline.

## **Non-Acceptable Uses**

- Personal devices must not be physically connected to the district wired network and cabling infrastructure.
- The use of 3G, 4G, LTE or any another wireless network while on school premises is prohibited. All non- district owned devices must use the “ISD 656 Public Access” while on school grounds.
- Mobile devices will be not given access to print to district printers and/or copiers.
- Users will not use electronic technologies to take photos or record video of person or persons on campus without prior consent from individual or teacher. Students may not print, post, transmit or distribute photos and video without prior consent. Personal devices are not allowed in bathrooms or locker rooms.
- Student users shall not access applications such as email, chat, blogs, or social networking (i.e. Facebook, twitter etc.) while at school unless specifically for educational use and when in the presence of school district staff.

## **Theft, Damage or Repair**

The Faribault Public School district shall **NOT** assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to school. The district shall not be held responsible for lost, stolen or damaged devices or for any malware acquired while on the guest network. All devices should have virus software installed with the latest virus definitions. Students should not leave mobile devices unattended and should keep them secured when not in use. The use of passwords and lock codes are strongly encouraged.

## **Technology support**

It is the student's responsibility to connect to the network. FPS staff members shall not provide technical support for any non-district owned devices. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the Internet. Faribault Public Schools reserves the right to inspect any personal device at any time if it is suspected of causing technology/network problems or if it is used inappropriately.

## **Etiquette**

Audio requirements – All device ringers must be off and sound must be muted or headphones/ ear buds used.

Student mobile devices should be fully charged prior to school and used in battery mode while on premises.

The Children's Internet Protection Act (CIPA) requires all network access to be filtered while in a public school. All devices connected to our network will still abide by our Internet filtering policies. Any attempt to bypass the schools network filters will be a violation of our Acceptable Use Policy.

**All guidelines apply anytime on school grounds or during any school related activity. This includes before/after school, during classroom time, school related activity or field trips, sporting events and on school buses.**

# **RULES ON THE BUS**

1. Respect and obey the bus driver at all times.
2. Cross ten (10) feet in front of the bus when crossing a roadway.
3. ONLY Riders assigned to the bus can ride.
4. Be on time at the designated bus stops.
5. Keep all your articles and school supplies in a backpack on your lap and keep the aisle clear at all times.
6. Make room for others needing a seat. Respect other students and their property at all times.
7. Keep your hands and head inside the bus. Windows open to halfway point only, with the driver's permission.
8. Remain seated facing forward at all times.
9. Absolutely no tampering with the bus radio, controls equipment or exit door.
10. Talk quietly and use appropriate language.
11. Video or picture taking of any kind on the bus is strictly prohibited.
12. No weapons or dangerous objects on the bus i.e, skate boards, pets, glass, knives, etc.
13. No eating, drinking, smoking, or use of tobacco or drugs.
14. No fighting, harassment, intimidation, or horseplay.
15. Do not ignite matches or start a fire.

## **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school busses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Principal's designee. In addition, serious misconduct will be reported to the District's Director of Operations and the Department of Public Safety.

### **School Bus and Bus Stop Rules**

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures will be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School Office in a timely fashion and in written form so parents may be notified.

### **Rules at Bus Stop and Boarding the Bus**

1. Go directly from your house to the bus stop; arrive at the bus stop 5 minutes before your scheduled pick up time.
2. Stay away from the street, road, or highway when waiting for the bus. Wait until the bus stops and the door is opened before approaching the bus.
3. Stay off private property and out of the street.
4. Use appropriate language.
5. If you must cross the street to get to the bus stop, wait until the bus stops and the driver signals you to cross, look left, right, and left again. If clear, walk quickly across the street.
6. Get on the bus in single file and hold onto the rail to keep from slipping, falling or tripping.
7. Go directly to your seat and sit down.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.
10. No pets i.e. live insects, reptiles or animals are allowed on the bus.

### **Exiting the Bus**

1. Stay seated until the bus is completely stopped and the door opens. Use handrail to exit.
2. When leaving the bus, if you drop something, **DO NOT GO BACK TO PICK IT UP!**
3. Walk 10 steps on the sidewalk or the side of the road way away from the bus. Always walk in front of the bus.
4. 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.
5. Always cross in front of the bus.
6. Go directly home! Don't "hang around" the bus stop.

### **Consequences**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges. All bus reports will be given to the school principal the day of or the day after the incident occurred.

1. K-12 Students.  
1st offense - warning  
2nd offense – 3 school day suspension from riding the bus  
3rd offense - 5 school day suspension from riding the bus  
4th offense -10 school day suspension from riding the bus  
Further offenses - individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.
2. Other Discipline.  
Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.
3. Records.  
Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.
4. Vandalism/Bus Damage.  
Vandalism to bus property or property of other students, not only will result in suspension from riding the bus, but also require payment for the damages to the director of the bus operation before re-admittance of bus riding privileges.
5. Notice.  
Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
6. Criminal Conduct.  
In cases involving criminal conduct (for example, assault, weapons possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

### **III. PARENT AND GUARDIAN INVOLVEMENT**

#### **Parent/Guardian Responsibilities for Transportation Safety**

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding or after leaving the bus.
6. Support any procedures for emergency evacuation as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

**Parent and Guardian Notification**

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

**BEHAVIORAL EXPECTATIONS**

Students are expected to conduct themselves in a manner consistent with the School District’s mission, operation and the safety and welfare of students, employees and other individuals at school locations. “School locations” include all school buildings or school premises; any school-owned vehicle, school-contracted vehicles, or any other vehicles approved for School District purposes; school-sponsored or school-approved activities, events or functions, such as field trips or athletic events; the area of entrance or departure from the school premises, activities, activities or events; and any other location, including off-campus locations, when, as determined by School District officials, a student’s conduct interferes with or obstructs the mission or operation of the School District, or safety or welfare of students or employees. **Administration will have discretion to alter the consequences of the inappropriate behavior based on the individual circumstances of the case.**

FHS Behavior Guidelines			
Problem	Range	First Occurrence	Repeated Occurrence
<b>Academic Dishonesty</b> - includes but is not limited to copying someone else's work or allowing one's work to be copied; revealing test content, questions or answers; altering answers, scores or records.	Minimum	Teacher discretion; restorative practices; parent notification by teacher; no credit on the assignment/test	No credit on the assignment/test; parent notification & conference with administration; detention
	Maximum	No credit on the assignment/test; parent notification & conference with administration; detention	1 day OSS
<b>Alcohol or Chemicals, Possession or Use</b> - possessing or using any narcotic, controlled substance or paraphernalia where possession or use is prohibited by law. Required student prescription medication must be left with and administered by the school nurse. (Athletics and Activities rules may be different and more strict.)	Minimum	Referral to law enforcement; parent notification; 5 day OSS	Referral to law enforcement; parent notification & conference with administration; 5 - 10 day OSS
	Maximum	Referral to law enforcement; parent notification; 10 day OSS	Expulsion

<b>Alcohol/Chemicals, Possession with Intent to Distribute or Sell</b> - selling or distributing, or intending to sell or distribute, alcohol or any narcotic, or controlled substance, or look-alike substance where sale or distribution is prohibited by Minnesota or Federal Law. (Athletics and Activities rules may be different and more strict.)	Minimum	Parent notification; report to law enforcement; 10 day OSS	Parent notification, report to law enforcement, 10 day OSS; consider alternative placement
	Maximum	Expulsion	Expulsion
<b>Arson</b> - intentional destruction or damage to school or district buildings or property by means of fire	Minimum	Referral to law enforcement; restitution, suspension	Referral to law enforcement; suspension; consider alternative placement
	Maximum	Expulsion	Expulsion
<b>Assault (verbal/written)</b> - use of language that is discriminatory, abusive, obscene, threatening, intimidating, or degrading			
Upon a student	Minimum	Restorative practices; mediation; detention	Restorative practices; meditation; 3 days OSS
	Maximum	1-3 days OSS	5 days OSS, consider expulsion
Upon a staff member	Minimum	Restorative practices, mediation; ISS	Restorative practices; Meditation; 3 days OSS
	Maximum	3-5 days OSS	5 days OSS, consider expulsion
<b>Assault (Bodily Harm, Inflicting)</b> - committing a careless or intentional act which inflicts bodily harm upon another person	Minimum	Parent notification; restorative practices; mediation; ISS	Parent notification; restorative practices; 1-3 days OSS
	Maximum	1-3 days OSS	3-5 days OSS, consider expulsion
<b>Assault (Self-inflicted injury)</b> - any conduct of a student which results in an intentional self-inflicted injury or creation of an abnormal physical or mental condition	Minimum	Parent notification; referral to crisis team and/or problem solving team	Referral for mental health evaluation
	Maximum	Parent notification; Referral for mental health evaluation	Administrative removal from the school setting
<b>Attendance/Truancy</b> - See "Attendance Policy" in this handbook	Minimum	See "Attendance Policy" in this handbook	See "Attendance Policy" in this handbook
	Maximum	See "Attendance Policy" in this handbook	See "Attendance Policy" in this handbook
<b>Bomb Threat, False</b> - the false communication to another indicating that an explosive of any kind is present in the school building, school	Minimum	Referral to law enforcement; 5-10 day OSS	Referral to law enforcement; 10 day OSS

grounds, or another location used for school activities.	Maximum	Expulsion	Expulsion
<b>Bullying</b> - (as defined by the Safe and Supportive Schools Act) is subject to discipline under other categories including, but not limited to assault, disruptive behavior, harassment, inappropriate language, or technology misuse. See "Bullying Prohibition Policy (Policy No. 514) in this handbook.	Minimum	See "Bullying Prohibition Policy" in this handbook	See "Bullying Prohibition Policy" in this handbook
	Maximum	See "Bullying Prohibition Policy" in this handbook	See "Bullying Prohibition Policy" in this handbook
<b>Burglary</b> - entering a district building without consent and with the intent to commit a crime	Minimum	Report to law enforcement; restitution; suspension	Report to law enforcement; 10 day suspension; consider alternative placement
	Maximum	Expulsion	Expulsion
<b>Bus Rules</b> - See "Rules on the Bus" in this handbook	Minimum	See "Rules on the Bus" in this handbook	See "Rules on the Bus" in this handbook
	Maximum	See "Rules on the Bus" in this handbook	See "Rules on the Bus" in this handbook
<b>Cell Phone/Electronic Devices</b> - Unauthorized classroom use (determined by the teacher). Devices must be on "silent mode" at all times.	Minimum	Teacher confiscation of device, returned to student at end of period	Admin confiscation of device, parent notification and picks up device; detention
	Maximum	Admin confiscation of device, returned to student at end of day	Admin confiscation of device, parent notification and picks up device; ISS; parent conference with administration
<b>Creating a Dangerous Situation</b> - acts that threaten the safety of the school environment. This may include horseplay, roughhousing, exiting secured entrances, bringing non-students into the school, instigating a fight,	Minimum	Restorative practices; parent notification; staff/student conference	Parent notification and conference with administration; 1-3 days OSS
	Maximum	3 days OSS	5 days OSS; consider expulsion
<b>Disruptive Behaviors</b> - acts that disrupt or threaten to disrupt the educational process in the classroom, hallways, or at school functions. This includes, but is not limited to, disobedience, disrespectful behavior,	Minimum	Restorative practices; reteaching; mediation; parent notification	Restorative practices, reteaching; mediation; parent notification; ISS; 1-3 days OSS

<p>inappropriate language, harassment, discrimination, or defiance of authority or any conduct tending to cause disruption or arouse alarm, anger or resentment in others.</p>	<p>Maximum</p>	<p>3 days OSS</p>	<p>Expulsion</p>
<p><b>Dress and Grooming</b> - inappropriate dress at school and/or school activities.</p> <p>A student's dress or appearance becomes the concern of the school if it falls short of contemporary adult community standards, disrupts the educational program of the school, promotes an activity that is prohibited by school policy, or is unsafe, displays language or images deemed inappropriate by school officials.</p> <p>* No hats, caps, hoods, bandannas, sweatbands, facemasks, or any other item that would prevent the student from being immediately identifiable (exceptions may be authorized by school administrators)          *Shoes must be worn at all times for health and safety reasons          * Clothing must cover the midriff, chest, upper thigh, buttocks, and all undergarments          * No clothing or accessories (including backpacks) that include words or pictures which are obscene, vulgar, abusive, discriminatory, or which promote or advertise violence, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors</p>	<p>Minimum</p>	<p>Conference with teacher or administration; changing, covering, or turning the attire inside out</p>	<p>Parent notification; changing, covering, or turning the attire inside out; detention</p>
	<p>Maximum</p>	<p>Parent notification; ISS</p>	<p>1 day OSS</p>
<p><b>Driving, Careless or Reckless</b> - driving on school property in such a manner as to endanger persons or property</p>	<p>Minimum</p>	<p>Parent notification; loss of parking permit without refund</p>	<p>Referral to law enforcement; parent/student conference with administration; 1 day OSS</p>
	<p>Maximum</p>	<p>Referral to law enforcement; loss of parking permit without refund; 1-3 days OSS</p>	<p>Referral to law enforcement; parent/student conference with administration; loss of current and future parking permit privilege; 5 days OSS</p>



<b>Drug Paraphernalia</b> - Possessing any drug paraphernalia, such as pipes, papers, bongs, needles, or vapes used to ingest drugs	Minimum	Referral to law enforcement; 5 day OSS	Referral to law enforcement; 5-10 day OSS
	Maximum	Referral to law enforcement; 5 day OSS	Expulsion
<b>Explosives (Possession and/or Use)</b> - possessing or using any compound, mixture or device of which the primary or common purpose is to function by explosion (that is with substantially instantaneous release of gas and heat)  A. Class A/B explosives (as defined by state statute) i.e. dynamite  B. Class C explosives (as defined by state statute) i.e. firecrackers, stink/smoke bombs sparklers, bottle rockets	Minimum	Referral to law enforcement; 5-10 day OSS	Referral to law enforcement; 10 day OSS; consider alternative placement
	Maximum	Referral to law enforcement; expulsion	Expulsion
<b>Failure to serve detention</b> - failing to report to the appropriate place by the mandated time to fulfil a previously assigned consequence	Minimum	Parent notification; 1/2 day ISS	Parent notification 1 day ISS
	Maximum	Parent notification; 1 day ISS	Parent notification 1 day OSS
<b>Fighting (Physical)</b> - engaging in any physical form of fighting, regardless of who initiates the fight or whether the student believes he/she was acting in self-defense; includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person	Minimum	Referral to law enforcement; 10 day OSS	Referral to law enforcement; 10 day OSS; alternative placement
	Maximum	Referral to law enforcement; alternative placement; expulsion	Expulsion
<b>Fighting (Promoting/Instigating a fight)</b> - Any attempt to get others to promote violence against another person and/or contributing to an act of violence verbally or through other behaviors, including through the use of electronic communication	Minimum	Restorative Practices; parental notification; ISS	Referral to law enforcement; 3 days OSS
	Maximum	Referral to law enforcement; 3 days OSS	Expulsion
<b>False Fire Alarms and/or tampering with Fire Safety Equipment</b> - intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm	Minimum	Referral to law enforcement; 2 days OSS	Referral to law enforcement; 5 days OSS
	Maximum	Referral to law enforcement; 5 days OSS	10 days OSS, consider expulsion

<b>Falsification of Records or Identification</b> - falsifying signatures or data or refusing to give proper identification or giving false information or refusing to identify oneself to a staff member	Minimum	Parent notification & conference with administration; detention	1 day OSS
	Maximum	1 day OSS	3 days OSS
<b>Gambling</b> - playing games of chance for stakes	Minimum	Referral to law enforcement, parent notification; detention	Referral to law enforcement, parent notification; 1 day OSS
	Maximum	1 day OSS	5 days OSS
<b>Gang Involvement</b> - gang related activity including graffiti, emblems, symbolism, hand signs, slang, jewelry, discussion, and clothing	Minimum	Referral to law enforcement, parent notification & conference with administration; ISS	Referral to law enforcement, parent notification & conference with administration; 3 days OSS
	Maximum	Referral to law enforcement; parent notification & conference with administration; 3 days OSS	5 days OSS; consider expulsion
<b>Harassment</b> - continued or on-going inappropriate remarks that willfully injure, degrade, or disgrace a person's race, color, beliefs, religion, national origin, sex, sexual orientation, homophobia, marital status, disability, age, or socioeconomic status  (See complete high school league rules under section "Racial, Religious, & Sexual Harassment and Violence Policy")	Minimum	Restorative practices; mediation; parent notification; 1 day OSS	Referral to law enforcement; parent notification; 5 days OSS
	Maximum	Restorative practices; mediation; parent notification; 3 days OSS	7 days OSS; consider expulsion
<b>Hazing</b> - committing an act against a student or coercing a student into committing an act that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization  (Consent to be hazed or permission to hazed will not lessen the consequences. Harassment by ways of initiation, ridicule, or criticism is prohibited at all times)	Minimum	Restorative practices; mediation; parent notification, referral to law enforcement; 1 day OSS	Restorative practices; mediation; parent notification; referral to law enforcement; 3 day OSS
	Maximum	3 day OSS	5 days OSS; consider expulsion

<p><b>Insubordination</b> - defiant behavior or failure to accept and carry out responsible instructions given by one in authority</p> <p>(Examples could include refusing to move to a new location, refusing to answer an appropriate question, refusing to place materials in designated places, or refusing to change inappropriate behavior.)</p>	Minimum	Restorative practices; mediation; reteaching; parent notification; detention	Restorative practices; mediation; reteaching; parent notification & conference with administration; 1 day OSS
	Maximum	3 days OSS	5 days OSS; consider expulsion
<p><b>Interference, Disruption or Obstruction</b> - any action taken to attempt to prevent a staff member or students from exercising their assigned duties or interfering with the educational process</p> <p>Examples could include loud speech, shouting, screaming, or through the use of electronic devices</p>	Minimum	Restorative practices; mediation; reteach; parent notification; 1 day OSS	Restorative practices; mediation; reteach; parent notification & conference with administration; 3 day OSS
	Maximum	3 days OSS	5-10 days OSS; consider expulsion
<p><b>Language (Inappropriate or Vulgar)</b> - Use of profane or obscene language (Including swearing/cursing) which may or may not be directed at another individual</p>	Minimum	Restorative practices; mediation; reteach; detention	Restorative practices; mediation; reteach; parent notification; ISS
	Maximum	1 day OSS	3 days OSS
<p><b>Lewd Behavior</b> - language and/or conduct that is sexual in nature and considered indecent or offensive</p>	Minimum	Parent notification; detention; ISS	Parent notification & conference with administration; 3 days OSS
	Maximum	3 days OSS	5 days OSS; consider expulsion
<p><b>Medication (Over the counter)</b> - possessing, using, or sharing non-prescription medication.</p>	Minimum	Parent notification; student conference with administration; detention	Parent notification & conference with administration; 1 day OSS
	Maximum	1 day OSS	5 days OSS
<p><b>Nuisance Objects</b> - possession, use or distribution of any object that causes distractions</p>	Minimum	Confiscation of device; restorative practices; parent notification; detention	Confiscation of device; restorative practices; parent notification & conference with administration; 1 day ISS
	Maximum	1 day ISS	5 days OSS
<p><b>Parking</b> - students must purchase a parking permit to park in the school lot and follow all</p>	Minimum	Warning placed on vehicle	2nd warning placed on vehicle; parent

rules found in the section of this handbook titled "Parking Lot & Permit Information"			notification; student conference with administration
	Maximum	Warning placed on vehicle	3rd and subsequent offenses - vehicle will be towed at owner's expense
<b>Robbery or Extortion</b> - the obtaining of property from another where his/her consent was induced by a use of force or a threat of force or under false pretenses	Minimum	Referral to law enforcement; 3 day OSS	Referral to law enforcement; 10 day OSS; consider expulsion
	Maximum	Referral to law enforcement; 10 day OSS	Expulsion
<b>A. Sexual Misconduct or indecent exposure</b> - engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments if the action is performed with sexual or aggressive intent  <b>B. Criminal Sexual Conduct</b> - sexual conduct as defined in MN. Stat SS609.341-609.3451.	Minimum	Referral to law enforcement; 5 day OSS	Referral to law enforcement; Pursue alternative placement
	Maximum	Referral to law enforcement; 10 day OSS; consider expulsion	Referral to law enforcement; Expulsion
<b>Propping, Rigging, Disabling, or Opening a Secure Door</b> - Any action which causes a door to be unsecured in order to facilitate prohibited entry, or future reentry into the school	Minimum	Restorative practices; reteaching; parent notification; ISS	Restorative practices; reteaching; parent notification & conference with administration; 2 day OSS
	Maximum	1 day OSS	3 days OSS
<b>Technology and Telecommunications Misuse</b> - inappropriate use of schools Internet, technology, or telecommunications equipment (IPads/Computers) including the following: 1. To record (video/audio/picture) of any school employee or student without their consent. 2. To access, Air Drop, upload, download, or distribute pornographic, obscene, or sexually explicit material, or other material that is used to cheat or is disruptive to the teaching/learning environment. 3. To violate any local, state, or federal statute. 4. To vandalize, damage or disable the property of another person or organization. 5. To access another person's or organization's	Minimum	Restorative practices; loss of media center and/or other FHS computer/iPad privileges (duration to be determined by administration); restitution; detention	Restorative practices; loss of media center and/or other FHS computer/iPad privileges (duration to be determined by administration); ISS

<p>materials, information, or files without the implied or direct permission of that person or organization.</p> <p>6. To violate copyright laws</p> <p>7. To use for unauthorized commercial activity and/or financial gain of the user.</p> <p>8. To wastefully use network or print resources.</p> <p>9. To use social media to cause stress/anxiety in another student that negatively impacts their learning experience.</p> <p>10. To change computer set-up, i.e., icons, background, etc.</p> <p>11. To use technology for any non-school activity deemed inappropriate by teacher or administration</p>	Maximum	3 day suspension	5 day suspension
<p><b>Terroristic Threat</b> - threatening, directly or indirectly (verbal, written or signed), committing any crime of violence with the purpose of terrorizing another person or group of people.</p>	Minimum	Referral to law enforcement; 5 day OSS	Referral to law enforcement; 10 day OSS; consider alternative placement
	Maximum	Referral to law enforcement; 10 day suspension; consider alternative placement	Expulsion
<p><b>Theft</b> – unauthorized taking, using, transferring, hiding, possessing, or receiving property of another person or of the school district without the consent of the owner. If the theft is over \$250, the offense will be handled as a second or third offense</p>	Minimum	Restorative practices; restitution; referral to law enforcement; 3 days OSS	Restorative practices; restitution; referral to law enforcement; 5 days OSS
	Maximum	Restorative practices; restitution; referral to law enforcement; 5 days OSS	Referral to law enforcement; restitution; 5 days OSS; consider expulsion
<p><b>Tobacco</b> - possessing or using tobacco in district buildings, in vehicles or at district events on or in sight of school grounds. This includes all e-cigs/vapes and associated items regardless of whether nicotine is present.</p>	Minimum	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; reteach on dangers of tobacco/vape use; 1 day OSS	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; reteach on dangers of tobacco/vape use; 3 days OSS
	Maximum	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; 2 days OSS	Confiscation of tobacco, e-cig, or associated items and turned over to law enforcement; parent notification; 5 days OSS
<p><b>Trespassing</b> -</p> <p>A. Physically present on a school campus, in a district vehicle, or at a school activity after being requested to leave by school personnel</p>	Minimum	Referral to law enforcement; potential official no-trespass documentation; parent notification; 1 day OSS	Referral to law enforcement; 3 days OSS

B. Off Limits - The presence by student in an area of the school building or school grounds designated by school personnel as being unavailable for student use	Maximum	Referral to law enforcement; official no-trespass documentation; parent notification; 3 days OSS	Referral to law enforcement; 5 days OSS
<b>Truancy</b> A. Class Truancy - In the building or on the school grounds but not in attendance at assigned classes	Minimum	Parent notification; detention	Parent notification & conference with administration; detention; ISS
	Maximum	Parent notification & conference with administration; ISS	Parent notification & conference with administration; referral to Rice County Student Attendance Review Board (SARB); detention; ISS
B. Off Grounds/Leaving for Lunch (Only seniors have open campus for lunch)	Minimum	Parent notification & conference with administration; ISS	Parent notification & conference with administration; referral to Rice County Student Attendance Review Board (SARB); detention; ISS
	Maximum	Parent notification & conference with administration; ISS	Parent notification & conference with administration; referral to Rice County Student Attendance Review Board (SARB); detention; ISS
<b>Unauthorized Distribution</b> - distribution of inflammatory, libelous, or slanderous literature, or other materials within sight of school property which results in a disruption to the educational environment, and/or other violation of District policy regarding distribution of non-curricular literature to students	Minimum	Restorative practices; reteach; parent notification	Restorative practices; reteach; parent notification & conference with administration; detention; ISS
	Maximum	Detention; ISS	3 day OSS
<b>Unauthorized Use or Possession of School Property</b> - the unauthorized/illegal use of school property for non-school sponsored activities	Minimum	Referral to law enforcement; parent notification & conference with administration; detention	Referral to law enforcement; parent notification & conference with administration; 3 day OSS
	Maximum	Referral to law enforcement; parent notification & conference with administration; 3 day OSS	5 day OSS
<b>Vandalism</b> - defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while on school property, at a school activity, in a district vehicle or under the supervision of school staff	Minimum	Referral to law enforcement; restitution; parent notification & conference with administration; 1 day OSS	Referral to law enforcement; restitution; parent notification & conference with administration; 3 days OSS
	Maximum	Referral to law enforcement; restitution; parent notification & conference with administration; 3 days OSS	Referral to law enforcement; restitution; parent notification & conference with administration; 5 days OSS; consider expulsion

<b>Weapon (look alike or real)</b> - possession of a sharp object, knife, gun, projectile or look-alike designed or used in a harmful manner	Minimum	Referral to law enforcement; 5 day OSS	Expulsion
	Maximum	Referral to law enforcement; expulsion	Expulsion

## TENNESSEN WARNING

Students may be questioned by administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as per Minnesota Statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district;
2. Whether the individual may refuse or is legally required to supply the requested data;
3. Any known consequences arising from supplying or refusing to supply private data;

And

4. The identity of the other persons or entities authorized by a state or federal law to receive the data.

Minn. Stat. 13.04 Subd.2

## Mandatory Reporting Law

School personnel are required by state law to report neglect, physical abuse or children in the home, school, or community setting. Teachers who suspect or are informed of abuse will report it to child protection.

## *Faribault Community Resources....*

Rice County Social Services	332-6115
Rice County Public Health	332-6111
Alcoholic Anonymous	334-3434
Fountain Center	334-6413
Faribault Police	334-4391
24 Hour- Rice County Crisis Line	800-422-1286
Health Finders	323-8100
St Vincent DePaul	334-2100
Salvation Army	333-1337
Three Rivers Community Action	732-7391
Hope Center	444-4042
Ruth's House	332-2236

Full Belly (Soup Kitchen) - 101 6th Street NW

Hours: 5-7pm Wed-Fri-Sat

Food Shelf - 200 Western Avenue

Hours: 1-3 Tues/Wed/Thurs.

Free Tuesday Evening Meals

Community Cathedral Café - 101 NW 6th Street

Harvest Time Church Food Distribution - 2627 NW 2nd Avenue

2nd Saturday of each month