



# FRIDLEY

Area Learning Center

Provide Engaging Individualized Learning in  
an Alternative Educational Environment

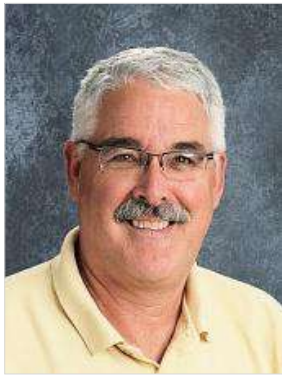
## 2015-2016

Student Parent Handbook (Policies & Procedures)



## FRIDLEY AREA LEARNING CENTER

A World-class Community of Learners



Dear Students and Parents/Guardians:

Welcome to Fridley Moore Lake Area Learning Center (ALC), a high quality student-centered program. This handbook serves as a guide to become acquainted with the policies, procedures, and general information about the ALC. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations. Taking the time to familiarize yourself with the contents of this booklet will better enable you and your student to make the most of the ALC experience.

As a staff, it is our hope that through good communication parents, teachers, and students can work cooperatively to ensure that ALC experience is both enjoyable and productive. If you have any questions regarding student's programs, or about any information in this Handbook, please call me at your convenience.

In closing, I hope that you, and your student, have an enjoyable and successful 2015-2016 school year.

Robert G. Smith, Ed. D.  
Principal

# TABLE OF CONTENTS



## Fridley Public Schools Mission Statement and Priorities

- 5 | Mission Statement
- 5 | Five School Board Priorities for Improvement

## Part I • Information

- 5 | Arrival and Dismissal Hours
- 6 | Staff Directory
- 7 | Equal Access to School Facilities
- 7 | Fees
- 7 | Food and Nutrition Services
- 9 | Fundraising
- 9 | Graduation Ceremony
- 9 | Interview of Students by Outside Agencies
- 9 | Announcements
- 9 | Lockers
- 9 | Lost and Found
- 9 | Message to Students
- 9 | Nondiscrimination
- 9 | Notice of Violent Behavior by Students
- 10 | Parent and Teacher Conferences
- 10 | Parent Portal
- 10 | Parent Volunteers
- 10 | Pledge of Allegiance
- 11 | Publications and Materials
- 11 | Distribution of Nonschool-Sponsored Material on School Premises
- 11 | Posters
- 11 | School Closing Procedures
- 11 | Searches
- 12 | Student Records
- 12 | Student Services and Counseling
- 12 | Student Surveys
- 13 | Transportation of Public School Students
- 13 | Video and Audio Recording

## Part II • Academics

- 14 | International Baccalaureate:  
The K-Continuum in Fridley Public Schools
- 15 | International Baccalaureate: The Primary  
Years Programme in Fridley Public Schools:  
Grades 5-10
- 16 | International Baccalaureate: The Diploma  
Programme in Fridley Public Schools:  
Grades 11-12
- 17 | Advisory
- 17 | Alternative Educational Opportunities
- 18 | Cheating And Plagiarism
- 18 | Field Trips
- 18 | Grades
- 18 | Requirements per Term
- 18 | Awards per Year
- 18 | GPA Computation
- 19 | Graduation Requirements
- 20 | Promotion and Retention
- 20 | Parent Right to Know
- 20 | Report Cards and Mid-term Reports
- 20 | Summer School
- 20 | Testing

## Part III • Rules And Discipline

- 21 | Attendance
- 21 | Definition of an Absense
- 22 | Dental, Doctor, Court or Other Appointments
- 22 | Ill at School
- 22 | Consequences for Excessive Absences
- 22 | Make-up Work

# TABLE OF CONTENTS



## Part III • Rules and Discipline

22	Personal Emergency
22	Bicycles
23	Bullying Prohibition
23	Bus Conduct and Consequences For Misbehavior
23	Cell Phones and Consequences for Misbehavior
24	Photographic or Recording Device
24	Discipline
26	Dress and Appearance
27	Drug-Free School And Workplace
27	Gangs/Threatening Group Activity
27	Guests at School Dances
27	Harassment And Violence Prohibition
28	Hazing Prohibition
28	Internet Acceptable Use
30	Nuisance Items
30	Tobacco-Free Schools
30	Vandalism
31	Weapons Prohibition

## Part IV • Health And Safety

32	Accidents
32	Asbestos Management Update
32	Crisis Management
32	Emergency Drills
32	Health Information
33	Pesticide Application Notice
33	Visitors In District Buildings

## Part V • Activities and Athletics

34	Fridley Activities Department Strategic Plan
34	Tri Metro Conference
34	Athletic Injury Benefits/Insurance
35	Interscholastic Athletics and Activities by Season
36	Student Code of Responsibilities
36	Eligibility and Training Rules
38	Activities and Clubs

## Appendix A

39	Discipline Procedures
44	District Calendar
45	District Map



# PART I - INFORMATION



**“THE SUCCESS OF EVERY STUDENT MATTERS”**

## MISSION STATEMENT

As a world class community of learners, Fridley Public Schools aims to develop internationally minded students. We challenge ourselves, our students, and our community to become caring and knowledgeable life-long learners who inquire and take action to create a better world.

## 5 SCHOOL BOARD PRIORITIES FOR IMPROVEMENT

1. Academic Achievement
2. Instructional Strategies
3. Positive Learning Environment
4. Financial Stability
5. Parent/School Partnership



## ARRIVAL & DISMISSAL HOURS

Fridley Moore Lake Area Learning Center  
Building Hours  
7:30 AM - 3:15 PM

Fridley Moore Lake Area Learning Center Classes:  
8:15 AM - 2:55 PM

If you arrive before 7:30 AM, you will need to wait in the main entrance lobby. From 7:30-8:00 AM, it is preferred that students report to the media center. No students are to be in the building after 3:15 PM unless enrolled in Night School or under a teacher's supervision.

# STAFF DIRECTORY

Staff Directory Information is updated throughout the school year on the district [www.fridley.k12.mn.us](http://www.fridley.k12.mn.us). Click on Schools, Area Learning Center, Staff Directory.

## MAIN OFFICE

**Robert Smith, Ed. D**  
Principal  
763-502-5101

**Karen Brisbois**  
Principal's Assistant  
763-502-5103

## STUDENT SUPPORT SERVICES

**Tara Stefanson**  
Psychologist  
763-502-5611

**TBA**  
Police Liaison  
763-502-5618

## HEALTH OFFICE

**Linda Snyder**  
District Nurse  
763-502-5627

## FRIDLEY SCHOOL BOARD

**School Board Message Line**  
763-502-5060

**School Board Executive Assistant**  
763-502-5002

**Fred Bischke**  
Chair  
[fred.bischke@fridley.k12.mn.us](mailto:fred.bischke@fridley.k12.mn.us)

**Mary Kay Delvo**  
Vice Chair  
[marykay.delvo@fridley.k12.mn.us](mailto:marykay.delvo@fridley.k12.mn.us)

**Chris Riddle**  
Clerk  
[chris.riddle@fridley.k12.mn.us](mailto:chris.riddle@fridley.k12.mn.us)

**Marcia Lindblad**  
Treasurer  
[marcia.lindblad@fridley.k12.mn.us](mailto:marcia.lindblad@fridley.k12.mn.us)

**Kim Sampson**  
Board Member  
[kim.sampson@fridley.k12.mn.us](mailto:kim.sampson@fridley.k12.mn.us)

**Joseph Sturdevant**  
Board Member  
[joseph.sturdevant@fridley.k12.mn.us](mailto:joseph.sturdevant@fridley.k12.mn.us)

## TEACHER STAFF

**DeMars, Jenny**  
English  
763-502-5512  
[jenny.DeMars@fridley.k12.mn.us](mailto:jenny.DeMars@fridley.k12.mn.us)

**TBA**  
Humanities  
763-502-5115  
TBA

**Pearson, Jennifer**  
Mathematics  
763-502-5116  
[jennifer.pearson@fridley.k12.mn.us](mailto:jennifer.pearson@fridley.k12.mn.us)

**Moussette, Nicole**  
Science  
763-502-5113  
[nicole.moussette@fridley.k12.mn.us](mailto:nicole.moussette@fridley.k12.mn.us)

**Carrigan, Bob**  
Special Education  
763-502-5067  
[bob.carrigan@fridley.k12.mn.us](mailto:bob.carrigan@fridley.k12.mn.us)

## DISTRICT-WIDE STAFF

**Dr. Peggy Flathmann**  
Superintendent  
763-502-5001  
[peggy.flathmann@fridley.k12.mn.us](mailto:peggy.flathmann@fridley.k12.mn.us)

**Lori Andler**  
Executive Assistant  
763-502-5002  
[lori.Andler@fridley.k12.mn.us](mailto:lori.Andler@fridley.k12.mn.us)

**School Board Message Line**  
763-502-5060

**Imina Oftedahl**  
Director of Educational Services  
763-502-5005  
[imina.oftedahl@fridley.k12.mn.us](mailto:imina.oftedahl@fridley.k12.mn.us)

**Kathy Kraemer**  
Tech. Integration Coordinator  
763-502-5037  
[kathy.kraemer@fridley.k12.mn.us](mailto:kathy.kraemer@fridley.k12.mn.us)

**Carol Neilson**  
MYP Coordinator  
763-502-5036  
[carol.neilson@fridley.k12.mn.us](mailto:carol.neilson@fridley.k12.mn.us)

**Jessica Baker**  
DP Coordinator  
763-502-5062  
[jessica.baker@fridley.k12.mn.us](mailto:jessica.baker@fridley.k12.mn.us)

**Mary Mueller**  
Director of Nutritional Service  
763-502-5022  
[mary.mueller@fridley.k12.mn.us](mailto:mary.mueller@fridley.k12.mn.us)

**Kathy Backstrom**  
Nutritional Services Secretary  
763-502-2051  
[kathy.backstrom@fridley.k12.mn.us](mailto:kathy.backstrom@fridley.k12.mn.us)

**Laura Seifert-Hertling**  
Director of Special Services  
763-502-5024  
[laura.SeifertHertling@fridley.k12.mn.us](mailto:laura.SeifertHertling@fridley.k12.mn.us)

**Barbara Hutchinson**  
Special Services Secretary  
763-502-5025  
[barbara.hutchinson@fridley.k12.mn.us](mailto:barbara.hutchinson@fridley.k12.mn.us)

**Dennis Craft**  
Director of Transportation  
763-502-5008  
[dennis.craft@fridley.k12.mn.us](mailto:dennis.craft@fridley.k12.mn.us)

**Cindy McKay**  
Transportation Coordinator  
763-502-5026  
[cindy.mckay@fridley.k12.mn.us](mailto:cindy.mckay@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.

## 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, but not limited to:

- 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 AND NUTRITION SERVICES

### Food in the Classrooms

Fridley school cafeterias continue to meet federal nutrition standards for school meals, ensuring that meals are healthy and well-balanced and provide students all the nutrition they need to succeed at school. Now is a great time to encourage your kids to choose school breakfast and lunch!

School meals offer students fruits and vegetables, proteins and grains, and low fat milk. They must meet guidelines on saturated fat, trans fat and portion size.

- School meals are a great value and a huge convenience for busy families! Our school lunches are only \$2.80.
- Milk is available for purchase to any student bringing lunch from home for \$.55.
- To see our menus and get more information please go to our website at [www.fpsnutrition.com](http://www.fpsnutrition.com). We're always working to offer Fridley School students healthier and tastier choices. Please note the Farm to School fruit and vegetable choices on the menu as well as the daily choices we offer at all grade levels.



## OPTIONS FOR MEAL PAYMENT

Applications for Educational Benefits (application for Free/Reduced Price Meals) are available at all school offices as well as the District Office. Applications can also be found at:

### 1. Online Application:

<https://fridley.sdms2.com/>

Select New User Registration>follow on line directions

Must have student ID to apply on line

### 2. Download paper application at:

[www.fridley.k12.mn.us](http://www.fridley.k12.mn.us)

Select District > Nutrition Services>Free & Reduced Meal Application Form

In Minnesota, any student who qualifies for a reduced price lunch will get lunch FREE.

A new application MUST be filled out prior to the start of school EACH year.

ALL families must pay for meals until they receive notification of eligibility from the district Nutritional Services office. Nutritional Services has 10 business days from time of receipt to process applications.

Families should deposit a minimum of \$10 in each child's account before school starts to cover meal costs until new eligibility is approved.

We will no longer refund any balance of \$10.00 or under.

## MEAL PAYMENTS

- Fridley uses a computerized payment system for all school meals. Advance payment is required for meals. Each student is issued a PIN (personal identification number). This PIN number must be used to receive meals. PIN numbers will be distributed to each teacher.
- Students can deposit money into their meal account daily
- Turn in payment to classroom teacher in a sealed envelope with student name and PIN number.
- Include PIN # and student name on your check in the MEMO section.
- If cash is sent, we must have the student name and PIN # inside the envelope.
- Students must maintain a positive balance in their account. Refer to the district meal charge policy on our website for exceptions, [www.fridley.k12.mn.us](http://www.fridley.k12.mn.us).
- Any NSF check received by the district for meal payment will be deducted from the students meal account.

## TIES FEEDPAY ONLINE NOTIFICATION & PAYMENT OPTION

- ALL families should open a TIES Fee Pay account at <https://fridley.feepay.com> to receive FREE email reminders of low balances and view student accounts.
- TIES Fee Pay can also be used to pay for school meals. There is no transaction fee.

## MEAL PRICES

Breakfast	Free
Adult Breakfast	\$2.15
Lunch (regular price)	\$2.55
Lunch (reduced price)	\$ Free
Milk only	\$ .55
Adult Lunch	\$3.75

Students will be notified of their assigned lunch time.

**Note: Lunch schedules may change at trimester breaks for some students**

## CAFETERIA

Cooperation and Assistance: Parental contact, assigned tables, denial of lunchroom privileges, or suspension may be consequences of inappropriate behavior.

Catered/Purchased Food: Other than a bag lunch or school purchased food, no other food may be brought in to the cafeteria. No catered-in food is allowed in the cafeteria during the school day.

Students are to remain in the cafeteria until the end of their lunch period. Students not in the cafeteria during their assigned lunch time will be considered truant.

### Causing a Disruption in the School Cafeteria

Inappropriate behavior in the cafeteria will result in disciplinary actions that may include removal from the cafeteria and/or suspension.



## 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.

## 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.

- Seniors must complete all 31 (class of 2016) required credits in order to participate in the FHS Commencement ceremony.
- Standards of dress and behavior have been established for those who choose to participate in commencement.

## INTERVIEW 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.

## ANNOUNCEMENTS

All announcements must be approved by the principal.



## LOCKERS

You will be assigned a locker to use and will be expected to use the locker for storing school materials and personal items. You are responsible for items in your assigned locker.

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.

## LOST AND FOUND

All lost and found items are located in the cafeteria.

## MESSAGE TO STUDENTS

Should a message need to be relayed to a student during the school day, please contact Karen at 763-502-5103. 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 [laura.seiferttherling@fridley.k12.mn.us](mailto:laura.seiferttherling@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 or call the office at 763-502-5165.

## PARENT PORTAL

Your Parent Portal account will become active when we receive your signed copy of the Acceptable Use Procedure/User Guidelines. The account remains active as long as you have children in the Fridley schools. Login information and instructions will arrive via U.S. mail, email, or at a training session.

1. During the school year, parents will have access to the following data about their child:

- A. Attendance - updated hourly.
- B. Discipline - updated as events occur.
- C. Transcript - available for all past terms - updated each trimester.
- D. Class assignment grades - updates will vary depending upon the course.

Parents can expect that grades for an assignment will be posted 1-2 weeks after that assignment has been turned in. Teachers will need adequate time to grade all of the student work and to post the scores. Please refer to your child's course syllabus for information on the number and frequency of assignments and tests for each class. Please keep in mind that the scores displayed in the Parent Portal give an approximate grade determination at that specific point in time during the trimester.

2. Parents should not share this password with anyone and should not set their browsers to auto login to the Portal.

3. System recommendations for home computers to access the Parent Portal:

- A. Internet connection - 56k modem speed or greater.
- B. Browser - Internet Explorer 5 (IE5) or higher, Mac or Windows.
- C. A computer that can run the appropriate browser version (IE5 or greater).
- D. A monitor with at least 800x600 resolution.

4. Security features of the Parent Portal

A. Three unsuccessful login attempts will disable the Parent Portal account. In order to use the Portal again, parents will need to contact the Parent Portal help desk to have the account reactivated.

B. You will be automatically logged off if you leave the Parent Portal Web browser open and inactive for a period of time.

C. All attempts at logging into the system are recorded and monitored, and a full audit trail is tracked.

5. Parent Portal Help Desk contact information

Telephone help is available by leaving a voicemail message at 763-502-5061 or by sending an email to [campus.parenthelp@fridley.k12.mn.us](mailto:campus.parenthelp@fridley.k12.mn.us).

You should expect a reply within 2 business days. Please include your name, your user name, your telephone number and a brief description of the problem in your email or voicemail request.

## 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.

## **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](#).

## **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.

## **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. School closing announcements will be posted on the district website, local television stations and email/voice parent notifications. School closing announcements start at approximately 6:30 AM 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.

## **Canine 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.

## **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.

## **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.

## 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.

## 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 and 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 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 Protection and Privacy of Student Records, for more complete information on the rights of parents/guardians and eligible students regarding student records:

## Changes in Student Information

Any changes in student information should be given to Karen Brisbois 763-502-5103 or [karen.brisbois@fridley.k12.mn.us](mailto:karen.brisbois@fridley.k12.mn.us)

## Eighteen Year Old Students

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.

## Withdraw 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 and bring to the ALC office.
2. Return all books, school property, and pay all fees and/or fines in the ALC office.

You may withdraw from a course and transfer into a new course only if your advisor or teacher feels it is appropriate, within the first week of the Quarter.

## STUDENT SERVICES AND COUNSELING

All students will be assigned an advisor. Your advisor will give you help in any situation in which you feel a need for assistance, both personal and academic. The advisor's main concern is that you have a successful and rewarding high school career and life.

## STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. See [District Policy Policy 502 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.





## TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

### Daily Transportation for Regularly Scheduled School Days

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 RECORDING

### Buses

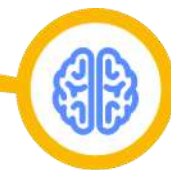
All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district may post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions 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



### 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 future.

With these challenges and opportunities in mind, Fridley Public Schools set forth a vision to become a World-Class Community of Learners. One aspect of this vision has been the implementation of the International Baccalaureate (IB) programmes in grades K-12. There are many benefits of implementing the IB continuum. First of all, all Fridley Public Schools are united 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.**

Additional benefits of the IB 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:

<b>Inquirers</b>	<b>Open Minded</b>
<b>Knowledgeable</b>	<b>Caring</b>
<b>Thinkers</b>	<b>Risk-Takers</b>
<b>Communicators</b>	<b>Balanced</b>
<b>Principled</b>	<b>Reflective</b>



## INTERNATIONAL BACCALAUREATE:

### 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





## INTERNATIONAL BACCALAUREATE:

### 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 Diploma Programme





## ADVISORY

The purpose of our Advisory system is to help students connect with teachers by providing:

- an opportunity for teachers to get to know the students in their advisories over four years, both personally and academically, to help them achieve their goals
- a chance to help or assess students in our classes.
- a vehicle for grade-specific information

## 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.

### ALC

The Fridley Moore Lake Area Learning Center (ALC) helps students achieve their individual learning goals and receive their high school diploma. The ALC program features: small classes, individual learning plans, flexible schedules, independent study, credit for on-the-job training, and a Teen Parent program on-site (Tiger Club). The ALC accepts students in 9th grade to age 21 years. The program is open to Fridley residents as well as students from other schools and communities. Inquiries can be made to Karen Brisbois at 763-502-5103 or [karen.brisbois@fridley.k12.mn.us](mailto:karen.brisbois@fridley.k12.mn.us).

### 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.

### On-Line Courses

Students who register for on-line courses must have the approval of their advisor before they register for the class. Students cannot receive credit 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 as they should be out of the building during their scheduled online class time.

## 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 Moore Lake Area Learning Center. 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 Moore Lake Area Learning Center. 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 Moore Lake Area Learning Center 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 your Advisor to seek requirements, eligibility, process and procedures to discuss your planned registration with your dean of students. Once you have met with your Advisor, register for your PSEO classes; and 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 Moore Lake Area Learning Center 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 763-502-5101.

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 [Policy 596 Academic Honesty](#) for more information.

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.

GRADES

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 semester of each school year.

Requirements per Term:

- 1. 10th Grade: GPA of 3.75 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

- 1. First: Fridley Academic Letter (if this is the student’s first time lettering) and Academic Certificate
- 2. Second/Third: Fridley Academic Certificate

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

Class Rank

We do not use class rank at the ALC to determine distinction.

Grading

Academic progress is reported with an A-F marking system. Letter grades are used to report scholastic achievement in most classes. In some circumstances alternate grading of P (pass) NG (no grade) or I (incomplete) may be given which will be informed in advance.

Make-up Credit

Credit may be made up via summer school, night school, or online. Required courses must be attempted during the regular school day and year before make-up options will be accepted.

Making up Incompletes

Students who have missed school with an excused absence should work with their teacher to get missing work completed. A maximum of three weeks after the end of a reporting period is the customary deadline to make up all work due to the preceding term unless special arrangements have been made with the teacher. Work which is not completed within the allotted period of time is marked zero. The incomplete is changed to the appropriate grade when the work is completed or when the allotted period for make-up has expired. Departmental areas reserve the right to enforce special deadlines for some projects; which would be clearly communicated to student and/or parent in advance.

GPA COMPUTATION

A	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



## GRADUATION REQUIREMENTS

### Course Credits Required for Graduation

Classes run on a quarterly schedule with an 8 period day.  
Each quarter course equals .25 credits.

District 14 students must complete credit requirements  
and pass state mandated tests to receive a Fridley High  
School diploma. All students need the following credits by class:

Subject	Class of 2016	Class of 2017	Class of 2018
Lang & Lit (English, EL Reading)	5	4.5	4
Individuals & Societies (Social Studies)	3.5	3.5	3.5
Mathematics	4	3.5	3
Sciences	4	3.5	3
Physical & Health Education	1.5	1.5	1.5
Arts	1	1	1
Design (Technology, Business, FACS)	1	1	1
Language Acquisition (Chinese, German, Spanish, EL Writing )	1	1.5	1.5
Total Required Credits	21	20	18.5
Elective Credits for graduation	10	9	8.5
Total Credits for graduation	31	29	27

## 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.

## 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. Parents may also contact teachers directly for current academic progress.

Semester 1	9/8/15 - 1/28/16	Semester 1 Report cards will be mailed to parents/guardians.
Semester 2	2/2/16 - 6/9/16	Semester 2 Report cards will be mailed to parents/guardians.

## SUMMER SCHOOL

Summer school is available through the Fridley Moore Lake Area Learning Center for students needing credit recovery. Please contact the ALC at 763-502-5165 for more information.

## TESTING

Local and state standardized tests will be given periodically during the school year. Specific information about grade level testing will be sent prior to administration of each test.





## PART III - RULES & 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.

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 763-502-5165.

- 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 763-502-5165 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. 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.
- Please notify the attendance office of absences in advance as much as possible.

### 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 you have an appointment you should get prior approval for the athletic office to notify them of your absence. If a student's attendance problems continue, additional steps will be taken.

### Excused Absences and Tardies

#### 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

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.

## DENTAL, DOCTOR, COURT AND OTHER APPOINTMENTS

If at all possible, doctor and dentist appointments should be arranged for outside of school hours. 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. (763-502-5165) to give notice of appointment including date and time of appointment and expected time of return to school or have a note signed by parent including the information above.
2. If the appointment is during the day, the student should get a pass to leave class from the attendance office prior to the beginning of the school day
3. Students should report to the attendance office upon return of appointment.
4. Students in extra-curricular activities must follow these procedures in order to participate on the day of the appointment.

## ILL AT SCHOOL

Students who become sick at school should go directly to the ALC office. 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.

## 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 a detention assignment.

Fridley Moore Lake Area Learning Center is a closed campus. If a student truant themselves during the school day by leaving the building, they will be sent home 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. 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.

If a student accumulates three or more tardies during one school day they will be dismissed for the remainder of the day or the following day and parents will be notified.

## 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 initiate make-up work from the teacher. 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. The teacher has discretion as to determining what is fair. 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 may not 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. If the long-term illness occurs at the end of a trimester a mark of “Incomplete” (I) may be given.

## PERSONAL EMERGENCY

Fridley Moore Lake Area Learning Center is a closed campus school. 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.

## BICYCLES

Bicycle racks are provided on the west/front side of the school. Although the school accepts no responsibility for bicycles, it seems these areas provide the greatest security. It is the students' responsibility to secure their bicycle to the rack. All bicycles should be in a bike rack and not blocking the entrance to the building.

## 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 Prohibition, revised according to Minn. Stat. § 121A.031 July 2014, for more detailed information.

## BUS CONDUCT 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.

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, IPODS, & OTHER ELECTRONIC DEVICES

While it is recommended that you leave cell phones and electronic devices at home, if you bring them to school it is your responsibility to keep them secure. The school will not be responsible for lost or stolen items. Students are allowed to use electronic devices in the hallways during passing time and at lunch. Electronic devices may be used in the classroom at teacher discretion for academic purposes. Electronic devices should be turned off during class time in academic areas.





## PHOTOGRAPHIC OR RECORDING DEVICE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s) recording that impinges upon the personal privacy of another. No photography or recording is allowed in locker rooms, rest rooms, or anywhere else in a way that violates the privacy of an individual.

## DISCIPLINE

Every student and employee of Fridley Moore Lake Area Learning Center is entitled to learn and work in a safe school environment.

To ensure this safe environment, our school has established clear student discipline policies, consequences appropriate to behaviors, and a practice to implement these guidelines fairly. Students are expected to behave in accordance with federal state and local laws district policies and guidelines and in a way that respects the rights and safety of others. Known violations of federal state and local laws will be reported to local law authorities.

### 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.

### Representing Your School

You are representing yourself and your school at all school sponsored 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.

## 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, which may arise. Only the protection and preservation of the rights of others preserve the rights of an individual. All students attending Fridley Moore Lake Area Learning Center 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 Moore Lake Area Learning Center 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;
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 Materials on School Property or at School Events)
13. Express ideas in a manner that will not demean, offend or slander others (see District 14 policy 413 Harassment and Violence). This includes, but is not limited to the District 14 cyber bullying policy 514 Bullying Prohibition.



## Student Rules of Conduct

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 conduct which materially and substantially disrupts the right of other students to an education.
2. Willful conduct 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.

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 the Appendix 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 School Weapons Policy](#)).

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 Policy)

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.

## 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.

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.

### 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 gives permission for a school visit to get instruction or assignments.
4. Set a re-entry conference with the principal.

### Tennessee Warning

The Tennessee 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 Tennessee Warning.

See Appendix for Discipline Guidelines and Consequences

## DRESS AND APPEARANCE

Students should be dressed appropriately for school activities and in keeping with community standards.

It is Fridley Moore Lake Learning Center'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. 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.

Examples of prohibited attire include, but are not limited to, the following:

- Clothing showing belly buttons, bare midriffs, cleavage, or underwear, or other strapless tops including dresses, halter tops, tube tops, muscle shirts
- Pants must be worn at the hips.
- Skirts/shorts/skorts above fingertip length.
- Chains, studs, spikes
- Do-rags, scarves, etc. cannot be hanging out of pockets.
- No gloves/mittens or items that cover any part of your hands.
- No Sunglasses (exception: outdoors).
- 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.
- 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 Principal/Staff 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.

## 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.

## GANGS/THREATENING 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.

## GUESTS AT SCHOOL DANCES

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

1. A Dance Consent Form has been completed and returned to the attendance office by 3:05PM the day before the dance.
2. All student guests must bring a valid student ID and/or driver's license for verification purposes.
3. Guests may not be older than 19 years old.
4. Dances typically run from 8:00 – 11:00PM.
5. 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.

## 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 FHS Student Council and held at a site chosen by the Student Council. This event is for juniors and seniors and their guests. In order to bring a guest, you must complete our guest form and return it to the assistant principal for approval before bringing any guest to a dance.

## 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.

## 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 Prohibition](#), for more information.

## 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 Internet Acceptable Use](#) for more information. 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.

### Acceptable Use

Technology will be provided for the purpose of education or research, and be consistent with the educational goals and the objectives of the District.

The Acceptable Use Procedure sets the standards to ensure that all users benefit from the technology within our school system. The changes to these procedures encourage use of technology appropriate for a school environment, discourage harmful practices, and sets penalties for those who choose to violate the policy. Students should remember that access to technology is a privilege, not a right.

### Unacceptable Use

Unacceptable uses of technology include, but are not limited to the following:

1. Participating in any activity that is in violation of U.S. law, state law or Fridley School Board Policy. Examples are: unauthorized copying of any software, copying any copyrighted material and plagiarizing
2. Wasting school resources, such as file space, paper, spamming, etc.
3. Gaining unauthorized access to resources
4. Invading the privacy of any other

5. Attempting to gain unauthorized entry to any computer, network, file, database, network device, workstation, IP address or communication
6. Posting anonymous messages, posting personal contact information about any individual or sending network messages
7. Using district equipment for commercial or private advertising or political lobbying
8. Using district property for private, financial, or commercial gain
9. Engaging in any unauthorized chat room activities
10. Engaging in acts of vandalism such as, but not limited to unauthorized copying of software to or from the network that has a computer virus causing damage or failure of technology devices destruction of others files or work saved on computer or server Accessing, submitting, posting, publishing or displaying either privately or publicly defamatory, discriminatory or inaccurate, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material

Inappropriate use of technology from outside the school may result in disciplinary action if there is a connection back to school and either of the following occurs:

1. The student's actions violate a legitimate school policy or law.
2. The school can show a substantial disruption or legitimate safety concern.

Any violation of the Fridley Schools' procedure and rules may result in the loss of technology usage privileges including the Internet. Additional disciplinary action may be determined at the building level, in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the Student Handbook. When applicable, law enforcement agencies may be involved.

### Important Notice

Fridley Moore Lake Area Learning Center will take measures to filter and monitor resources and information accessed through its information and data systems. Although a conscious effort will be made to deter access to materials that are inappropriate for the educational setting, no safeguard is foolproof. The user is responsible for not seeking or initiating access to inappropriate material and is also responsible for reporting incidents should they occur. Fridley Moore Lake Area will not assume responsibility for unauthorized financial obligations resulting from school- provided access to the Internet.



## 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 Moore Lake Area Learning Center 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.
6. 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.

## Definitions

Technology resources are defined as any electronic tool, device, program, or system that aids the educational environment and prepares the user for new roles in learning, living and working in a technological world. Technology includes but is not limited to:

1. All computer hardware, software and peripheral devices
2. Personal digital assistants including Palms, pocket PCs, cell phones, and iPods
3. Analog and digital networks (e.g., data, video, audio, voice, and multimedia)
4. Distance learning through multiple means and locations
5. Electronic mail (e-mail) systems and communication technologies
6. Television, telecommunications, and facsimile technology
7. Servers, routers, hubs, switches, Internet gateways, and wireless AP's
8. Administrative systems, media systems, and learning information systems
9. Related and forthcoming systems and new technologies
10. Personally owned devices are included in this Acceptable Use Procedure when on school property or connected to the school infrastructure either physically or via wireless.

## Limitation of Liability

Fridley Moore Lake Area Learning Center makes no warranties of any kind, whether expressed or implied, for the service it is providing. ALC is not responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, and service interruptions or by the user's errors or omissions. Use of any The ALC obtained via the Internet is at the user's own risk. ALC specifically denies any responsibility for the accuracy or quality of information obtained through or stored on the system. ALC will not be responsible for financial obligations arising through the unauthorized use of the system.

## Limited Privacy/Privilege/Monitoring District Access to Files

Students should expect only limited privacy regarding the contents of their personal files on the District Network.

Routine maintenance and monitoring of the District network will be conducted and may lead to the discovery that students have violated the Acceptable Use Procedure. Appropriate actions will be taken in keeping with Board policies, Fridley Moore Lake Area Learning Center Handbook Regulations and/or the law.

An individual search will be conducted if there is reasonable suspicion that students have violated the FALC Acceptable Use Procedure. If a violation has occurred appropriate actions will be taken in keeping with the School Board policies, ALC and/or the law. The investigation will be reasonable and related to the suspected violation.

If a student is under the age of eighteen (18), their parents/guardians have the right at any time to request to see the contents of the student's network folder.

## Monitoring

The District reserves the right to review any material on user accounts and monitor file server space in order for the administration to make determinations on whether specific uses of the network are appropriate.

## Privilege

Use of the network and Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules may result in cancellation of the privilege and/or other disciplinary action. The administration, under this agreement, has the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by account holder or user.

## Purpose

The purpose of technology at Fridley Moore Lake Area Learning Center is to support learning, expand communications, and improve instruction. The purpose of this policy is to set forth acceptable use of that technology. Local Area Network (LAN) and Internet access is available to the students and staff. The Internet offers vast, diverse and unique resources. However, the global network also provides access to controversial items and materials, which may lack educational value. Given the global nature of the Internet, it is difficult for ALC and its staff to totally restrict knowledgeable users from accessing controversial materials. Therefore, it is imperative to establish clearly delineated guidelines for students and this staff utilizing the various available technologies within the school.

## Plagiarism and Copyright Infringement

Students will not plagiarize works found on the Internet or the District network. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to them. Students will respect the rights of copyright owners. Copyright infringement occurs when students inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether or not they can use a work, students should request permission from the copyright owner. This applies both to textual material, graphics, music and software programs.



## Violations

1. Fridley Moore Lake Area Learning Center will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District network.
2. In the event there is a claim that students have violated the Acceptable Use Procedure, students will be provided notice of the suspected violation and an opportunity to be heard in the manner set forth in Fridley Moore Lake Area Learning Center Handbook.
3. Any violation of Fridley Moore Lake Area Learning Center procedures and rules may result in the loss of privileges to use school-provided technology including the Internet. Additional disciplinary action may be determined at the building level in keeping with the procedures and practices regarding inappropriate language or behavior as outlined in the ALC Handbook. When applicable, law enforcement agencies may be involved.

## NUISANCE ITEMS

The school reserves the right to ban nuisance items that have a disruptive effect. Items such as squirt guns, water balloons, noisemakers, dice to name just a few, are not to be brought to school. Your cooperation is needed and expected. Electronic devices are not permitted in the classrooms without prior approval by the teacher.

## 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.

## 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 & 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 [Policy 806 Crisis Management](#) or contact building administration for more information.

### EMERGENCY DRILLS

It is necessary for all students to be knowledgeable about emergency procedures. Classroom teachers will explain procedures for practice drills in fire, severe weather, and lockdown.

### 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.

#### 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 “Adminstrating 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 BUSINESS

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 check 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.



# PART V - ACTIVITIES & ATHLETICS



## FRIDLEY ACTIVITIES DEPARTMENT STRATEGIC PLAN

### Vision Statement

Our dream is that...

All students become lifelong participants  
and positively impact the lives of others

### Mission statement

Each day we commit...

To inspire and develop excellence

### Goals

We will focus our energies on...

- Skill Development
- Create Lasting Experiences
- Value Development
- Program Development
- Operational Efficiency

### Values

We hold these concepts most important...

- Commitment
- Passion
- Respect
- Health
- Teamwork
- Communication
- Trust
- Relationships
- Discipline
- Fun

## TRI METRO CONFERENCE

The Fridley Tigers will compete in the Tri Metro Conference. Schools in the conference are Fridley, The Academy of Holy Angels, Brooklyn Center, Columbia Heights, Concordia Academy, DeLaSalle, Saint Agnes, St. Anthony Village, St. Croix Lutheran, and Visitation.

## 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, and an option to purchase coverage for 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 according to the policy that is purchased. 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.



## INTERSCHOLASTIC ATHLETICS & ACTIVITIES BY SEASON

A fee to participate is charged to all athletes' grades 7-12. The Minimum Fee is \$25.00 for Students who are eligible for Free or Reduced lunch under the guidelines of the Federal Lunch Program.

### Fall Sports

Cheerleading	\$95
Boys Cross Country	\$150
Girls Cross Country	\$150
Football	\$150
Boys Soccer	\$150
Girls Soccer	\$150
Girls Swimming & Diving	\$150
Girls Tennis	\$150
Volleyball	\$150

### Fall Fine Arts & Activities

Fall Production	\$95
Marching Band	\$95
Dance Line	\$95

### Spring Sports

Baseball	\$150
Boys Golf	\$150
Girls Golf	\$150
Softball	\$150
Boys Tennis	\$150
Boys Track	\$150
Girls Track	\$150
Adapted Bowling (Co-ed)	\$150

### Spring Fine Arts & Activities

Spring Production	\$95
Strength Training	\$70
Instrumental/Vocal Sections	\$
Visual Arts	\$

### Winter Sports

Boys Basketball	\$150
Girls Basketball	\$150
Dance Team	\$150
Gymnastics	\$150
Boys Hockey	\$150
Girls Hockey	\$150
Boys Swimming & Diving	\$150
Wrestling	\$150
Fall Dance	\$150

### Winter Fine Arts & Activities

Speech	\$95
One Act Play	\$95
Strength Training	\$70

### Jazz Ensemble

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.



## STUDENT CODE OF RESPONSIBILITIES

The member schools of the Minnesota State High School League (MSHSL) 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 MSHSL student athletes and activity participants are bound by the following policies:

### ATHLETIC ELIGIBILITY SUMMARY SHEET

#### Academic

The academic eligibility policy of Fridley High School is patterned after the MSHSL guidelines which indicate that a student must be making satisfactory progress toward graduation. Our policy is to examine the grades earned by our athletes each trimester.

1. Can't have 2 F's
  - A. 2 in 1 semester
  - B. 1 in 2 consecutive semesters
    - 1) Freshman - probation - practice and play - (all classes passing at mid-semester or no games/practice only).
    - 2) Sophomores - restricted- no games only practice - (all classes passing at Mid- semester or dismissed for the season).
    - 3) Juniors/seniors - ineligible- summer school may replace a failed credit after the fact.

Student may request an appeal due to special circumstances.

2. Must be "on track" to graduate

A. Once a student falls behind in credits based on the grade level chart, they must have one full semester of passing all classes and show a plan for making up the credits that were lost.

B. If a student fails anywhere along the way, they have to show one complete semester of passing all credits and show a plan for making up the credits that were lost to regain eligibility.

### Credit Requirements for Graduation and Eligibility

2016		
Semester 1	Semester 2	
10	18/17	
11	21.5/20.5	25.5/24.5
12	28.5/27.5	32/31

2017		
Semester 1	Semester 2	
9		
10	12.5/11.5	16/15
11	19.5/18.5	23/22
12	26.5/25.5	30/29

2018		
Semester 1	Semester 2	
9	3.5/2.5	7/6
10	10.5/9.5	14/13
11	17.5/16.5	21/20
12	24.5/23.5	28/27



## Attendance

All students are expected to be in school for the full day.

Parents should call in before the student arrives or pre-approve the absence.

1. All students must be in school by 8:35 in order to practice or play that day.
  - a. 1st time -warning- parent called -team consequence
  - b. 2nd time -no practice or play for that day -team consequence for absence
  - c. 3rd time -student is ineligible for practice or play that day, ineligible for game competition for 1 week.

## Tardies

All students are expected to be in class on time, every hour, every day.

- a. Coaches may have their own tardy policy.
- b. If the school has a tardy policy, it will be supported by the activities department. Chronic tardies may involve loss of playing time and team privileges.

## 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.

## 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.

## 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.

## Athletics

### First Violation

After confirmation of the first violation, the student shall lose eligibility for 25% of the varsity season or two weeks of a season in which the student is a participant, whichever is greater.

### Second Violation

After confirmation of the second violation, the student shall lose eligibility for 75% of a varsity season.

### 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.

## Drama

### First Violation

The student shall be dismissed from the current drama production.

### 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.

### 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.

## Music, Curricular Groups

### 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.

### 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.

### 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.

Any performance involving the grading of the student shall be made up by direction of the teacher.

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.

### Practice of MSHSL 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 as successful and positive as possible.

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

## 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 should be discussed with the assistant principal, athletic director or principal as they occur.

### Activities & Clubs

Fridley Moore Lake ALC 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 may participate. Ask your classmates and faculty how to get involved.

AASU (African American Student Union)  
Multicultural Club  
Chinese Club  
National Honor Society  
Culinary Club  
Pep band  
Drama Club  
Robotics  
Excel  
S.A.L.T. (Student Athlete Leadership Team)  
Fashion Club  
Science Club  
Future Educators Club  
Ski and Snowboard Club  
Gay Straight Alliance  
Spanish Club  
German Club  
Speech  
Key Club  
Student Council  
Link Crew  
Youth In Government  
Math Team



## 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 = Out-of-School Suspension    ISS = In-School Suspension**

Type of Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
<b>Arson</b> Intentional destruction or damage to school property or other property by means of fire.	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>
<b>Assault</b> 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"> <li>• Physical restraint</li> <li>• OSS (up to 10 days)</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Expulsion</li> <li>• Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Physical restraint</li> <li>• OSS (up to 10 days)</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Expulsion</li> <li>• Alternative Placement</li> </ul>	<ul style="list-style-type: none"> <li>• Physical restraint</li> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Police referral</li> <li>• Alternative Placement</li> </ul>
<b>Bullying</b> 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.)	<ul style="list-style-type: none"> <li>• Mediation</li> <li>• Contract with student</li> <li>• ISS</li> <li>• Activity restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 5 days)</li> <li>• Parent conference</li> <li>• Activity restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 10 days)</li> <li>• Parent conference</li> <li>• Activity restrictions</li> <li>• Police referral</li> </ul>
<b>Bus/transportation violations</b>	<ul style="list-style-type: none"> <li>• Warning</li> <li>• Assigned seat</li> <li>• Suspension from bus</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Assigned seat</li> <li>• Suspension from bus</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from bus</li> <li>• OSS</li> <li>• Removal from all district transportation for the remainder of the school year</li> </ul>
<b>Chemical Health</b> 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"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Expulsion</li> </ul>

Type of Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
Chemical Use/Paraphernalia	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Expulsion</li> </ul>
Classroom Disruption Sent out of class by a sub.	<ul style="list-style-type: none"> <li>• Phone call home</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• Phone call home</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>•</li> </ul>
Disruptive behavior Behaviors that disrupt or threaten to disrupt the educational process.	<ul style="list-style-type: none"> <li>• Removal from class</li> <li>• Phone call home by teacher</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call home by teacher</li> <li>• ISS</li> <li>• Restitution</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Phone call home by teacher</li> <li>• OSS</li> <li>• Parent conference</li> </ul>
Distribution of Inappropriate Written Material at School	<ul style="list-style-type: none"> <li>• See District Policy #505 -</li> </ul>	<ul style="list-style-type: none"> <li>• See District Policy #505 -</li> </ul>	<ul style="list-style-type: none"> <li>• See District Policy #505 -</li> </ul>
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"> <li>• Student is asked to change the clothing or the manner in which it is worn.</li> <li>• Hats, wallet chains and other nuisance articles will be confiscated.</li> </ul>	<ul style="list-style-type: none"> <li>• Student is asked to change the clothing or the manner in which it is worn.</li> <li>• Hats, wallet chains and other nuisance articles will be confiscated.</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>
False Reporting Deliberately reporting false information about a student or staff person.	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>
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"> <li>• OSS</li> <li>• Parent conference</li> <li>• Mediation</li> <li>• Physical restraint</li> <li>• Activity restrictions</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 10 days)</li> <li>• Parent conference</li> <li>• Mediation</li> <li>• Physical restraint</li> <li>• Activity restrictions</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Physical restraint</li> <li>• Expulsion</li> <li>• Activity restrictions</li> <li>• Police referral</li> </ul>
Fire alarm, False Improper activation of fire alarm; tampering or interfering with any fire alarm.	<ul style="list-style-type: none"> <li>• OSS (up to 10 days)</li> <li>• Parent conference</li> <li>• Restitution</li> <li>• Referral to police and fire marshall</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Referral to police and fire marshall</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Referral to police and fire marshall</li> </ul>
Fire Extinguisher, Unauthorized Use	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police Referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Restitution</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS (up to 15 days)</li> <li>• Parent conference</li> <li>• Police Referral</li> <li>• Restitution</li> <li>• Expulsion</li> </ul>

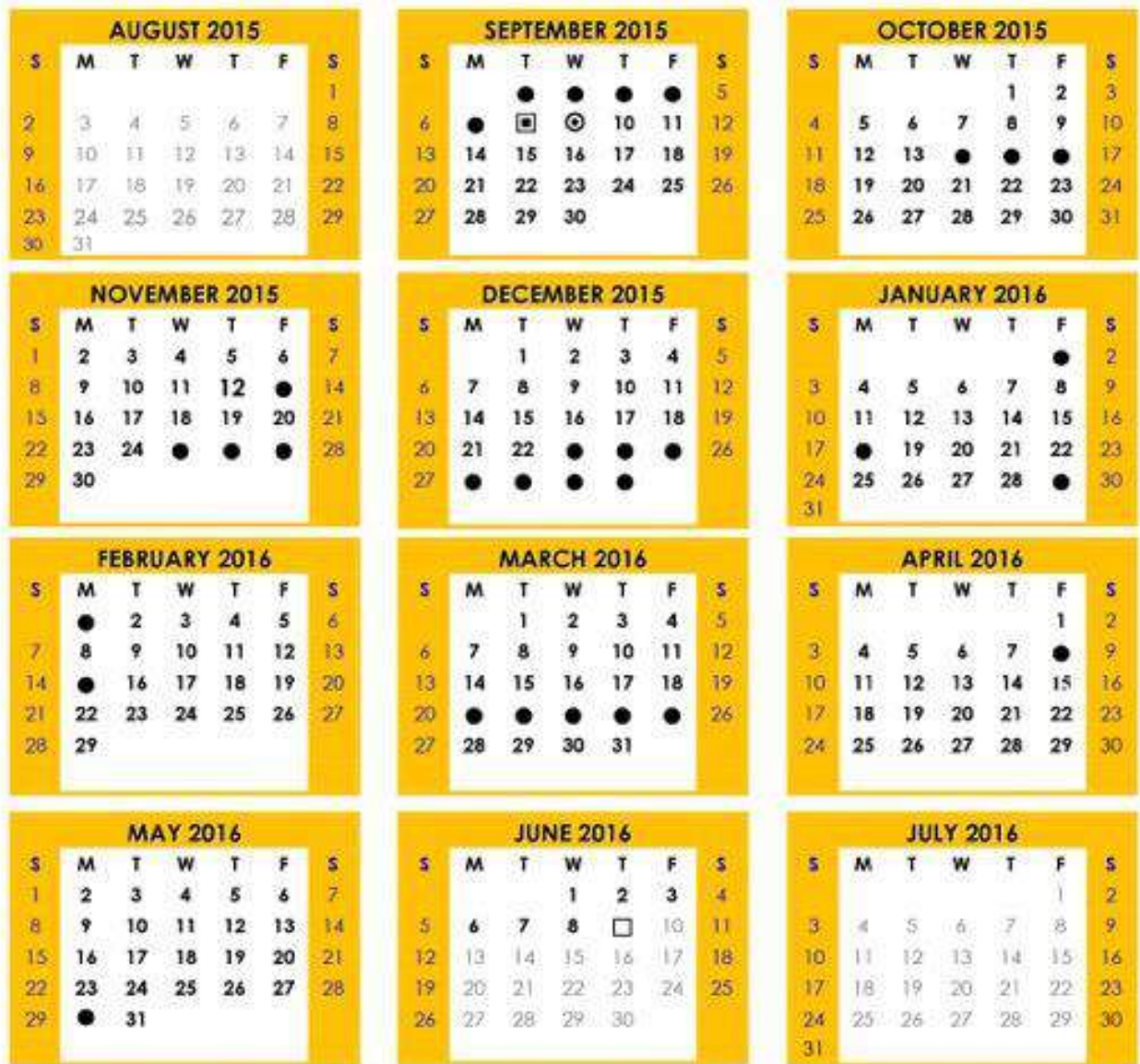


Type of Offense	1 <sup>st</sup> Referral	2 <sup>nd</sup> Referral	3 <sup>rd</sup> Referral
Harassment	<ul style="list-style-type: none"> <li>• See Harassment and Violence Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Harassment and Violence Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Harassment and Violence Policy</li> </ul>
Inappropriate Language	<ul style="list-style-type: none"> <li>• Removal from class</li> <li>• ISS</li> <li>• Restitution</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> </ul>
Insubordination Deliberate refusal to follow an appropriate direction or identify self when requested.	<ul style="list-style-type: none"> <li>• Removal from class</li> <li>• ISS</li> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from class</li> <li>• ISS</li> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Parent conference</li> </ul>
Lighter, Matches	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> </ul>
Nuisance Objects (ex: pagers, wallet chains, whoopie cushions, etc.)	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Item confiscated</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Item confiscated</li> <li>• OSS</li> </ul>	<ul style="list-style-type: none"> <li>• Item Confiscated</li> <li>• OSS</li> <li>• Parent conference</li> </ul>
Record or Identification Falsification Falsifying signatures, data, or official school records.	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>
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"> <li>• ISS</li> <li>• Parent Conference</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• ISS</li> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>

Type of Offense	1st Referral	2nd Referral	3rd Referral
<b>Rude, Discourteous, Disrespectful to staff</b>	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• ISS</li> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• ISS</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>
<b>Tardiness to School</b>	<ul style="list-style-type: none"> <li>• Warning</li> </ul>	<ul style="list-style-type: none"> <li>• Letter to parent</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to Anoka County TIP Program</li> </ul>
<b>Technology/ Telecommunication Misuse</b> 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"> <li>• Restriction from computer use</li> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Referral to police</li> </ul>	<ul style="list-style-type: none"> <li>• Restriction from computer use</li> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Referral to police</li> </ul>	<ul style="list-style-type: none"> <li>• Restriction from computer use</li> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Referral to police</li> </ul>
<b>Theft</b> 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"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> <li>• Restitution</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Police referral</li> </ul>
<b>Threatening/Intimidation/Extortion</b>	<ul style="list-style-type: none"> <li>• Mediation</li> <li>• Contract</li> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> <li>• Expulsion</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> </ul>
<b>Tobacco</b> Possession, use, and/or transmission of tobacco in any form.	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Police referral</li> </ul>

Type of Offense	1st Referral	2nd Referral	3rd Referral
<b>Trespassing</b> 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"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police Referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Police Referral</li> </ul>
<b>Uncooperative in ISS</b>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent Conference</li> </ul>
<b>Vandalism</b> 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"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution/Fine</li> <li>• Police Referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Police Referral</li> </ul>	<ul style="list-style-type: none"> <li>• OSS</li> <li>• Parent conference</li> <li>• Expulsion</li> <li>• Restitution</li> <li>• Police Referral</li> </ul>
<b>Weapons</b> 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"> <li>• See Weapons Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Weapons Policy</li> </ul>	<ul style="list-style-type: none"> <li>• See Weapons Policy</li> </ul>

# 2015 - 2016 DISTRICT CALENDAR



<input type="checkbox"/>	First Day of School: Grades: 1-5, 9, & new students at MS, HS.
<input checked="" type="checkbox"/>	First regular day of school: Grades K-12
<input checked="" type="checkbox"/>	No school for students
<input type="checkbox"/>	Last Day of School

New Teacher Workshop ..... Aug. 27-28  
 In-service ..... Aug. 31-Sept. 3  
 Labor Day ..... Sept. 7  
 First day of school ..... Sept. 8  
 First regular day of school..... Sept. 9  
 Staff Development Day / Conferences ..... Oct. 14  
 Education Convention ..... Oct. 15-16  
 Evaluation & Planning Day ..... Nov. 13

Staff Development Day ..... Nov. 25  
 Thanksgiving Holiday ..... Nov. 26-27  
 Winter Break (students & teachers) ..... Dec. 23-Jan. 1  
 New Year's Day ..... Jan. 1  
 Martin Luther King Jr. Day ..... Jan. 18  
 End of Term 1 ..... Jan. 28  
 Evaluation/Planning Day ..... Jan. 29  
 Staff Development Day..... Feb. 1  
 Presidents' Day ..... Feb. 15  
 Spring Break ..... Mar. 21-25  
 Good Friday ..... Mar. 25  
 Evaluation/Planning Day ..... Apr. 8  
 Memorial Day ..... May 30  
 End of Term 2 / Last day of school ..... June 9  
 Evaluation/Planning Day ..... June 10

*Approved by Fridley School Board January 20, 2015.*



