

FLOODWOOD SCHOOL DISTRICT
2023-2024
K-12 STUDENT HANDBOOK



Floodwood School
115 West Fourth Avenue
P.O. Box 287
Floodwood, MN 55736

Phone—(218) 476-2285
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FLOODWOOD SCHOOL: Preparing all students to succeed.

*Board Adopted- 7/31/2023
Subject to any changes from adopted district policies.*



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115 W 4TH AVENUE
PO BOX 287
FLOODWOOD, MN 55736

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FLOODWOOD SCHOOL INFORMATION

School Website: www.isd698.org

School Facebook: <https://www.facebook.com/floodwoodschool/>

School Twitter: <https://twitter.com/PolarPride698>

School Instagram: <https://www.instagram.com/floodwoodschool>

Campus Portal: via school website or <https://arcc.infinitecampus.org/campus/portal/floodwood.jsp>

District ID for Mobile device: TZXBST

School Office Hours: 8:00-3:30

School Vision Statement: *Floodwood School: Preparing all students to succeed.*

School Mission Statement: *ROAR with Pride - Prepare with Excellence*

School Store: <https://schoolstore.jostens.com>

Jostens Yearbook: <https://www.jostens.com/apps/store/customer/1062694/Floodwood-High-School/>

School Colors: Purple and Gold

Mascot: Polar Bear

School Song: "The Victors"

Hail to our great battalions,
Hail to our conquering heroes,
Hail, hail to Floodwood High
Our purple and gold.

Hail to our victors valiant,
Hail to our team so gallant,
Hail, hail to Floodwood High
Our champions brave and bold!
V-I-C-T-O-R-Y Victory, victory, Floodwood High!

"Sportsmanship Song"

Come on let's raise our voices loud and strong,
Let's give a cheer to boost our team along,
Let's urge the Bears to fight with all their might,
And win a victory in sportsmanship tonight.

And if we win or lose we'll never fuss,
We'll make our alma mater proud of us,
And with a loud and lusty HIP HOORAY! HIP HOORAY!
Our friends and foes will play..... Good luck!

Class Advisors

7th -Gillespie

8th -Atella

9th -Olesiak

10th -Ellingson

11th - Skripsky & Taylor

12th and Graduation -(Bartsch & ****)

Drumline - Pfeifer

Student Council: *****

Yearbook: Gillespie

National Honor Society: Taylor

Monday, Tuesday, Thursday and Friday

Elementary						Grades 7-12	
Grades K-6							(50 min classes)
Grade	AM Session	Recess	Lunch	Intervention Time	PM Session	Period	Time
PreK	8:25-11:00	11:25-12:05	10:55-11:20		12:05-3:00	Period 1	8:25-9:16
K-2	8:25-11:00	11:25-11:55	11:00-11:20	12:00-12:25	12:27-3:00	Period 2	9:20-10:10
3-6	8:25-11:00	11:00-11:30	11:35-11:55	12:00-12:25	12:27-3:00	Period 3	10:14-11:04
					Bus leaves 3:10	Lunch 7-12	11:58-12:23
						Period 4	11:08-11:58
						Period 5	12:27-1:17
						Period 6	1:21-2:11
						Period 7	2:15-3:05
							Bus leaves 3:10

Wednesday - Early Release for All Students

Elementary						Grades 7-12	
Grades K-6							(40 min classes)
Grade	AM Session	Recess	Lunch	Intervention Time	PM Session	Period	Time
						Advisory	8:25-8:57
PreK	8:25-11:00	11:25-12:05	10:55-11:20		12:05-2:30	Period 1	9:01-9:41
K-2	8:25-11:00	11:25-11:55	11:00-11:20	12:00-12:20	12:22-2:30	Period 2	9:45-10:25
3-6	8:25-11:00	11:00-11:30	11:35-11:55	12:00-12:20	12:22-2:30	Period 3	10:29 - 11:09
					Bus leaves 2:35	Period 4	11:13-11:53
						Lunch 7-12	11:53-12:18
						Period 5	12:22-1:02
						Period 6	1:06-1:46
	Religious Release					Period 7	1:50-2:30
	Elementary 1:30-2:15 - line-up at 1:28						
	HS 12:45-1:30						
	Sept 27 - Mar 20						

2023-2024

Food Service		
	Breakfast	Lunch
Free	Free	Free
Reduced	Free	Free
Pre-School	Free	Free
Kindergarten	*Free	Free
Gr. 1-6	Free	Free
Secondary	Free	Free
Adult	\$2.25	\$4.95

*to be in compliant of new state statute 124D.111 & 124D.1158

Participation Fees for Grades 7-12	
Per Season	\$80
Family Max per Season	\$160

Season Passes	
Fall Sports	
Per Adult	\$42.00
Per Student (K-12 & college students)	\$20.00
Winter Sports	
Per Adult	\$72.00
Per Student (K-12 & college students)	\$40.00
Family (including college students)	\$105.00
All Sports	
Per Adult	\$125.00
Per Student (K-12 & college students)	\$55.00
Family (includes college students)	\$180.00
Senior Citizen (65 & over)	\$70.00

Game Admission	
Adults	\$6.00
College Students	\$3.00
Students (K-12)	\$3.00
Senior Citizens (65 & over)	\$3.00
School Employees	Free
Pre-K	Free

Music Concerts	
Adults	\$3.00
Senior Citizens	\$2.00
School Employees	Free
Students (Pre-K-12 & college students)	Free

Other Fees	
Student Parking Per Semester	\$15.00
K-12 Technology Repair/Replacement Program	\$25.00
Early Childhood Family Education (Per Season (Fall/Winter/Spring)	\$25.00
Use of School's Band Instrument	\$50.00
Use of School's Band Instrument (summer)	\$30.00
Potential Field Trip Costs	TBD

**Floodwood Elementary Parent/Guardian/Teacher Compact
2023-2024**

RESPONSIBILITIES FOR LEARNING – A TEAM APPROACH – EDUCATION TAKES EVERYONE

This agreement is a pledge to work together. We believe this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

STUDENT AGREEMENT

If I am going to have success in school, I must work to the best of my ability. I will strive to do the following:

- Attend school regularly and on time.
- Have a positive attitude towards self, others, school, and learning.
- Know and obey all school and class rules.
- Be respectful to my schoolmates and the adults who help me learn.
- Ask for help and ask questions when I don't understand something.
- Work as hard as I can to do my best in class and complete all assignments on time.
- Discuss with my parents/guardians what I am learning in school.
- Limit my TV viewing and do quiet learning activities instead.
- Read aloud a minimum of 20 minutes every day.

Signature of student _____

PARENT/GUARDIAN AGREEMENT ~ I want my student to be the best they can be and achieve at the level they are capable of. I will strive to do the following:

- See that my student attends school regularly and on time.
- Support the school in its efforts to maintain proper discipline.
- Establish a quiet study time and encourage good study habits.
- Encourage my student's efforts and be available for questions.
- Stay aware of what my student is learning.
- Find out how my student is progressing by attending conferences and reviewing schoolwork.
- Respond to communications sent home.
- Limit my student's TV viewing and encourage quiet learning activities instead.
- Provide reading materials for at home use.

Signature of parent/guardian _____

INSTRUCTIONAL STAFF AGREEMENT ~ We believe that all students can and want to learn.

We will strive to do the following:

- Respect, love, and encourage students, their ideas, and their growth.
- Find out what techniques and materials work best for each student.
- Vary techniques, materials, and pace of instruction to ensure all students achieve at the level they are capable of.
- Provide necessary assistance to classroom teachers and parents/guardians so the students can be successful learners.
- Communicate regularly with students, teachers, and parents/guardians regarding progress in learning and behavior.

Signature of Instructional Staff Member _____

PRINCIPAL AGREEMENT~I support this form of parent/guardian involvement. As a principal, I will strive to do the following:

- Create a welcoming environment for students, staff, and parents/guardians.
- Communicate our school's mission and goals to students, staff, and parents/guardians.
- Maintain a positive and safe learning environment.
- Reinforce the partnership between parents/guardians, students, and staff members.
- Provide appropriate in-service and training for staff members and parents/guardians.
- Maintain and foster high standards of academic achievement and behavior.

Signature of Principal _____

DISTRICT WIDE POLICIES/RULES

General Policies/Rules

The policies, rules, and procedures herein do not, nor are they intended to, contain any elements that would be considered biased against a person because of their race, sex, age, religion, marital status, ethnic background, social-economic status, or any physical or mental disability. All district policies can be found in their entirety on the district website or in the school office.

Academic Acceleration

(See Student Academic Acceleration Policy 536 on the district website.)

ISD 698 believes that each student should be allowed to progress through a developmentally appropriate curriculum based on student needs and state and national standards.

Guidelines

1. Students achieving a score in the 90th percentile on a standardized test and teacher and parent/guardian recommendation are eligible for acceleration.
2. Teachers may require a demonstration of proficiency in the content area to be accelerated.
3. Acceleration may occur in one or more subject areas.
4. The student, household, and teacher have the right to request a return to the original placement after nine (9) weeks for students in grades kindergarten (K) through six (6) and three weeks for students in grades seven (7) through twelve (12).
5. The student, household, and teacher have a right to appeal the placement decision to the superintendent of the School District or designee.

Acceptable Computer and Internet Use

All students have access to technology devices and the Internet therefore all students must adhere to the Acceptable Use Policy. Any violation of the policy will result in the student being suspended from computer use for a minimum of two weeks. Additional disciplinary measures may be taken. If parents/guardians do not want their student to use the Internet, they must submit a signed letter to the superintendent/principal stating such. All K - 12th grade students are required to pay a \$25 user fee for the iPad/Chromebook each year. The parents/guardian will be responsible for the cost of each repair.

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the **Floodwood School** district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district technology resources and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

An annual \$25 user fee will be implied for the use of the iPad or Chromebook.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;

- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization. Users will not use the school district system to engage in cyber bullying or harassment of another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. This includes, but is not limited to, social network sites, tweeting, texting, chat rooms, email, or other electronic communications.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, hack into, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
 - c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter", "Instagram", "Snapchat", and "Reddit", and similar websites or applications.
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees

may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber-bullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- A. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS'/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents/guardian bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:

1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data.

The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data.

The contract must require that:

1. the technology provider's employees or contractors have access to educational data only if authorized; and
2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:

1. any location-tracking feature of a school-issued device;
2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:

1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
2. the activity is permitted under a judicial warrant;
3. the school district is notified or becomes aware that the device is missing or stolen;
4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. CELL PHONE USE

1. Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies

including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.

2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Accidents

All accidents on school property or during school hours are to be reported to the teacher in charge or the school superintendent/principal. Serious accidents should be brought to the immediate attention of the superintendent/principal. Parents/guardians or emergency contacts will be notified immediately of any accident requiring medical attention. However, if the Parents/guardian or emergency contacts cannot be contacted, the school reserves the right to take any action deemed necessary in a given situation.

Address, Change of

If you have a change of address, e-mail, or telephone number during the school year, please report it immediately to the office or make the change on the Campus Portal.

Affection, Public Display of

Caring for others and showing affection is important. However, a relationship between two people is and should remain private. Public displays of affection are not appropriate in a school setting. Kissing and close physical contact in school is not acceptable behavior.

Arrival and Departure of Students

Students are not permitted to enter the building prior to 8:05 a.m. and must exit the building by 3:30 p.m. unless they have a previously scheduled appointment or supervised activity.

The street to the north of the school is closed to through traffic while school buses are loading or unloading. Stop arm violations will be reported to the Floodwood Police Department.

Asbestos Notification

During the 2023-2024 school year the following asbestos management plan activities were completed. These activities are pursuant to the Environmental Protection Agency 40 CFR Part 763-"Asbestos Containing Materials in Schools; Final Rule and Notice."

- Two periodic inspections
- Notification of Asbestos Locations for Short-Term Workers (Electricians, Plumbers, etc.)
- Training of District Personnel

For the 2023-2024 school year, Floodwood School District did not have any major response actions planned.

Floodwood School District has contracted through the Institute for Environmental Assessment (IEA) to provide Environmental, Health and Safety consulting services, including being involved in the above listed activities.

The complete updated Asbestos management plan can be found in the District Office. The management plan can be viewed, without cost or restriction, during normal working hours. Copies can be obtained for a fee of \$.10 per page.

Any questions concerning this notice or an explanation of our Asbestos Management Plan can be directed to Al Clark at Floodwood School District or Taylor Dickinson with IEA (Institute for Environmental Assessment) at (800) 223-9513.

Bulletin Boards

All notices for hallway bulletin boards, or display areas (posters, signs, banners, etc.) are to be approved by administration before being posted. Only masking tape, thumbtacks, and staples may be used to secure notices.

Bullying

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 group of students, will not be tolerated on school property, at school-related functions and by misuse of technology. Physical and verbal assaults are only escalated to the category of bullying if the following three components of the bullying definition have been documented. Definition as defined by Olweus Bullying Prevention:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying Prohibition Policy #514 (See District website for complete policy.)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 1. on the school premises, at the school functions or activities, on the school transportation;
 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be

subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route

to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

IV. REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

Bus

(refer to entire Student Transportation Safety Policy 709 on the district website)

Transportation by school bus is a privilege and not a right. Students must conform to School District policies regarding student conduct and safety while on the bus. The bus driver is the ultimate authority on the school bus.

Bus routes shall be planned to achieve the maximum safety of operation with maximum economy within the limitations of rules and regulations governing transportation. Transportation services must also be efficient and cost effective.

- Bus routes will not be extended or stops scheduled unless an eligible pupil (grades K-12) would otherwise be required to walk in excess of $\frac{3}{4}$ mile. Exceptions are cul-de-sacs, non-through streets and private property. This provision shall be used to reduce excessive time and miles traveled whenever possible and practical.
- In establishing bus schedules, the objective is to arrange for buses to arrive at school no later than ten minutes before the scheduled beginning of classes.
- All pertinent rules and regulations of the State of Minnesota and its agencies are followed in planning routes, determining stops, etc.
- Buses may not go into all subdivisions for student loading and unloading. If we granted all of the requests for additional bus stops in subdivisions, it would have an enormous effect on the bus schedule and all students' time on the bus. Therefore, additional stops are normally not provided even though the bus drives past your home.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, 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.

School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation or horseplay.
- j. No use of alcohol, tobacco or drugs.

Respect	Optimism	Acceptance	Responsibility
Be on time	Have a positive attitude	Be kind	Stay in your seat
Use your quiet voice	Greet others	Celebrate differences	Face forward
Keep the bus clean			Keep your hands and feet to yourself

Parent's/Guardian's Responsibility

- Parents/Guardians are responsible for selecting their student's walking routes to and from the bus stop, school, and home.
- Parents/Guardians are responsible for providing supervision that is appropriate to the student's age, maturity, and conditions that exist on the walk route.
- Make sure you know your student's bus number/icon and stop location.
- Review the bus rules.
- Walk route safety concerns should be directed to the law enforcement agency responsible for the specific location/area.

Transporting Instruments and other objects

- The school bus is not to be used for transporting freight, goods, or merchandise other than which is carried on the laps of individual passengers.
- Ice skates must be in a cloth bag or have skate guards.
- Perfumed items such as hair, body sprays (including pumps and/or aerosols), fingernail polish, etc., may be carried on the bus but NOT used inside the bus.
- Items NOT permitted on school buses: animals, insects, hazardous materials (knives, guns, and flammable solutions), skateboards, skis, ski poles, fishing gear, hockey sticks, baseball bats, golf clubs, sleds, balloons, and oversized school projects. Music instruments need to be able to be carried on the laps of passengers or under the seat.

Students not picked up from school or at meet designated bus stops

- When meeting a parent/guardian at a designated bus stop, it is important for the parent/guardian to be at the bus stop on time. In the case that the bus arrives and no one is present to receive a student, the student will remain on the bus for the remainder of the route and be returned to school. During this time, parents/guardians will be contacted to arrange pickup. In the event parent/guardian and emergency contacts are unreachable, the district may contact local or county authorities.

Background Checks for Employees

(refer to Employment Background Checks Policy #404 on district website or school office for more information)

**EMPLOYMENT AND SERVICES CRIMINAL HISTORY BACKGROUND CHECKS
NOTICE TO PARENTS AND GUARDIANS**

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall 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.

Campus Portal

Campus Portal is a web-based reporting system giving Floodwood School parents/guardians secure access to school information about their student, bringing parents/guardians and students closer to their teachers and school. The Campus Portal incorporates the highest level of security. Parents/guardians can only see the information related to their household. Parents/guardians who share custody of a student can both view their student's information, if they have that authority. Students may have a separate account to view their own information. Once your account is set up, it does not expire each year.

Campus Portal provides a wealth of information for parents/guardians/students, such as messages sent by district, self-service to change address, phone numbers, your contact preferences, etc., food service information and ability to make online payments, your student's attendance, grades/transcripts/report cards, assessments, health records, etc.

Contact the school office to request your account to be set up if you don't already have one.

Cancellation of School

Floodwood School will utilize the Campus Messenger electronic system to notify parents/guardians of late starts, early dismissals, and cancellations. Please be sure your Messenger Contact Preferences are updated on Campus Portal so you can receive these updates. You may update your household information there as well. Please contact the school office if you need assistance.

In addition to the Campus Messenger system, the school District will continue to use regular regional media sources for emergency school announcements. If there is a discrepancy between information provided by Campus Messenger and the media, assume the Campus Messenger information is the correct information.

TV Stations: KBJR Channel 6, KDLH Channel 3, WDIO Channel 10, WIRT Channel 13

Radio Stations: WEBC 560AM, KKCB 105.1FM, WNMT 650AM, WTBX 93.9FM, KOZY 1320AM, KMFY 96.9FM, USA 99.9FM

Care of Building, Materials, and Grounds

The Board of Education and the taxpayers of the school community have provided a building and facilities to be used in the teaching and learning process. Each of us must accept our responsibility in respecting this property and treat it as our own—as, in fact, it is. Students will pay for the costs of repairing or replacing damages to the building, grounds, or equipment in the school regardless if the damage is a result of vandalism or careless use.

Citizenship

Floodwood School expects each student to practice the following traits of citizenship:

1. Be loyal to your school, your teachers, and your fellow students.
2. Observe the laws of the school and community.
3. Support all of your school activities enthusiastically with a spirit of fair play.
4. Prepare your studies daily to the best of your ability.
5. Offer some of your time, energy, and thought to your community.
6. Meet all of your school obligations in a responsible manner.
7. Develop yourself physically, mentally, and socially.
8. Be of assistance to fellow students at each opportunity.
9. Display good citizenship and sportsmanship at Floodwood and when visiting other schools.

Closed/Open Campus

The campus is closed to students in kindergarten through tenth (10th) grade. See Privileged Based Attendance. Students who do have the privilege of leaving during the lunch period are not allowed to drive. Students leaving the campus or driving during school hours will have automatic lunch detention.

Directory Information

(See Records, Public Notice: Rights Regarding Pupils' Records and Protection & Privacy of Pupil Records Policy 515 on the district website)

Disabilities, Individuals with

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provides that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by federal (Individuals with Disabilities Education Act (IDEA)) and state law.

Discipline, Student

(See complete Student Discipline Policy 506 on the district website for more information.)

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a student's dependence on authority to the more mature behavior of self-control.

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

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents/guardian, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

DISCIPLINE MATRIX

VIOLATION	1ST OFFENSE	2ND OFFENSE	ADDITIONAL OFFENSES
Alcohol/Drug Use or Possession	3 day suspension Police Referral Notify Parent/Guardian	5 day suspension Police Referral Notify Parent/Guardian Reentry Meeting	10 day suspension; Expulsion/Alternate placement considered Police Referral Notify Parent/Guardian Reentry Meeting
Alcohol/Drug Tobacco Sales/Distribution	10 day suspension: Expulsion/Alternate Placement considered Police Referral Notify Parent/Guardian		
Tobacco or Vaping Use or Possession	1 day suspension Police Referral Notify Parent/Guardian	3 day suspension Police Referral Notify Parent/Guardian	5 day suspension Police Referral Notify Parent/Guardian
Fighting	1 day suspension Police Referral Possible Notify Parent/Guardian	3 day suspension Police Referral Notify Parent/Guardian	Expulsion considered Police Referral Notify Parent/Guardian
Assault	3 day suspension Police Referral Notify Parent/Guardian	5 day suspension Police Referral Notify Parent/Guardian	Expulsion considered Police Referral Notify Parent/Guardian
Terroristic Threats	Suspension/expulsion pending investigation Police Referral		
Theft	Up to 1 day suspension Restitution Police Referral Possible Notify Parent/Guardian	Up to 3 day suspension Restitution Police Referral Notify Parent/Guardian	Expulsion considered Police Referral Notify Parent/Guardian
Vandalism	Up to 1 day suspension Restitution Police Referral Possible Notify Parent/Guardian	Up to 3 day suspension Restitution Police Referral Notify Parent/Guardian	Expulsion considered Police Referral Notify Parent/Guardian
Weapons Possession	Suspension/expulsion pending investigation Police Referral		
Bullying/Intimidation	Up to 1 day suspension Notify Parent/Guardian	Up to 3 day suspension Notify Parent/Guardian	Up to 5 day suspension Notify Parent/Guardian
Disruptive Conduct/Insubordination	Detention Plan to improve behavior Notify Parent/Guardian	In-School Suspension Intervention Meeting	Suspension Intervention Meeting
Improper use of Technology (School or Personal Device)	Possible Detention Plan to improve use Notify Parent/Guardian	Detention/In-School Suspension Intervention Meeting	Suspension Intervention Meeting
Cheating/Plagiarism	Zero on assignment Notify Parent/Guardian	Zero on assignment Detention Notify Parent/Guardian	Zero on assignment In-school suspension Notify Parent/Guardian
Careless or reckless driving on Campus	Detention Notify Parent/Guardian	Detention Police Referral	In-School Suspension Police Referral

Parking in unauthorized spaces		Notify Parent/Guardian	Notify Parent/Guardian
Demeaning or Inappropriate Comment/Gesture	Detention Plan to improve behavior Notify Parent/Guardian	In-School Suspension Intervention Meeting	Suspension Intervention Meeting
Leaving Campus/Skipping	Detention Notify Parent/Guardian	Detention Intervention meeting	Detention Possible Suspension Intervention meeting
Skipping Detention	Double detention	In-School Suspension Intervention Meeting	Suspension Intervention Meeting

*This chart is a guideline and consequences may be adjusted by the principal/behavioral coach to fit specific situations. Actions deemed severe may impose more severe consequences. Final consequences are determined by administration.

**Floodwood School is a PBIS School (Positive Behavior Intervention Support) Students will be taught expected behaviors in different areas of the school and this will be revisited and retaught as needed throughout the school year.

Discrimination

(See district website for complete information on Policy #521-Student Disability Nondiscrimination and Policy #522-Student Sex Nondiscrimination.)

STUDENT DISABILITY NONDISCRIMINATION POLICY 521

I. PURPOSE

The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the Floodwood School district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 2. has a record of such an impairment; or
 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

STUDENT SEX NONDISCRIMINATION POLICY 522

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

GENERAL STATEMENT OF POLICY

- A. The Floodwood School district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates the Activities Director, Floodwood School, 115 West 4th Avenue, Floodwood, MN 55736 218-476-2285 as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

Distribution of Literature, Leaflets, and Newspapers

(See Distribution of Non-school-Sponsored Materials on School Premises by Students & Employees Policy 505 on district website or school office for more information.)

Dress Code

(See Student Dress & Appearance Policy 504 on the district website for more information.)

Students are required to wear appropriate attire reflective of the professional setting and environment of school.

- Undergarments must not be visible.
- Boots, shoes, or sandals must be worn at all times. Shoes with wheels are not permitted on school grounds at any time. Shoes with non-marking soles are only permitted on the gym floors.
- Attire that names, promotes, or advertises products that are illegal for minors to purchase is not permitted (i.e. drugs, alcohol, tobacco, etc.).
- Attire that features offensive and/or vulgar words, pictures, or drawings that name, advertise, or promote sexually related products or activities is not permitted.

- Attire that includes words, phrases, or pictures that are derogatory regarding ethnic background, national origin, religious belief, gender, gender orientation, or disability is not permitted.
- Attire that distracts from the educational goals of the school including clothing that exposes excessive skin or undergarments.
- Clothing must be in good condition and not excessively torn or torn in locations that must be covered according to the school dress code.
- Headwear, including hats or head coverings, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
- Sunglasses may not be worn indoors during the school day.
- Objectable 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 as defined in MSBA/MASA Model Policy 413.
- Any items that may pose a safety threat. (Administrative discretion)
- Any clothing items deemed inappropriate in a school setting. (Administrative discretion)

In addition to the above, the administration and/or teacher reserves the right to make a decision regarding the appropriateness of student dress. Students are encouraged to obtain an interpretation of the dress code from the administration in advance if they are in doubt of the applicability of the code to certain articles of clothing. This standard shall apply to attire worn in attendance at extracurricular events. Violation of the dress code will result in disciplinary action, and/or the need for the parent/guardian to provide appropriate dress on request.

Drugs, Alcohol, Chemicals, Smoking: Controlled Substances

(See district website or school office for complete copies of the following policies: Chemical Use & Abuse Policy 417, Drug-Free Workplace/Drug-Free School Policy 418, & Tobacco-Free Environment Policy 419.)

Electronic Equipment

(See Internet Acceptable Use and Safety Policy 524 on the district website for more information.)

The only time personal tech devices may be used is before school, during lunch, in between class periods, and after school. There will be no use of cell phones or cameras inside the locker rooms or bathrooms.

Personal tech devices and accessories need to be in the student's locker and turned off or left at home. Each student (K-12th grade) has a 1:1 device. They will be able to complete class assignments on this device. The school office takes parent/guardian calls and passes on the message to students.

Consequences for hearing/seeing personal tech devices in the classroom:

- 1st offense: The device stays in the school office until the end of the next school day. *
- 2nd offense: The device is to be turned into the office in the morning and picked up after school for a week or the device is to be left home for a week. (Administration will check to be sure it is not in the building if left home) **
- 3rd offense : The device is to be turned into the office in the morning and picked up after school for a month or the device is to be left home for a month. (Administration will check to be sure it is not in the building if left home) **

* Parents/guardians may be contacted

**Parents/guardians will be contacted and a pick up plan decided.

iPads/Chrome books – See district iPad/Chromebook policies and guidelines for more information. An annual \$25 user fee will be implied for the use of the iPad or Chromebook.

Equal Educational Opportunity

The policy of the Floodwood School district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for students with disabilities.

The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.

This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment. Every school district employee shall be responsible for complying with this policy conscientiously.

Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Field Trip Chaperones

The following are general rules for chaperones on all field trips:

- Smoking is prohibited at all times and in all places.
- All discipline should be referred to the classroom teacher.
- Stay with your group at all times.
- Do not buy treats or souvenirs for your group.
- Chaperones must respect confidentiality.
- Any overnight chaperones must have a background check on file.

Teachers may have additional guidelines for chaperones to follow depending on the field trip. The classroom teacher will make these guidelines available to chaperones. The classroom teacher will determine selection of chaperones for field trips. The number of chaperones will be based on the needs of the class.

Food, Homemade

Due to the risk of food allergens, Floodwood School district can only allow food shared with classes that are prepared in a licensed food establishment or purchased in a sealed package containing ingredient labels. Homemade foods will not be allowed in classrooms to be distributed to students.

Food Service

Cafeteria Procedures

Students shall not remove food from the cafeteria, except with special permission from school personnel.

Respect	Optimism	Acceptance	Responsibility
Use your best table manners	Show a positive attitude	Include others	Move quickly through the line
Say please and thank you		Celebrate differences	Handle food appropriately
Sit quietly until dismissed			Pick up after yourself

Meal Charging Policy

- All students will receive breakfast and lunch free of charge for the 2023-2024 school year.
- Students have a milk or second meal account. The account must have sufficient funds for students to purchase milk or second meal purchases. A student who does not have sufficient funds will not be allowed to charge milk or a second meal until funds have been deposited into the students account.
- Ala carte items may be purchased on a cash only basis.

Procedures for Notifying Family of Account Status

1. The parent/guardian will be notified when the household account is a negative balance.
2. The parent/guardian can view the student's account via Campus Portal. If you don't have your portal account set up, please contact the school office.

Grievances

The Floodwood School District recognizes that students and parents/guardians have a fundamental right to discuss grievances that they may have with the school. However, we also recognize that there must be an orderly procedure for the consideration and hearing of such grievances.

If a grievance involves a teacher, classroom situation, academic content or materials, the parent/guardian shall make an appointment to discuss the matter with the teacher. If the grievance is not settled through discussion with the teacher, the parent/guardians shall make an appointment to discuss the matter with the superintendent/principal. Parents/guardians may notify the School Board Chair if they are dissatisfied, but the School Board does not serve as a board of appeals.

Any grievances other than those outlined above should be brought to the attention of the superintendent/principal.

Harassment and Violence

(Refer to entire ISD Policy 413-Harassment & Violence on the district website or school office for more information)

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Hazing Prohibition

(Refer to entire Hazing Prohibition Policy 526 on the district website or in the school office for more information)

Head Lice Procedure

Head lice can take up residence in heads of all genders, ages, races, and socio-economic levels. Anyone can get head lice. They are a common problem for students in schools and child care. It is not a sign of uncleanliness and they do not spread disease. Head lice are spread primarily by direct, head-to-head contact with an infested individual. They may also spread through sharing of personal items such as combs, brushes, barrettes, hats, scarves, jackets, blankets, sheets, and pillows. See district website for more information on head lice and the prevention and treatment thereof.

It is the position of the district that head lice will not impede the educational process for any student. If a student is discovered to have live head lice, parents/guardians will be informed via phone call, text, or email. Parents/guardians of students in the classroom where head lice were found will also be informed. The expectation will be that a student found with head lice will go home at the end of the day, will be treated, and any nits present will be removed before returning to school the following day. If head lice and/or nits are found upon returning to school, parents/guardians of the student will again be notified.

Health Records

As required by Minnesota state statute, student health records are maintained by the school. It is essential that any unusual medical condition, medicinal allergies, or physical problems be brought to the attention of the school so that health records can be marked and teachers notified, if necessary. An immunization record will be available by request to each student upon graduation.

Illness at School

Should a student become ill while at school and unable to attend classes, they are to inform their teacher and report to the school office. Determination will be made at that

time whether the student needs to go home. The parents/guardians or designated emergency contact must be contacted before a student may leave school because of illness. In the event parent/guardian and emergency contacts are unreachable over a significant period of time, the district may contact local or county authorities.

Indoor Air Quality Notice

Floodwood School District has an Indoor Air Quality (IAQ) management plan. The management plan outlines specific policies and procedures that will be used in the district to address indoor air quality issues. IEA, the District's health and safety consultant, completes annual IAQ assessments within the school to ensure proper air quality.

If you have any questions concerning IAQ, or would like to use the EPA Tools for Schools checklists, please contact the District IAQ coordinator: Al Clark 218-476-2285

Immunization Requirements

(See Immunization Requirements Policy 530 on district website or school office for more information)

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization.

Incomplete Course Requirements

Students whose required work for any marking period is not complete by the end of the marking period due to an excused absence, may receive an "I" on their report card. The student will have two weeks after the end of the quarter to complete any assignments missed due to an excused absence. Incompletes shall only be given when, in the teacher's opinion, the student can reasonably complete the missing assignments within a two-week period. If a student has an "I" on their progress report, a copy of the report will be mailed home. Parents/guardians are encouraged to schedule an appointment with the teachers at any time to discuss their student's progress in school. In the case of a prolonged absence, a deadline shall be mutually agreed upon by the teacher, student, and if necessary, the superintendent/principal.

Students who receive an "I" on their report card have two weeks after the end of the quarter to complete any assignments due to an excused absence. Receiving an "I" on the report card will result in the loss of being listed on the honor roll. The honor roll is determined immediately after the quarter ends.

See Attendance.

Lead-in-Water Annual Notice

Minnesota Statute 121A.335 requires public school buildings serving prekindergarten through grade 12 to test for lead in water every 5 years. This statute also requires school districts to make the results of the testing available to the public for review and to notify parents/guardian of the availability of the information. Notification may be accomplished by publishing a statement in the "Back to School" newsletter or publication that is available to staff, students, parents/guardians and the public.

Floodwood School is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988 and the Minnesota Department of Health (MDH), and Minnesota Department of Education (MDE).

For more information on Floodwood School's lead reduction and testing program, please contact Al Clark, Head of Maintenance, at 218-476-2285 ext. 70224.

Lockers

(See ISD Policy # 502-Search of Student Lockers, Desks...regarding searches of lockers for more information.)

For convenience, students are provided with lockers for storage of books, jackets, and coats. Students are encouraged to bring locks for their assigned gym lockers. All Floodwood lockers are expensive and must be handled with care. Damaged lockers will be charged to the person to whom the locker is assigned, unless the one assigned can show cause why it should be otherwise.

The following regulations concerning locker must be followed:

- Students must be using the locker assigned. No change is to be made without permission from the office.
- All lockers must be clean, neat, and presentable.
- Students may not put inappropriate pictures or signs or write on the outside of their locker.

It is the policy of the state of Minnesota that: 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. Inspections of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of the students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Locker Room

For convenience, students are provided with lockers in a locker room to use only during gym class and sporting events. These lockers are not intended to be daily use lockers. The locker room will be kept locked at all times and will be only available before and after gym class and sporting events.

Lost and Found

There is a designated lost and found area in the school. If you find anything, take it to the lost and found immediately. If you lose anything, immediately report the loss to the office. All property will be donated quarterly if not claimed.

Media Center Procedures

The school media center provides accurate and current information. Each time students use the school media center they are developing lifelong skills for survival in an information-based economy. All students have the privilege of using the school's media center. With that privilege comes the responsibility to use the media center properly. Students who choose not to be responsible media center users will face disciplinary action.

Students are able to borrow books during library periods. The media center supervisor determines the number of books borrowed and the length of the borrowing period. Renewals are available provided there are no reserves on the book. Reference books, reserve books, periodicals, and software may not be borrowed for home use. These materials must remain in the media center. Students are responsible for all items they check out until they are returned to the media center. Students shall not check out items for friends. The student who checks out items is responsible for those items. Students who lose media center materials shall report the loss immediately to the media center supervisor. Students who fail to clear their media center obligations will lose the privilege to borrow materials.

Medication - Prescribed and Over the Counter (See District website for Policy 516-Student Medication.)

The Floodwood School District acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medicinal cannabis, in accordance with law and school district procedures. In order for medication to be given at school you will need to complete a medication administration form. All meds need to be in the original container and must have the student's name on the prescription label. Meds that are out of date cannot be given. The amount to be given on the label must match the medication administration form. Over the counter medications can be distributed but only if proper documentation has been completed and medication is supplied by parent/guardian. The Floodwood School district will not supply over the counter medications for students.

Money/ Items of value

Students should not bring more money to school than is needed for the day. The school is not responsible for any money or valuables left in desks, lockers, or gym bags, etc. It is recommended, but not required, for students to put a lock on their locker.

Open Enrollment

(See Enrollment of Nonresident Students Policy 509 on the district website for more information.)

Parent/Guardian-Teacher Conferences

Parent/guardian-teacher conferences are scheduled throughout the school year. See district calendar on the district website for specific dates. If a parent/guardian wishes to make arrangements for a conference with any school staff member at any other time, it may be done by calling the teacher directly or the school office.

Parking, Student & Searches

(See entire Policy 527-Student Use & Parking of Motor Vehicles on the district website for more information.)

The policy of this school district is to allow the limited use and parking of motor vehicles by students in Floodwood School district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel. There will be a **per semester** fee of \$15 to park in the student parking lot. A visible permit must be posted in the window. Parking in the student parking lot will also be part of the district's Privileged Based Attendance. For more information regarding parking, see Privileged Based Attendance.

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

Pesticide General Notice

All Minnesota schools are required to inform parents/guardians and school employees that they may request to be notified prior to pesticide application on school property. Pesticides include chemicals which are used to control insects, weeds, rodents or other pests as defined by the law (M.S. 123B.575, Subd. 9).

In order to provide the required information, schools must maintain a list of parents/guardians and school employees who request notification. Schools must also provide information about individual pesticide applications upon request, including the name of the pesticide product, and the time and location of the planned application. An estimated schedule of pesticide applications is available for review or copying at the District office.

Pesticides and non-chemical treatments may be used in combination in and around schools for a variety of reasons, including the control of pests which have the potential to bite, sting, spread disease, cause asthma, and/or trigger an allergic reaction. Pesticides may also be used to prevent or control damage to materials within the school building or to the school building itself, or to control pests or weeds that are seen as a nuisance.

The long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. Children may be more susceptible to pesticides than adults due to their smaller size and rapid growth and development. Also their playful behavior may expose them to more pesticide residue.

To limit the potential pesticide exposure, this school follows safety regulations to ensure pesticides are applied properly. All pesticide products, which are used in and around school buildings, are required to be registered with the Minnesota Department of Agriculture and the U.S. Environmental Protection Agency. In addition, school employees and certified and licensed applicators are required by state and federal law to comply with all requirements of the pesticide label, including building sites, application rates, re-entry intervals, posting, use of personal protective equipment, use restrictions, and disposal on the product label.

To be notified about pesticide applications or the management plan, please contact Al Clark at Floodwood School District, 218-476-2285.

Pets

In consideration of people with allergic reactions to animals and safety and indoor air quality concerns, pets are not allowed in school or on school grounds.

Pledge of Allegiance

(See ISD Policy 531 on the district website for more information.)

Public Address Announcements and Daily Bulletins

Public address announcements will be made daily. The daily bulletin will be posted on the District website. Notices that are to be read regarding a club or other school activity must be written and initialed by the advisor to indicate approval of its content and editing.

Records, Public Notice: Rights Regarding Pupils' Permanent Records

(See ISD Policy 515 on the district website for more information.)

Released Time Instruction

Participating students will be released to go to released time religious instruction classes. Each student must have a religious release permission form signed by a parent/guardian, in their file stating that they are to go to religious instruction. Once a student is released, they must remain at the church for the duration of the released time.

Repair/Replace, Electronic Devices

An annual \$25 user fee will be implied for the use of school ipad/chromebooks. Below is a cost and procedure for repair/replacement needs.

Technology Repair/Replacement	Annual Cost: \$25 per student \$75 family cap \$15 qualifying student who complete educational benefits form
Non Refundable	Annual cost is a user fee and to cover the cost of minor repairs needed annually to devices.
Coverage	Broken chargers if caused by proper use and returned are replaced for no cost
1st Incident	First Fix is Free. If there is more than 1 repair needed at the time it is submitted, student will pay for the extra repairs according to the cost of repair chart below.
2nd Incident, 3rd Incident, etc.	Full cost of repair

Repair/Replacement Needed	COST
Broken Screen	\$100
Broken buttons	\$50
Charger/Cases	\$30 each
Hinge Covers	\$15
Cleaning Fee (removal of stickers/marker etc)	\$25
Replacement of Chromebook	\$150

Safety Drills

Safety drills will be held periodically according to law. It will be the responsibility of each student to be familiar with the safety drill procedures regardless of location in the building. A direction sheet is posted in each room.

Willful tampering with the fire warning or firefighting equipment is against the law and will be dealt in accordance with the law. All drills are serious matters. Lives may be saved during an emergency. It is mandatory that all personnel conduct themselves properly during safety drills.

Search of Student Lockers, Desks, Personal Possessions, and Student's Person

(See ISD Policy 502 on district website.)

Student Recognition and Publications

Recognition of students and their work promotes self-confidence and a desire to create the highest quality products. To recognize students, their photographs, works, and names may be published in District-approved media. Various student photographs may also be used for promoting Floodwood School. Parents/guardians must inform the superintendent/principal each year, in writing, by September 15th of the school year if they do not want their student's work, photographs, or name published in District-approved media. See Floodwood School Media Publishing Release/Opt Out Form at the end of this handbook.

Student Tennesen Warning Information

Students and Parents/Guardians are to be advised that:

- Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions and questions during the course of classroom activities.

- The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences related to their educational program.
- Students are not required by any law or regulation to supply data. However the school district expects and requires that students participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences into the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade given for the assignment. Continued failure to supply information will result in a failing grade for a particular course and a failing grade for the year. Refusal to supply information to a school district investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.
- Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory right to the data.

Floodwood School District #698 does not discriminate on the basis of race, color, national origin, sex, or disability

Surveys, Student

(See ISD Policy 520 on the district website for more information.)

Textbooks, Care of

Each student is responsible for the textbooks, workbooks, and materials issued to them. All textbooks are loaned to students free of charge. Students are expected to take good care of the books and will be held responsible for any damage to the books while they are checked out to them. Each classroom teacher may require that textbooks issued in their course be protected with a book cover. Each student is to enter their name in the book on the form provided for this purpose. Students will be charged fines for lost or damaged books.

Tobacco-free Environment

(Refer to entire ISD Policy 419 on the district website, or look above under Drugs, Alcohol, Chemicals...)

Violent Behavior by Students, Staff Notification of

(Refer to entire ISD Policy 529 on district website for more information)

GENERAL STATEMENT OF POLICY

- Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such students.
- Only staff members who have a legitimate educational interest in the information will receive notification.

Visitors

Visitors are welcome to visit the Floodwood School during celebrations and events. All visitors must enter the main doors at the south end of the school. Upon entering the building, all visitors, parents/guardians, and community members must stop at the receptionist area to receive a temporary identification badge. Visitors must be previously scheduled with teachers to visit classrooms. Visitors may not interrupt instruction time unless scheduled with the teacher.

Student visitors/guests are not permitted at Floodwood School unless there are extenuating circumstances. Please note that circumstances such as, "No one will be home and the visitor would like to see the school," are not extenuating.

Weapons

(See ISD Policy 501 on the district website for more information.)

GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The Floodwood School district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

DEFINITIONS

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; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

"School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

Withdrawals or Transfers from School

A student who wishes to leave Floodwood School for any reason or transfer to another school must bring a written request signed by a parent/guardian. This must be done five (5) days in advance in order that satisfactory arrangements can be completed. The student will then receive a withdrawal form that they're to have signed by their teachers. They will then return this form to the superintendent/principal. A student's record must show that they withdrew properly before a transcript can be sent to another school.

ELEMENTARY (K-6) POLICIES/RULES

Attendance

(See Attendance Policy # 503 on the district website for more information.)

Schools are responsible for teaching your student but we can't do our job if your student is absent. A student who misses a day of school also misses a day of learning that can't be replaced. You can help by making school a top priority. By building the habit of daily attendance, you will help your student see that school is important. If your student will be absent or late from school, please call the attendance line (218) 476-2285 ext.70103 or email attendance@isd698.org before 10:00 a.m. explaining the reason for their absence.

On occasion, you may have to take your student out of class before the end of the school day. According to school policy, you must come to the office and sign out your student. No student will be released to parents/guardian directly from the classroom. Students will be called to the office for pick up. If someone other than the students parent/guardian will be picking up a student, the parent/guardian must contact the school to give permission.

Tardies / Absences - Definitions

A student is considered tardy for the first half of the day when they arrives between 8:26 AM and 9:00AM. A student is considered tardy for the second half of the day when they arrives 30 minutes after lunch/recess has concluded.

A student is considered absent for the first half of the day when they arrives after 9AM. A student is considered absent for the second half of the day when they arrives after 1:30PM.

Excused Absences/Tardies

Parents/guardians must call or email the school the morning when their student is going to be absent. The following are examples of excused absences:

- Absence where parent/guardian has notified school prior to 10:00 AM on day of absence or student brings note to office signed by parent/guardians upon return to school.
- Serious illness in the student's immediate family.
- A death in the student's immediate family, close friend, or relative.
- Medical, dental, or orthodontic treatment, or counseling appointment.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed two hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.

Unexcused Absences/Tardies

Students who arrive at school between 8:26 AM and 9:00 AM are considered tardy. Three (3) unexcused tardies may result in an unexcused absence. The following list is not an exhaustive list of examples, but are some of the examples of absences that will not be excused:

- Absences that are unreported will be considered unexcused.
- Personal transportation problems
- Missing the school bus
- Shopping
- Oversleeping/Tired
- Skipping school or class
- Caring for siblings, family, or friends
- Truancy-an absence by a student which was not approved by the parent/guardian and/or the school district.
- Any absences in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home or a business, except under a school-sponsored work release program.
- Any other absence not included under the attendance procedures set out in this policy.

After seven (7) unexcused days of absences from school, a student is deemed truant and the school will take appropriate action. However, in an effort to be proactive in improving attendance, the school has the following procedures in place to support student attendance:

After five (5) unexcused days of absences, administration may request a meeting with the family, students, school representative, and possibly county social services in order to identify barriers to good attendance and develop a plan to improve attendance.

After a student accumulates eleven (11) excused or unexcused days of absences in a semester, the student and family may be required to attend a meeting with administration, develop an attendance contract, and/or be required to submit medical documentation for future absences in order to be excused.

Make-up Work

Students missing daily assignments for school activities or for other excused absences have two (2) school days for every day absent to make up work, with assignments due at the beginning of class on the third (3rd) day. Examples: If absent on Monday and return to school on Tuesday, Monday's assignments are due on Thursday. If absent on Monday and Tuesday, return to school on Wednesday, Monday and Tuesday assignments are due the following Tuesday. Assignments not submitted to the teacher within this time frame will receive a lower grade or no credit. In the case of a prolonged absence, a deadline shall be mutually agreed on by the teacher, student, and, if necessary, the superintendent/principal.

Attendance Award

Students who have a 98% to 100% attendance rate will receive an attendance award at the end of the school year.

Marking Periods

All courses are divided into quarters. K-12 grades will distribute progress reports at mid quarter. Parents/guardians can get access to their student's grades, report cards, and attendance information via the Internet by signing up for Campus Portal.

Marking Period Schedule

Quarter 1 Ends: November 1, 2023

Quarter 2 Ends: January 19, 2024

Quarter 3 Ends: March 21, 2024

Quarter 4 Ends: May 30, 2024

Uniform Grades, Grades K-4

P=Proficient student reliably demonstrates indicator

I=In Process student intermittently demonstrates indicator

N=Not yet student cannot demonstrate indicator

Uniform Grading Percentages, Grades 5-6

A+ = 99.0%-100.0%

A = 92.0%-98.9%

A- = 90.0%-91.9%

B+ = 88.0%-89.9%

B = 82.0%-87.9%

B- = 80.0%-81.9%

C+ = 78.0%-79.9%

C = 72.0%-77.9%

C- = 70.0%-71.9%

D+ = 68.0%-69.9%

D = 62.0%-67.9%

D- = 60.0%-61.9%

F = 0.0%-59.9%

P (Pass)

I (Incomplete)

W (Withdraw)

Please be aware of how detrimental a low score is to your students grade. Grades are derived strictly from percentages. It is extremely important to turn in every assignment. For example, a 0% on an assignment reduces the percentile average much more than a 30%.

Playground Expectations

1. All students are expected to go outside during the noon hour (weather permitting). Students must have appropriate outdoor clothing. If a student does not have appropriate outdoor clothing they may be asked to stay in the vestibule area during recess.
2. If the wind chill and/or temperature is 10 below zero or it is raining at 10:30 a.m., recess will be held in the gymnasiums.
3. Students will follow the Polar Pride Matrix for the Playground.

Respect	Optimism	Acceptance	Responsibility
Follow Directions	Use Appropriate Language	Include Others	Dress for the weather
Use equipment appropriately	Have a positive attitude	Celebrate differences	Line up quickly
Take turns			Pick up litter

HIGH SCHOOL (7-12) POLICIES/RULES

Academic Integrity

This academic honesty policy allows each of us to take full credit for our own academic work and to demonstrate respect for the process and for the integrity of work and scholarship.

Guidelines of Academic Honesty

1. Tell the truth to teachers and administrators about any schoolwork.
2. Use one's own abilities and knowledge in any assessment.
3. Present one's work as one's own, and receive credit for one's own work.
4. Follow the guidelines set by the teacher in any area of schoolwork.
5. Allow other students to perform without assistance.
6. Respect all teacher materials used in instruction and in grading.

Violation of any one of these guidelines is academic dishonesty. Academic dishonesty includes, but is not limited to the following:

1. Using any unauthorized source of information for taking a test including the use of concealed answers and unauthorized technology.
2. Plagiarizing. See Plagiarism Policy.
3. Offering another student the answers on an assignment, worksheet, or test, whether solicited or unsolicited.
4. Lying to a teacher about any schoolwork or activities.
5. Using the teacher's grade book, answer sheets, or tests.
6. Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.

The classroom teacher in charge will determine if cheating has occurred.

Offenses accumulate for all classes throughout the year. Each offense will be reported to school administration.

First Offense

1. The student receives a grade of zero on the assignment.
2. The teacher will inform the parent/guardian of the student's offense.
3. The student may become ineligible for, or placed on probation, from National Honor Society (NHS) per NHS bylaws.

Each Additional Offense

1. The student receives a grade of zero on the assignment.
2. The teacher will inform the parent/guardian of the student's offense.
3. The student will get one day of suspension.
4. The student becomes ineligible for all extra-curricular activities for a period of five weeks.
5. The student is permanently ineligible for or is dismissed from NHS per NHS bylaws.

Age of Majority

Minnesota Statute 120.06 states that School Districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students who are under 18 years of age. All Floodwood School students are expected to adhere to the same set of policies and guidelines.

Attendance

(See Attendance Policy # 503 on the district website for more information.)

The Attendance Policy shall apply to students in grades 7-12 of Floodwood School and it shall apply to individual class attendance. Regular daily attendance at school and all classes is of vital importance. For this purpose, attendance will be taken each period by each classroom teacher and reported to the school office. The Minnesota Department of Education requires the district to drop a student if they have not been to school for 15 consecutive days.

Philosophy:

Learning is enhanced by regular attendance, and research supports this. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study, and parental/guardian encouragement in order to reach the goal of maximum educational benefits for each individual student. A pattern of good attendance established in school will benefit the learner now, and will transfer to future schooling and into the workplace.

Parent's/Guardian Responsibility:

It is the responsibility of the parent/guardian to CALL OR EMAIL THE OFFICE (218-476-2285 ext. 70103 OR ATTENDANCE@ISD698.ORG) on the day of the absence by 10:00 a.m. or prior to the absence, explaining the absence. Written notes, admits, and calls are required for all students, regardless of age and will be accepted for up to two days. Excuses will not be accepted for an excused absence after 48 hours of the student returning to school and will be considered unexcused. Chronic absence may require a medical excuse to be acquired by the parent/guardian.

Admit Slips:

Upon return to school, the student must report to the office before 8:25 a.m. with parent/guardian permission either by note, phone call, or email stating the date(s) and reason for the absence in order to make it an excused absence. Parent's/guardian's permission must also accompany a doctor's excuse to be considered "medical or dental verified." The note will be kept on file in the office. The student will then receive an admit slip that is to be presented to the teacher of the class(es) missed. Students must show their admit slip to the teacher, or the teacher will determine it to be unexcused. Only students who have an excused absence will need to report to the office for an admit slip. All other students will be marked as unexcused. No classes will be interrupted due to having to go to the office for an admit slip. Students can only get an admit slip before 8:25 a.m. or during their lunch time. Any forgeries of notes will result in the student losing the right to bring a note and the parents/guardians will be required to call the school office to excuse the student for the remainder of the school year.

Classification of Absences:

Excused Absences: The following are examples of excused absences: school activities, weather, official religious holidays, death of immediate family members, medical/dental appointments, post-secondary visits, illness, family emergencies, court-ordered appearances, pre-arranged absences such as a vacation, suspensions, and college visits with documentation. These are only examples. Other situations may constitute excused absences in the judgment of the Superintendent/Principal. In all instances, the Superintendent/Principal's decision as to whether an absence is excused or unexcused shall be final.

Unexcused Absences: Unexcused absences are those not school authorized and not excused. Hair appointments, tanning, oversleeping, picking up/returning formal attire, refusing to go to school, skipping a class period, being needed at home to care for a sibling or other reasons, car trouble, working at a job, or for "no reason", and missing the

bus are some examples of unexcused absences. Sleeping in after attending events the prior evening (athletic, community, concerts, games, etc) is considered unexcused. If students are more than 7 minutes late for a class, it will be considered an unexcused absence. Other situations may constitute unexcused absences in the judgment of the Superintendent/Principal. In all instances, the Superintendent/Principal's decision as to whether an absence is excused or unexcused shall be final unless an Attendance Appeal Form is filed by the student (Appendix B).

Tardies: Students who are less than 7 minutes late for class will be tardy. Students who are more than 7 minutes late for class will be marked with an unexcused absence. Tardiness is seldom excusable. Students are expected to be ready for class work to start when the bell rings each period. Teachers retain the right to reduce points for tardiness and may enforce disciplinary measures.

Privileges:

Floodwood School intends to create a school culture that moves from punishment as a consequence of irresponsible behavior to earning privileges for responsible behavior.

- a. **Lunch Privileges:** Juniors and Seniors, only, with Zero Unexcused Absences and Zero Tardies in the weekly period may leave campus during lunch. No driving off campus.
- b. **Parking Privileges:** Students with over 5 Tardies or Unexcused Absences in a Semester will lose the privilege to park in the school lot, and will not receive a refund for the permit.
- c. **Senior Fast Track Day Privilege:** Students who have completed a minimum of 18 credits by the end of the junior year, have a 95% attendance rate, zero unexcused absences or tardies in their junior year, and zero disciplinary referrals in the junior year, are eligible to take six credits their senior year, rather than seven, which is currently required of all students.
- d. **Reimbursement of Participation Privilege:** Students who have a 95% attendance rate, fewer than three tardies, and zero disciplinary referrals (all per season) are eligible for a 33% refund in participation fees. (Appendix D)

Activities:

To encourage the development of responsible behavior, it is important to understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality.

Privileges that may be revoked include:

- a. 1 Unexcused Absence (1 Period or More): The student will be ineligible to practice, compete, or perform that day.
- b. 3 or More tardies in a season: The student will be ineligible to practice, compete, or perform the day they hit this number. Each succeeding tardy will result in another day of ineligibility.

One time per season, students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event, or game. The petition must be preapproved by the Superintendent/Principal (Appendix F).

School Notification to Parent/Guardian/Student of Absence:

Daily attendance will be reported at progress report time. Parents/guardians may obtain access via the internet on Campus Portal to view their student's attendance. Call the office at (218) 476-2285, ext. 70103 for more information.

Leaving the Building:

UNDER NO CIRCUMSTANCES ARE STUDENTS TO LEAVE THE BUILDING DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE SUPERINTENDENT/PRINCIPAL AND SIGNING OUT IN THE OFFICE. **Students in 11th and 12th grades may leave the building during the lunch period if they have earned the privilege to leave.** Students who leave the building during the lunch period must remember the school is not liable for any injuries they may sustain during this time. **School personnel must know where students are during the entire school day in case of an emergency.** Driving off campus during the day is not permitted. Students leaving the campus without permission or driving during the school day will have automatic lunch detention.

Diversions/Interventions:

The Superintendent/Principal and Behavioral Coach will meet to discuss individual students with attendance issues, both excused and unexcused. Diversion meetings will be scheduled as needed. Individual circumstances (major health issues, family concerns, etc) will be considered by the Superintendent/Principal and Behavioral Coach. Possible actions taken may include, but are not limited to, attendance contracts, requirement of doctors' notes or consultation with school nurse, parent/guardian meetings, loss of the privilege to participate in homecoming, prom, school dances, school functions, and non-curricular field trips, loss of eligibility for teacher reference letters or Dollars for Scholars Scholarships, loss of passing time.

IMPORTANT NOTICE*** STUDENTS UNDER THE AGE OF 17 ARE REQUIRED TO ATTEND SCHOOL AS REQUIRED BY MINNESOTA'S COMPULSORY ATTENDANCE LAW. Failure to attend due to excessive unexcused absences or truanancies all or part of seven (7) or more days will result in a "TRUANCY CITATION" being filed with the County Attorney and a resulting court appearance being scheduled for 'Habitual Truancy'. TRUANCY CITATIONS will also be filed for students age 17 as required by Minnesota State Law.**

CONTINUING TRUANT

Students are considered a 'continuing truant' if absent for three or more class periods on three days without a valid excuse. Parents/guardians will be notified by letter by the Superintendent/Principal. If the student continues to be truant, both the parent/guardian and student may be subject to juvenile court proceedings pursuant to Chapter 260. These proceedings may result in the suspension, restriction or delay of a student's driving privilege pursuant to MN Statute §260.191. The parent/guardian is also recommended to accompany the student to school and attend classes for one day.

MAKE-UP POLICY

ALL absences will require a student to make-up work missed. Students will also be required to make up time when they have accrued more than 7 days of unexcused absences in a semester. All make up time needs to be approved by the Superintendent/Principal or Behavioral Coach. Quarter make up time must be completed within 2 weeks of the quarter ending unless other arrangements have been made with the Superintendent/Principal or Behavioral Coach. Students must make up their time before

school, after school, or non-instructional days (Teacher Inservice or Saturday). When students are making up time or missing assignments due to absence, consider the following:

- A. Daily work must be made up within two days for each excused absence. Assignments not turned in to the teacher within two days could receive a lower grade or loss of credit. In the case of prolonged absence, a deadline will be mutually agreed upon by the teacher, student, and if necessary, the Superintendent/Principal.
- B. The student is responsible for initiating contact on make-up work.
- C. If time is not made up within the designated time frame, the student will receive an incomplete grade in the class where 7 unexcused absences have accrued.
- D. Three tardies is equal to one (1) unexcused absence.
- E. Not making up time could lower your grade and cause a student to not participate in school activities.

ATTENDANCE APPEALS COMMITTEE

A committee of three (3) teachers, the School Counselor, the Behavioral Coach and the Superintendent/Principal will consider the challenges regarding the attendance policy. A minimum of four (4) members must be present at each hearing.

ATTENDANCE CHALLENGE PROCESS

- A. A student who believes they have a valid reason to question an unexcused absence and chooses to challenge the unexcused absence must follow the procedure described below:
The student will obtain the Attendance Appeal Form-Appendix E, in office. Any written information such as a physician's statement, notice of court appearance, etc., that may be helpful for the attendance committee to consider, should be attached to this form.
- B. The challenge form should be completed and returned to the high school secretary within two (2) days.
- C. The student will be notified within FIVE (5) SCHOOL DAYS if the challenge has been approved or denied.

Attendance Award:

Attendance awards are given yearly at the Awards' Ceremony in the spring. Students who have an attendance rate of 98% to 100% will be recognized for their attendance.

Class Rank

Class rank will be calculated on senior high courses. Each student is expected to work up to their potential in all classes in order to receive the highest rank possible.

College/Career Visits

Seniors and juniors are allowed up to three school days per year to visit postsecondary education facilities or to explore career options. A student may travel to no more than two schools/career sites per semester, unless it is an out of state institution, without that day counting as an absence. The student must receive advance permission from the superintendent/principal and furnish verification from the post-secondary school/career site in order for the day to be excused. Verified college/career visits do not count against the attendance award, but it does count as an excused absence.

Commencement (Graduation)

In order for a student to participate in commencement activities, they must have completed the graduation requirements, or fulfilled the objectives of the Individual Education Plan, in every respect, established by the Board of Education and the State of Minnesota. If they're participating in an approved post-secondary program, the student must be satisfactorily completing their course of studies. Seniors participating in the post-secondary options program must present Floodwood School with an official transcript from the school they are attending, verifying credits earned prior to receiving a signed diploma.

Driving, Student

(See Privileged-Based Attendance.)

(See Motor Vehicles, Student Use and Parking of; Patrols, Inspections, and Searches Policy 527 on the district website for more information)

Dropping/Adding Classes

Students are required to be in seven (7) classes per semester with six (6) classes for credit each semester. Exceptions to this policy include: Students who enroll in online classes and take a study hall to complete coursework; Juniors and Seniors who are taking PSEO classes; or Seniors who qualify for Senior Fast Track Day Privileges. Students may drop/add a class without penalty from the time they receive their schedule in May until the end of the first day of school. Changes for the second semester must be made by the end of the first day of the second semester. To drop/add a course, students must obtain a drop/add form from the office. The completed form must be signed by the teacher(s) of the class(es) to be dropped and added and by the student's parent/guardian, and returned to the superintendent/principal. After final approval, students will receive an updated schedule. Students must continue attending the courses on their previous schedule until they receive the new one. Failure to comply will result in the student receiving unexcused absences. Administrative discretion will be used.

PSEO students wishing to withdraw from a PSEO class must discuss withdrawal with the School Counselor or Superintendent prior to withdrawal. The withdrawal must take place before the college's withdrawal deadline, or students may be responsible for tuition of the dropped class. Students must communicate regularly with any questions or concerns about their PSEO courses, to ensure funds are used wisely and the student stays on track to graduate.

Grading Percentages, Uniform for Grades 7-12

A	= 92.0%-100.0%
A-	= 90.0%-91.9%
B+	= 88.0%-89.9%
B	= 82.0%-87.9%
B-	= 80.0%-81.9%
C+	= 78.0%-79.9%
C	= 72.0%-77.9%
C-	= 70.0%-71.9%
D+	= 68.0%-69.9%
D	= 62.0%-67.9%
D-	= 60.0%-61.9%

F	=0.0%-59.9%
P (Pass)	=0 (not counted in GPA but credit is granted)
I (Incomplete)	=0 (not counted as attempted credit; no credit granted)
W (Withdraw)	=0 (not counted as attempted credit; no credit granted)

Please note: some groups may have more weight than others. Example: Homework/Class Assignments may count for 75% of grade, and Tests may count for 25% of grade. These percentages are at the teacher's discretion.

Please be aware of how detrimental a low score is to your student's grade. Grades are derived strictly from percentages. It is extremely important to turn in every assignment. For example, a 0% on an assignment reduces the percentile average much more than a 30%.

GPA (Grade Point Average), How to calculate:

After the above letter grade is determined, the letter grade is assigned a value in order to calculate the GPA:

A	= 4.0
A-	= 3.667
B+	= 3.333
B	= 3.0
B-	= 2.667
C+	= 2.333
C	= 2.0
C-	= 1.667
D+	= 1.333
D	= 1.0
D-	= 0.667
F	= 0.0

To determine the Term GPA, these values are each then multiplied by the GPA weight of each course. Most senior high semester classes have a credit value of .5. All junior high quarter based classes have a credit value of .25. To calculate the GPA for a quarter or semester grading period, add together the individual course GPA's and divide by total of GPA weights. For example, this is a senior high student's report card:

Course:	Grade:	Value:	X GPA Weight=	Course GPA
Class 1	B	3.0	X .5	= 1.5
Class 2	B-	2.667	X .5	= 1.33
Class 3	B-	2.667	X .5	= 1.33
Class 4	B	3.0	X .5	= 1.5
Class 5	B-	2.667	X .5	= 1.33
Class 6	B+	3.333	X .5	= 1.67
Class 7	C+	2.333	X .5	= 1.17
Totals			3.5	9.83

Total Course GPA (9.83) divided by Total GPA Weight (3.5) = 2.81 Term GPA

The Cumulative GPA is calculated the same way, except you would include all completed senior high courses even from prior school years.

Graduation Requirements

(See Graduation Requirements Policy #613 on the district website for more info.)

The graduation requirements that are enumerated / identified in the student handbook annually are the requirements that are in effect for all incoming freshmen (grade 9) students and remain in effect for the duration of their high school years at Floodwood High School. The only exception would be a modification of the requirements due to a state legislative or MDE Rule mandate that occurs during the student's four year period while making progress towards graduation requirements that are printed in the student handbook for their freshmen (9th grade) year.

Students who are accelerated in courses/grade levels begin earning high school credit at the time they take the course at the high school level (a course/class that is for students enrolled in grades 9-12). Grades earned under the acceleration provision are counted in the student's cumulative grade point average for credit on the student's transcript towards the graduation requirements in place at the time of that student's enrollment in high school (grade 9.)

For the graduating class of 2019 and beyond, all students must successfully complete a minimum of 24 high school credits (14.5 required and 9.5 electives) in order to graduate and fulfill state requirements.

<u>Subject</u>	<u>Required Credits</u>
Language Arts	4.0
Social Studies	3.5
Science	3.0
Math (must complete Algebra II)	3.0
Physical Education	.5
Health (Wellness)	.5
Total Required Credits	14.5
General Electives	8.0
Technology	0.5
Art/Media Elective Required	<u>1.0</u>
Total Elective Credits	9.5

Total Required Credits for Graduation**24.0**

PSEO College Credit vs. High School Credit Comparison: 1 = .25, 2 = .50, 3 = .75, 4 = 1.0

See Course Catalog for what courses qualify for high school credit. It is the student's responsibility to make sure they have enough credits for graduation. Course Offerings are subject to change based on student interest and/or teacher availability. Students may be enrolled in classes not listed due to scheduling conflicts or additions to the schedule.

Hall Passes

Any student leaving the classroom at any time, other than between classes, will be required to have a pass that states where they are going, the time they left, and the signature of the teacher who issued the pass or designated classroom pass.

Honor and Merit Roll

Honor and Merit Roll will be posted on the bulletin board one week after the end of each quarter/semester. The merit roll will include students with a 3.0 GPA or better (no D's, F's, or I's). The honor roll will include students with a GPA of 3.70 or higher (no D's, F's, or I's). Students with a GPA of 4.0 will receive special distinction. GPA's are carried out 4 decimal places, but rounded to 3. Students must be enrolled a minimum of five (5) graded class periods per day in Floodwood School to be eligible for listing on Floodwood School honor rolls.

Honor System

Honor Awards are based on the cumulative GPA through the end of fall semester of the student's senior year. Seniors who receive a cumulative GPA of 3.8 and above will receive "Highest Honors." 3.667 will receive "High Honors." and 3.333 will receive an "Honor Student" award. The honor awards will be in the program at graduation and honor cords will be worn by these students. GPA's are carried out 4 decimal places, but rounded to 3.

All teachers are encouraged to acknowledge their 7-12th grade students at Academic Awards Ceremony who have earned a minimum of 3.7 GPA average overall in their individual class for semester one and as of April 15th of their semester two class. Additional acknowledgements are also encouraged for areas where a student has gone above and beyond the teacher's expectations.

Lettering, Academic

Students who consistently maintain a high cumulative grade point average can earn an academic letter at the Academic Awards Ceremony. Students will receive one chenille patch, and a certificate and pin thereafter. Scholastic letter awards will be based on a student's cumulative grade point average based on grades earned towards graduation. Scholastic letters will be awarded to students who have earned:

A cumulative grade point of at least 3.50 after semester one of the sophomore year.

A cumulative grade point of at least 3.50 after semester one of the junior year.

A cumulative grade point of at least 3.50 after semester one of the senior year.

Marking Periods (7-12)

All courses are divided into quarters, with mid-quarter progress reports distributed after the fifth week of each quarter. If a student has an "F" or an "I" on their progress report, a copy of the progress report will be mailed home. Parents/guardians should be encouraged to schedule an appointment with the teachers at any time to discuss their student's progress in school. Parents/guardians may obtain access to their student's grades, report cards, and attendance information via the Internet by signing up for Campus Portal.

Semester Composite Grading: After quarter 2 and quarter 4 grades have been posted, a final semester grade will be determined by averaging the percentages earned for the 2 quarters included in that semester.

For example: Quarter 1 grade is 85% (B), Quarter 2 is 75% (C), then the Final Semester grade for Semester One is $(.85 + .75) / 2 = .80$ (B-)

Marking Period Schedule

Mid-quarter 1 Ends: October 6, 2023
 Quarter 1 Ends: November 3, 2023
 Mid-quarter 2 Ends: December 15, 2023
 Quarter 2/Semester One Ends: January 19, 2024
 Mid-quarter 3 Ends: February 23, 2024
 Quarter 3 Ends: March 21, 2024
 Mid-quarter 4 Ends: April 19, 2024
 Quarter 4/Semester Two Ends: May 31, 2024

Medical Excuses for Physical Education Classes

Only those students who have a medical excuse from their family doctor may be excused from physical education. These excuses must be turned in to the office and must be renewed each school year. Medical excuses must state the period of time the student is excused from physical education.

Motor Vehicles, Student Use and Parking of; Patrols, Inspections, and Searches Policy 527

(See district website for more information. See Privilege-Based Attendance.)

National Honor Society

Students in grades 10-12 with a cumulative GPA of 3.7 or better will be notified by the National Honor Society advisor upon their eligibility. Student Activity Information Forms will be distributed to all eligible students. These must be completed to be considered a candidate. A selection committee will review each candidate, awarding point values of 1-4 to each of five categories: scholarship, leadership, character, school service and community service. Point totals will be totaled and averaged, with a score of

3.7 necessary for induction. Induction will occur in the spring. The NHS By-Laws and Selection Process handbook can be found on the district website.

Parking, Student

(See ISD Policy 527 for more information. See Privilege-Based Attendance.)

Students are permitted to park in the student parking lot (on school grounds) with a paid parking permit as a matter of privilege, not of right. They may park their vehicle in the parking lot designated for student parking only. **Students must have their vehicle registered in the office with a permit clearly visible in the front windshield of the car.** Students parking in the parking lot without a parking permit or when they have lost parking privileges could lose the right to park on school grounds for the remainder of the year.

Students will not park vehicles in driveways, on private property, or in other designated areas, e.g. parking lots designated for use only by staff or by the general public. Speeding, improper parking, reckless driving, and excessive noise are of concern to the school, and disciplinary action, including notification of police, will be taken against violators. Important: Do not drive alongside the buses when on the north end of the school.

Patrols, Inspections, and Searches

School officials may conduct routine patrols of School District locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in School District locations 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.

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

The interiors of motor vehicles of students in School District locations, including glove or 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. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official. For more information refer to Floodwood School District Policy 527.

Plagiarism

Plagiarism is the improper use of another person's writing or ideas. It can be as subtle as the inadvertent omission of quotes or of proper references to cite a source or as blatant as knowingly copying an entire paper verbatim and claiming it as original work. According to Merriam Webster Online Dictionary, to "plagiarize" means: to steal and pass (the ideas or words of another) as one's own; to use (another's production) without crediting the source; to commit literary theft; to present as new and original an idea or product derived from an existing source.

Examples of Plagiarism

1. Submitting someone else's work as your own.
2. Copying words or ideas from someone else without giving credit.
3. Failing to put quotation marks around terms that are borrowed.
4. Giving false information about the source of a quotation.
5. Keeping the sentence structure and keeping the ideas but changing the words giving credit to the source.
6. Copying so many words or ideas from a source that it makes up the majority of what you have written, even if you do give credit.
7. Attention!! Changing the words of an original source is *not* sufficient to prevent plagiarism.

Frequently Asked Questions

Q: If I submit a paper for one class and then submit the same paper again for another class, can I correctly be accused of plagiarism?

A: Yes. If you do not properly reference yourself and the content extracted from your previous paper, then you are recycling work. This could be considered plagiarism in some cases.

Q: Can words and ideas really be stolen?

A: According to U.S. law, the answer is *yes*. In the United States and many other countries, original ideas are considered intellectual property and are protected by copyright laws, just like original inventions.

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Tips for Avoiding Plagiarism

1. Indicate another person's words by using quotation marks.
2. When paraphrasing, clearly distinguish another's ideas from your own.
3. When using another person's idea, credit the author by name and source.
4. If you are unsure if the material you write is plagiarized, consult with the instructor before turning in the assignment.

Consequences for Plagiarism

In *any* course, the following rules towards plagiarism apply:

1. For plagiarism on anything that is written and submitted to the teacher, the student will receive a grade of 0% for that assignment.
2. The student may be asked to resubmit the assignment or test for a new grade that will be averaged with the zero to create the final grade for the assignment. (Example: 0% and 90%= 45%.)
3. A second occurrence of plagiarized material will result in a grade of "F" and further administrative involvement.

Promotion

If a student fails any course in 7th or 8th grade, the student may have to repeat the course.

A student in 7th or 8th grade will be considered a member of the class in which they have the majority of subjects. If the number of courses is equal, the student will be in the lower grade level.

Seventh or 8th grade course(s) may be repeated for the third time. A committee consisting of the teacher(s) (of the course(s) to be repeated), the superintendent/principal, counselor, parent/guardian, and student advocate will decide if the course(s) will be repeated for the third time.

The 7th or 8th grade student and parents/guardians have the alternative of having the student repeat the entire grade level if they fail two or more courses for the year.

All required courses failed in grades 9 through 12 must be repeated. Any electives may be substituted for failing electives, but elective credits to be taken must equal total electives that have been failed.

Twenty-four (24) credits are required to graduate (See Graduation Requirements for more details). To be considered a sophomore, a student must have 6 credits; to be considered a junior, a student must have 12 credits; and to be considered a senior, a student must have 18 credits. The student may dually enroll in the ALP program only if they meet ALP entrance requirements. If the student is short on credits, but is scheduled for enough credits in the current year by taking the shortened credits in the ALP program, the student may still be considered a part of their graduating class.

Recruiters

The School District is required to provide contact information for all juniors and seniors to colleges and military recruiters when requested to do so. Parents/guardians may opt out of this request by submitting a **written** request by October 1st of each year to the superintendent/principal.

Valedictorian and Salutatorian

In order to qualify for the Valedictorian and Salutatorian award, the student must have been enrolled and physically attending Floodwood School for the last two consecutive years (junior and senior.) This rule does not apply to a Post-Secondary Education student.

Valedictorian

The Valedictorian Award will be given to the senior with the highest cumulative GPA at the end of the first semester of the student's senior year. Grades will be carried out to four decimal places and rounded to three. In the event of a tie, multiple valedictorians will be named.

Salutatorian

The Salutatorian Award will be given to the senior with the second highest cumulative GPA at the end of the first semester of the student's senior year. Grades will be carried out to four decimal places and rounded to three. In the event of a tie, multiple Salutatorian Awards will be given.

CO CURRICULAR AND EXTRA-CURRICULAR ACTIVITY POLICIES AND RULES

ATHLETICS: Boys - Baseball, Basketball, Football, Track, Cross Country
Girls - Volleyball, Basketball, Softball, Track, Cross Country

MUSIC: Band, Pep Band, Drumline

OTHER: Student Council, National Honor Society

Students interested in membership in any of these activities, should ask the superintendent/principal, counselor, or advisor for information.

Attendance

(See Privilege-Based Attendance.)

Class Officers

All class officers are expected to take a major role in the leadership of their classes. They are expected to attend all class meetings unless they have the advisor's permission to be excused. Conduct unbecoming a person in a position of leadership will be considered sufficient grounds for removal from office. The Class Treasurer is responsible for maintaining a written record and ensuring money is deposited in the correct class account from year to year.

Dances

(See Privilege-Based Attendance.)

School dances are scheduled on the district Google calendar. Any school organization desiring to sponsor a dance must first receive permission from their advisor. All dances must be approved by the superintendent/principal no less than 30 days before the dance is scheduled to take place. Final arrangements including the required building permit must be made no less than two weeks before the dance is scheduled to take place.

To ensure these functions will be well organized and will provide wholesome entertainment for the student body some regulations are necessary:

1. School dances are for Floodwood students in grades 7-12. Students wishing to bring guests to the dance must seek prior approval from the superintendent/principal who will then notify the dance chaperones. It is in the students' best interest to ask for approval well in advance of the dance, as there is a required form for the guest to complete, which requires their school principal to sign.
2. No one will be allowed to enter after 9:00 p.m. If a student has left the dance they will not be allowed to re-enter unless they have secured permission from a faculty member before leaving the building.
3. School dances will not start before 8:00 p.m. and will be terminated no later than 12:00 midnight.
4. At least three faculty members are to chaperone each dance. The organization sponsoring the dance will be responsible for arranging for these people.

5. Student committees will see that concessions and dance areas are cleaned as soon after 12:00 midnight as possible.
6. Dances are special occasions and students are expected to be clean and presentable and conduct themselves in accordance with district policies.
7. Admission charge at dances will be set by the organization sponsoring the dance but must be approved by the superintendent/principal.
8. All persons attending the dance must remain in the cafeteria or main hall. All other areas in the school are off-limits.
9. The organization sponsoring the dance may sell tickets in advance.

Eligibility, Athletic Scholastic

Requirements for participation in extracurricular activities, students shall achieve all of the following:

1. Maintain a passing grade in all classes.
 2. Academic checks
 - a. Academic checks will be conducted by an administrator with the following timeline:
Mid 1st quarter, end of 1st quarter, mid 2nd quarter, end of 1st semester, mid 3rd quarter, end of 3rd quarter, mid 4th quarter, end of 2nd semester.
 - b. At an academic check time, if an athlete is failing 1 or more classes, they are placed on probation
 - i. Probation: The athlete's grades are checked weekly until the next academic check.
 1. During probation, an athlete is ineligible for contests if they are not passing all classes. Once they are passing all classes, they are eligible for contests.
 2. Eligibility will occur during regular school hours, 8:00am to 3:30 pm.
- At the next academic check, if an athlete is passing all classes, they are no longer on probation.
3. If, at the end of the previous semester, an athlete is failing 2 or more classes, they are placed on academic suspension.
 4. **ACADEMIC SUSPENSION PERIOD** – The student shall be ineligible for contests during the suspension period. The student may practice with the team. If, at the end of the suspension period, the student is passing all classes, the student may then be reinstated for interscholastic competition.
 - a. The suspension period for high school students shall be as follows:
 - i. First Semester: From the first day of school through the fourth Saturday of September.
 - ii. Second Semester: For five (5) weeks beginning the first day of the second semester.
 - b. Each student is eligible on Monday of the week following the end of the suspension period. Three or more teaching days shall constitute a week.
 5. **Appeals:** Under unusual circumstances, such as extreme hardships, students may appeal the discipline measures resulting from these academic eligibility requirements to the Principal.

It is our goal to provide students with a strong learning environment as well as offer a variety of extracurricular opportunities to students. We expect all student athletes to be in good academic standing. An essential belief is that extracurricular activities are secondary to academic programs. As such, failure in academics results ineligibility to participate in activities.

To encourage the development of responsibility, it is important to make certain that stakeholders understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality.

The following is the process followed by the Activities Director regarding Athletic Scholastic Eligibility:

- 1 Unexcused Absence (1 Period or More): The student will be ineligible to participate in the next practice or event scheduled for that day.
- 3 tardies in a season: The student will be ineligible to participate in the next practice or event when they reaches three (3) tardies in a season and this will be the case for each succeeding tardy.
- Grade of D+ in One or More Classes: Students will be ineligible to compete in events, games, or performances for the remainder of the week. A list of unsatisfactory grades (D) will be generated each Monday for all classes (current semester and quarter), and this period of ineligibility will begin on Tuesday and run through Sunday. If the student completes the "Eligibility Reinstatement Form," which is signed by teachers verifying the grade(s) is up to passing, the student will immediately regain eligibility.
- One time per season: Students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event or game. This petition must be preapproved by the Superintendent/Principal.
- Administration has the right to create individual contracts with students as long as the contracts meet MSHSL guidelines.

Evening and School Activities

All activities planned by any club or group must have the advisor's approval before getting the superintendent/principal's endorsement. Student groups of any kind working after school or evening or on any non-school day must have an advisor with them. Students who are waiting for admission to an activity should report to the concession stand/foyer area.

Lettering, Co-curricular/ Extra-curricular

Students who actively participate in fine arts, or other co-curricular activities may earn an academic/fine arts letter. Standards for earning an academic letter in Knowledge Bowl, Yearbook, B.P.A., Band, and Drama are determined by the activity supervisor or coach. (You can request to see the district policy book for more details.)

Lettering Requirements: In order for a student to earn a varsity athletic letter, they must meet the following requirements:

1. Participate (play) in 40% of the total quarters, innings, games, etc. that make up the season.
2. Perform satisfactorily to the completion of a season.
3. Maintain eligibility through the entire season.
4. Under special circumstances (such as injury or illness) where all of the above requirements cannot be met, the coach may recommend that a student be awarded a letter.
5. Seniors who have participated in two or more years in a sport but have not met the participation rule may be given special consideration.
6. **Track Athletes:** The athlete must earn 15 points in competition throughout the season to qualify for a varsity letter. Points are earned by placing at meets. The athlete will be present at all practices unless prior approval has been obtained from the head coach. The athlete may not receive a varsity letter if they have demonstrated behavior which does not display the characteristics of a Polar Bear track athlete. (Examples of those characteristics are: showing respect to the coaches, teammates, the opposing team/coaches and officials, and following the MSHSL policy)

Awards

All students that satisfactorily complete the season will be given participation certificates.

Students earning Letters will receive the following:

- 1st Year: Certificate of Achievement and a Chenille Letter
- Following Years: Certificate of Achievement, a Service Bar and Pin

Out of Town Trips

All out of town trips must be approved by the superintendent/principal. Advisors must require students who go on school activity trips to go and return with the group. Any other type of arrangements for transportation must be made by parents/guardian in writing prior to the trip. All school trips and activities must be chaperoned by the advisor or some other designated faculty member. Each student must turn in to the advisor a release slip signed by their parents/guardian prior to the trip and on the school form provided.

Post-Secondary students will follow the same policies and procedures that attending Floodwood High School students are required to follow.

Parents' Night

Parents/Guardian of seniors being honored at Parents' Nights for all sports will be granted a free pass for that game.

Publication

The Floodwood High School annual, *Polaris*, is edited and published as a project of the Yearbook class that is a pictorial history of the school year. All of the activities of the school and the various classes are recorded in print and in pictures as pleasant reminders in the many years to come. The editors are selected by the faculty advisor based on organizational ability, integrity, thoroughness of work, and other similar factors.

Rules, Athletic Training—All Sports

A student must at all times have a proper attitude: cooperation, loyalty, honesty, etc. If a coach/advisor feels that the student is in any way not cooperating with their teammates, coaches, or faculty, they may be removed from the sport for a short period of time or for the season.

All MSHSL rules and those set by the athletic department shall be enforced to the letter.

Special Events

(See Privilege-Based Attendance.)

HOMECOMING is one of the annual highlights for the alumni and students and is organized and planned by the Student Council.

JUNIOR-SENIOR PROM is hosted each spring by the junior class. This is restricted to members of the sophomore, junior, and senior classes, their guests and faculty members. Only students in grades 9-12 will be allowed to attend prom (see Dances for additional information).

SENIOR CLASS TRIP must follow these guidelines set by the School Board:

1. The number of chaperones shall be a ratio of 7-10 students per chaperone. For further clarification, this would mean that if there were more females in the class than there were males, we would require that there be more female chaperones than male chaperones.
2. Senior class must spend only within its financial means as of February 15th of their senior year. In other words, no student should have to spend any money out of his/her own pocket in order to attend the senior class trip.
3. The board must approve the class trip by or at the January board meeting. If the trip is not approved and finalized at that meeting, then there will be no class trip.
4. There cannot be a student override vote to alter the spending of money on a senior class trip. Again, all money must be taken and spent from the ending fund on February 15th of their senior year. (Ex. No student group may say, "Let's vote to see if kids want to chip in \$50 to make the class trip happen.")
6. Chaperones must be staff members and/or parents/guardians approved by the board. The board may also approve the chaperones in the event that no parents/guardians or staff are able to attend. In essence, all chaperones will be board approved.
7. Room checks will be done frequently and randomly.
8. All leftover senior funds will be either voted on for spending (by the senior class) or turned over to the district on the last day of school.
9. Senior funds cannot be voted on to be returned to individuals of the senior class.
10. Seniors must be on target to graduate, have all assignments completed, and have at least a 91% attendance rate in order to attend.
11. Senior class trip records will be kept on file in the main office for future reference.
12. The Board has discretionary control over the process of the senior class trip. In other words, the Board retains the right to cancel the senior class trip for any reason.

Sportsmanship, Polar League Standards

Mechanical noisemakers (bells, buzzers, horns, etc.), megaphones, whistles, and confetti are not to be used.

All cheering shall be directed to the support of each team rather than against the opposition or game officials. Distracting the opponents, cheers of derision or in poor taste is not acceptable. Cheerleaders may use non-mechanical megaphones and yell-cards. Cheerleaders are to meet prior to each contest to agree on coordinating cheering to avoid conflicting for floor space or crowd attention.

Transportation, Extra-curricular

(See ISD Policy #710 for more information.)

Students participating in a school event and transported by school transportation (school bus) must ride to and from the event by school transportation. Students will be picked up and let off at the school. Students may also ride with parents/guardians if a written request is submitted to the coach prior to the event and approval is granted.



Floodwood School: Preparing all students to succeed.

PRIVILEGE BASED ATTENDANCE

All Students--Weekly Privileges:

Attendance will be monitored in weekly periods from Monday-Friday. Every Monday, attendance will be checked. Students will earn the following privileges based on attendance for the previous week:

- o 0 Tardies and 0 Unexcused Absences in a weekly period (Monday-Friday)
 - Students will have the privilege of Off-Campus Lunch (11th -12th grades only) No Driving
 - *Clarification: Students who have one tardy and/or one unexcused absence will lose privileges for one week. Each Monday, the privileges will reset, meaning a student's unexcused absence or tardy will only affect them for the upcoming week.*

All Students--Cumulative Unexcused Absences/Tardies and the consequences or loss of privileges:

If unexcused absences or tardies become chronic, the consequences identified below will be administered:

- o 7 Days of Unexcused Absences:
 - Action--Diversion Meeting will be scheduled with parents/guardian and the Attendance Committee
- o Over 5 Tardies/Unexcused Periods in a Semester:
 - Students will lose driving/parking privileges (no refund) for the next week. Privileges will be revoked for a period of Monday-Friday, and reinstated the following Monday (If there are no additional unexcused absences or tardies.
 - Once a student hits 6 unexcused absences/tardies, each additional unexcused absence/tardy will result in a loss of parking privileges the following week.
 - Over 10 tardies in a semester will also require time to be made up before school, after school or on non instructional days (teacher in-service days).

Some Students--Students Deserving of Special Attention:

Upon review of the attendance list, a very high percentage of attention will be paid to the highest 10% of attendance violators. Individuals will be identified whose responsibility will be to make contact with parents/guardians and students regularly in an attempt to address the root cause of the chronic attendance problems. To encourage the development of responsibility in this regard, it is important to make certain stakeholders understand the activities identified below are privileges, not rights, and while all students begin the year with these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

- Participation in homecoming
- Participation in prom
- Participation in school dances & functions
- Participation in non-curricular field trips
- Receipt of teacher reference for post-secondary admission
- Loss of eligibility to receive Dollars for Scholars scholarships
- Attending school events as a spectator
- Loss of passing time between classes

Consequences for irresponsible behavior, irresponsible attendance, or irresponsible punctuality include but are not limited to:

- Detention free
- In-school suspension
- Out-of-school suspension
- Assignment of Community Service Time
- Time made-up outside of school hours (before/after school or on non-instructional days)

All Students—Extra or Co-curricular Participation:

To encourage the development of responsibility, it is important to make certain that stakeholders understand that extracurricular and co-curricular activities are privileges, not rights, and while all students begin the year with the opportunity to participate in these privileges, they can be revoked as a result of irresponsible behavior, irresponsible attendance, or irresponsible punctuality. Privileges that may be revoked include:

- 1 Unexcused Absence(1 Period or More): The student will be ineligible to participate in the next practice or event scheduled for that day.
- 3 Tardies in a season: The student will be ineligible to participate in the next practice or event the day they hit this number of tardies and this will be the case for each succeeding tardy.
- Grade of D in One or More Classes: Students will be ineligible to compete in events, games, or performances for the remainder of the week. A list of unsatisfactory grades (D) will be generated each Monday for all classes (current semester and quarter), and this period of ineligibility will start on Tuesday and run through Sunday. If the student completes the “Eligibility Reinstatement Form,” which is signed by teachers verifying the grade(s) is up to passing, the student will immediately regain eligibility.
- One time per season: Students may petition the principal to substitute completing a one (1) hour community service project to regain eligibility for a practice, event or game. This petition must be preapproved by the Superintendent/Principal.

Fast Track Day:

- Students who have completed a minimum of 18 credits by the end of their junior year, have a 95% attendance rate, and no disciplinary referrals in the junior year, are eligible to take five (5) classes their senior year, five (5) of which are for credit rather than seven (7) classes, currently required of all students.

The student may select which period during the day to be unscheduled excluding required classes for graduation. Should the student have any tardies or unexcused absences, or attendance concerns that arise throughout the year, the Fast Track Day privileges may be revoked at any time requiring the student to enroll in a class instead of the open period. As responsible students, the expectations are they would be expected to avoid inappropriate behavior during the free time.

Reimbursement of Participation:

- Students who meet the following attendance requirements will be eligible for refund of the fees identified:
 - 100% refund of the parking fee at the end of the year
 - A 33% refund of participation fees each season (fall, winter, spring).
Note: Over the course of a school year, 100% of the fee could be reimbursed if students meet the requirements each semester.
- Students who have a 95% attendance rate
- Students who have zero (0) Unexcused Absences
- Students who have fewer than 3 tardies in a Semester/Activity Season.
- Students who have zero disciplinary referrals

Procedure: A form must be filled out for each reimbursement, and must be turned during the eligibility periods. Early or late forms will not be accepted.



APPENDIX A

Floodwood School: Preparing all students to succeed.

Subject: Student Attendance

Contract Date:

Date of Diversion Meeting:

Members Present at Diversion Meeting:

Student's Reason for Missing School:

School Supports Put in Place to Help Student:

Other Supports Put in Place to Help Students (Parents/Guardians, Other Agencies, etc.)

Contract:

If _____ (student) further tardies or unexcused absences occur, the following may happen:

(Check all items as appropriate)

- Loss of Participation in Homecoming Activities
- Loss of Participation in Prom
- Loss of Participation in School Dances and Functions
- Loss of Participation in Non-Curricular Field Trips
- Loss of Receipt of Teacher Reference Letters for Post-Secondary Admission
- Loss of Eligibility to Receive a Dollars for Scholars Scholarship
- Loss of Ability to Attend School Events as a Spectator
- Loss of Passing Time Between Classes
- Other:

Notes:



FLOODWOOD SCHOOL: Preparing all students to be successful.

Subject: Request for Reimbursement of Fall/Winter/Spring Participation Fees

Participation Fee Reimbursement: Students who meet the following criteria are eligible for a 33% refund of participation fees. This may be applied for in the Fall/Winter/Spring Semester:

- a. 95% attendance rate (Semester)
- b. Zero (0) unexcused absences (Semester)
- c. Zero (0) disciplinary referrals to the office (Semester)
- d. Fewer than three (3) tardies (Semester)

The dates for each season are:

- Fall: September 5 - November 25 (Can miss 21 periods for eligibility)
- Winter: November 26 - March 30 (Can miss 28 periods for eligibility)
- Spring: March 31 - May 30 (Can miss 21 periods for eligibility)

Reimbursement Procedure: Students must complete the following form and turn in to the Behavioral Coach by the following dates. Late submissions will not be accepted:

- Fall: November 30
- Winter: April 10
- Spring: June 7

I, _____, am requesting reimbursement for (circle one) Fall/Winter/Spring Participation Fees. This form must be filled out in entirety and turned in by the dates listed above. Failure to do so will result in a forfeiture of reimbursement. Check all that apply:

Please Check One:

- Check (Requires a W-9 Form from Parent/Guardian)
- Deposit into Lunch Account # _____
(Eligible for a la carte purchases)

I verify that I have met the criteria listed above.

Signature _____ Date _____

To be completed by the Behavioral Coach:

The student listed above:

- Qualifies for the Requested Reimbursement
- Does Not Qualify for the Requested Reimbursement

Signature : _____ Date: _____