



2024-2025

**Moorhead Alternative Learning
Center**

STUDENT/FAMILY HANDBOOK

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ABOUT THE MOORHEAD ALTERNATIVE LEARNING CENTER

The Moorhead Alternative Learning Center is a state-approved alternative program designed for students who are at-risk of educational failure. Moorhead ALC works in cooperation with Moorhead Area Public Schools and schools in greater Clay County.

It is an intervention-based educational program that is designed to adjust to the individual student needs in an attempt to assist to get the student “on-track”. The interventions are designed at two main focus areas:

1. To increase the student rate of attendance.
2. To increase the student rate of academic progress leading them to achievement.

This program guides and supports students to be successful in meeting learning outcomes by focusing on the following priorities to raise graduation rates:

- **Data-Driven Decision Making:** Using data to provide effective support to students who are disengaging from school and learning.
- **Engagement, Recovery and Re-engagement:** Developing and implementing effective programs to keep youth in school and identify and encourage youth who have already dropped out of school to re-enter school and complete high school.
- **Individualized Student Planning for the Future:** Providing effective and accessible programming and resources for schools, families and students to facilitate high school completion and postsecondary success.
- **Collaboration:** Working together to embed Minnesota’s goal of graduation for all and action steps into any child or youth-focused program or initiative.

Continual Learning Plan

Each student enrolled at Moorhead Alternative Learning Center will have a **CLP** (continual Learning Plan). This document is written based on the qualifications that were used to arrive at your students’ enrollment at MALC. The CLP will be used as a progress monitoring measure to gauge your students’ success (or lack of success) to justify continued enrollment in the program. Students who are choosing to not make progress in their CLP, are at risk of being dismissed from the program.

The **Seat-Based Day Program** is designed for students who need the structure of a traditional school day, but a different educational environment. Students have the opportunity of smaller class sizes, more personalized learning with their teachers, a focus on credit recovery, and a strong educational system in place. This program provides a more personal approach to learning, giving students the opportunity to develop positive relations with teachers and staff who are all working to help the student toward success. A focus of this program is to work on the barriers or obstacles that cause students to struggle in school. An emphasis is placed on the discussion and exploration of post-secondary opportunities. Small groups and social activities are utilized to develop school skills. Strong partnerships with community businesses and agencies are also utilized.

Family Night/Conferences

Moorhead Alternative Learning Center hosts Family Nights throughout the year. These events occur approximately once per month. These events provide the opportunity to meet with teachers and staff at MALC, as well as access and explore community resources that are available to you. It is our intention that these nights work concurrently with Family/Teacher conferences providing the opportunity to talk to your student’s teachers about the progress they are making toward graduation.

PROGRAM COMPONENTS

Intervention Based Education

Intervention based education is an approach to education that identifies barriers and challenges that inhibit a learner's ability to learn and experience academic growth. These challenges may be academic, mental health, chemical health, social skills, family crisis, disabilities, etc... Staff, students, parents, appropriate community resources, and family support systems will develop intervention plans. These plans are intended to support learners and families, so they can continue to learn and develop. The intervention process will be utilized in assessing, monitoring and programming to meet the academic and behavioral needs of our students.

Meals

Moorhead Alternative Learning Center offers breakfast and lunch meals that meet the state and federal guidelines. School breakfast is available from 8 - 8:30am. and is free of charge for the student's first breakfast of the day (subsequent breakfast meals on the same day cost \$2.25). Lunch is free of charge for the student's first lunch of the day (subsequent lunches on the same day cost \$4.95) and includes milk. In addition, milk is sold for \$.50 and the ala carte line has items ranging from \$.25 to \$1.50.

Families may apply for free/reduced-price meal benefits anytime during the school year. Meal applications are distributed to all families in the district prior to the first day of classes. In addition, applications are available on the district website and school buildings during office hours. The form should be completed electronically to ensure faster processing. If the household income or size change, families can apply for meal benefits anytime during the school year.

Enrollment

Students, who wish to attend the Area Learning Center as an alternative to their traditional high school, need to be referred to the Student Assistance Team for consideration of educational placement.

Students must qualify for enrollment in alternative education services. These qualifications are defined by the Graduation Incentives Criteria.

The student and the family needs to indicate a commitment to the program, and be willing to utilize and follow the recommendation of the ALC in order to meet graduation goals; repeated refusal to utilize the program's benefits will result in transferring back to the home school.

Prior to referral the student must spend a reasonable amount of time at a traditional school, in order to identify that the intervention and the programming provided at the high school is not being successful to help the student.

The Student Assistance Team will consider educational services and options as they work with parents and students to create positive educational experiences. Alternative education services may or may not be recommended.

Protection and Privacy of Student Records

The following information is considered public information and may be disclosed unless the program director is notified that this information is considered private. **State law requires that the names, addresses and home telephone numbers of students in grades 11 and 12 be released to military recruiting officers unless a parent notifies the school in writing of their objection. Name, grade level, enrollment status (i.e., full-time or part-time), participation in activities, height and weight of team members, dates of attendance, honors and awards, graduation status, most recent and previous school,

and photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses.

For additional information refer to [School Board Policy 515](#) on the school district website or in the school office.

Release of Information: All rights and protections given parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an “eligible student.” However, the parents of an eligible student who is also a “dependent student” are entitled to gain access to the educational records of such a student without first obtaining the consent of the student.

For additional information refer to [School Board Policy 515](#) on the school district website or in the school office.

MALC Daily Student Schedule

Student Period Schedule

Monday		Tuesday		Wednesday		Thursday		Friday (Home Base Learning)
1	8:30 - 9:12	1	8:30 - 9:15	1	8:30 - 9:15	1	8:30 - 9:15	- Work Based Learning (WBL)
2	9:15 - 9:57	2	9:17 - 10:02	2	9:17 - 10:02	2	9:17 - 10:02	
A	10:00 - 10:15	3	10:05 - 10:50	3	10:05 - 10:50	3	10:05 - 10:50	
3	10:17 - 10:59	4	10:53 - 11:38	4	10:53 - 11:38	4	10:53 - 11:38	- Project Based Learning (PBL)
4	11:02 - 11:44	L	11:40 - 12:15	L	11:40 - 12:15	L	11:40 - 12:15	
L	11:45 - 12:20	5	12:18 - 1:03	5	12:18 - 1:03	5	12:18 - 1:03	
5	12:25 - 1:07	6	1:05 - 1:50	6	1:05 - 1:50	6	1:05 - 1:50	-Community Extension
6	1:11 - 1:53	7	1:52 - 2:37	7	1:52 - 2:37	7	1:52 - 2:37	
7	1:57 - 2:39	8	2:40 - 3:25	8	2:40 - 3:25	8	2:40 - 3:25	
8	2:43 - 3:25			E	3:45 - 4:45			
E	3:45 - 4:45							

The **Extended Day** (E on the schedule) is designed for credit recovery, group activity, and intervention time; students will be assigned to the extended day as part of the CLP intake process. Bussing will be provided at 4:45

The **WBL**, **PBL**, and **Community Extension** are elective opportunities, these are activities that students will be taking care of on their own time, student are not to attend school on Friday, this day is to accommodate the extra time from the extended days and the extra time they are putting into the WBL and PBL activities

Graduation Criteria

Student graduating from Moorhead Alternative Learning Center will need to have the following 21.5 credit requirements:

- 4 credits in English: English 9 (1 cr), English 10 (1 cr), English 11 (1 cr), English 12 (1 cr)
- 3 credits in Math: Intermediate Algebra (1 cr), Geometry (1 cr), Advanced Algebra (1 cr)
- 3.5 credits in Social Studies: World History (1 cr), US History (1 cr), Geography (0.5 cr), American Government (0.5 cr), Economics (1 cr)
- 3 credits in Science: Earth Science (1 cr), Biology (1 cr), Chemistry (1 cr)
- 1.5 credits in Physical Ed/Health: Physical Education (1 cr), Health (0.5 cr)
- 1 credit in Art
- 5.5 credits in Electives

ATTENDANCE

We believe regular school attendance is critical to student growth and achievement. Regular attendance is a stepping stone to career, college and life readiness. Attendance is of vital importance, and it is essential that all efforts be made by the staff members of Moorhead Area Public Schools to ensure excellent attendance by the students of the district.

- Student/families will receive excessive absentee letters for the following:
 - 3 consecutive days absence
 - 7 consecutive days absence
 - Below 50 % attendance in two week period of time

In the Alternative Education setting a **single day absence is determined when the student is counted absent for more than 50% of their day.**

Weather-Related and Emergency School Closings

Occasionally the Superintendent will announce an emergency school early dismissal, late start or cancellation of school due to extreme heat, cold, snow, ice or other emergencies. As soon as the decision to close schools is made, an announcement will be made on the district website and all local radio and television stations. The district also uses an automated notification system for weather-related announcements and other notifications. Parents are encouraged to log in to PowerSchool to choose how they are notified with this system or to review prior messages in the system.

Busing

Transportation services are provided with district-owned vehicles and contracted services for the safe and efficient transportation of students to and from school. Moorhead Area Public Schools provides regular school day transportation, to and from, to students who reside within the school district boundaries and live one mile or more from their assigned building or to eligible students who must cross or use an area identified as being an extraordinary traffic hazard to and from school.

Field Trips

All school policies apply to students on field trips 24 hours a day for the duration of the trip.

Excused Absences

According to School Board Policy 515 to be considered an excused absence the student's parent(s)/guardian(s) may be asked to verify in writing the reason for the student's absence from school. Notification of Absences: Notifying the school of absences that fall into the excused categories is the responsibility of the parent/guardian of the student. Parent(s)/Guardian(s) must call the school or use PowerSchool each day to inform the schools that a student will not be attending or, when the student returns to school, The attendance number is 218-284-2201. Parents/Guardians and students are encouraged to monitor attendance through PowerSchool.

Unexcused Absences

According to School Board Policy 515 the following are examples of absences which will not be excused: Unexcused absences include all absences that can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the main office.

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. 121A.40 - 121A.56. 2. No daily credit for work missed at the discretion of the classroom teacher.

On the **third unexcused absence** the student will be referred to a truancy intervention or counseling program. Once the referral has been made, attendance will be closely monitored.

Habitual truancy is a student who is absent from attendance at school without lawful excuse for one or more class periods on **seven school days** during a school year and who has not lawfully withdrawn from school. State law indicates that habitual truancy will be reported to court services. Habitual truancy not corrected by the student may have legal repercussions.

Student Drops from Enrollment

A **15 day drop** occurs when a student has been absent from school for 15 consecutive days. In our Alternative Education setting a **single day absence is determined when the student is absent for more than 50% of the day**. For a 15 day drop the absence does not matter if it is excused or unexcused. If your student is dropped, you will receive a notice and have 10 days to re-enroll your student and schedule a re-entry intake meeting. Once the 10 days have passed if they re-enroll they will be enrolled at the High School, and remain until an opening is available.

In addition the Minnesota State Approved Alternative Programming Statues (Procedure 8 - SAAP Reporting Manual) states that in an ALC setting: **the program reserves the rights to withdraw any student earlier than 15 days, particularly if the program has a waiting list and/or it lessens the negative effect on the school's percent attendance**. Note that truancy laws apply to students with excessive unexcused absences.

As an Intervention based program geared at credit recovery, a student should be recovering credits with at least a 75% rate of proficiency. Meaning that a full day (8 periods) students taking 8 courses should be earning at least 1.5 credits per quarter, having earned 3 credits by the end of each semester...being 6 credits in the entire year. Students who are falling short of this expectation are classified as not making adequate progress toward credit recovery.

Dismissal

Students who are choosing to not make progress toward their Continuous Learning Plan (CLP) may be dismissed from the seat-based program.

Students, parents, staff, and community interventions will be utilized to problem solve obstacles or barriers and provide support. When student effort and/or resources have been exhausted, students will be referred back to their residential high school, or the Independent Study Program for continued educational programming. A student may be dismissed immediately as a major violation of school policy or after numerous interventions dependent on circumstances and/or parent and student efforts.

DISCIPLINE PROCEDURES

All families have access to a copy of the Moorhead Area Public Schools discipline procedures at the start of their school enrollment. Students are responsible to know its contents. School discipline procedures apply at all events in which the school is involved, regardless of the site, as well as on school transportation. For additional information refer to School Board Policy 551 on the school district website or in the school office.

STUDENT ACCOUNTABILITY

The Moorhead ALC staff provide all students with the level of structure they need to be successful and to encourage prosocial behavior. Students will be more closely monitored when they display behavior that suggests more adult supervision and structure is warranted. Students with chronic behavior problems will be provided a more structured program with specific behavioral goals, incentives and related response costs.

Restorative Process

Moorhead Alternative Learning Center uses restorative practices to build relationships and resolve conflicts by encouraging students to reflect on and take responsibility for their behaviors/actions and develop plans to repair the harm that has been caused.

Disruptive Behavior

Students who display disruptive behavior in a class may be removed from that class by a teacher or building administrator/designee for up to five (5) days, placed in in-school suspension with the opportunity for parent-teacher conference provided. A second referral for disruptive behavior may result in permanent removal from the class after the opportunity for a conference with the student and parent(s)/guardian is provided. Students are expected to behave in an appropriate manner in the hallways between classes as well as before and after school. Moorhead recognizes that the harm done by the presence and activities of gangs in the public schools exceeds the immediate consequences of activities such as violence and destruction of property.

In-School Suspension (ISS)

In-School Suspension is used as an alternative to out-of-school suspension. Students assigned to in-school suspension do receive credit for work that can be done in the ISS room. Parents of students assigned to ISS will be notified.

Out of School Suspension (OSS)

“Suspension” means an action taken by the building administrator/designee prohibiting a student from attending school in accordance with the Pupil Fair Dismissal Act. The purpose of suspension is to remove the student from the school environment and to provide time for professional staff, parent/guardian and student to discuss the matter and bring about an agreement of future conduct. For additional information refer to School Board Policy 551 on the school district website or in the school office.

Tobacco

The Moorhead Alternative Learning Center has been designated a tobacco-free building. Tobacco use or possession, including smokeless tobacco and all forms of electronic cigarettes, or inhaling of vapor from any electronic delivery device is not permitted by any student while on the school grounds or at school-sponsored events.

Minimum corrective actions include:

1. Suspension and Parent(s)/Guardian(s) conference
2. Referral to legal authorities
3. Additional corrective actions may be used.

For additional information refer to School Board Policy 551 and 573 on the school district website or in the school office.

Clothing

It is the policy of Moorhead Area Public Schools to encourage students to be dressed appropriately for the school day and any school sponsored event. Appropriate dress is the primary responsibility of the student and the student's parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any protected group.

Drug-Free School Zone

The area in and around Moorhead Alternative Learning Center is a drug-free zone. Students are prohibited from using or possessing controlled substances, *toxic substances, and alcohol before, during or after school hours, at school or in any other school location. Paraphernalia associated with controlled substances is prohibited. "Use" includes to sell, buy, distribute, dispense, possess, use or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration. Discipline may include:

1. Suspension from school
2. Chemical assessment through the referral of the Student Assistance Team
3. Reported to the appropriate law enforcement agencies for possible legal action
4. Parental conference upon readmission

*toxic substances include any illegal or legal substance possessed or used with the intent of inducing intoxication or excitement of the central nervous system. For additional information refer to School Board Policy 572 on the school district website or in the school office.

Fighting/Intimidating Behaviors

Students who engage in threatening, intimidating or any physical contact behavior will be subject to violence procedures and consequences. This includes social media threats and intimidation. Students may be suspended, or dismissed from the program if these situations occur.

Weapon-Free School Zone

The area in and around Moorhead Alternative Learning Center is a weapon-free zone. 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; paintball 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. Any student caught possessing a weapon on school grounds will be subject to discipline in accordance with the school district's discipline policy and procedures. Such discipline may include suspension or expulsion from school. Offenders may also be subject to increased penalties as defined by state law. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the building administrator's office shall not be considered to possess a weapon. For additional information refer to School Board Policy 501 on the school district website or in the school office.

Personal Electronic Devices (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs may be used during passing time or in the common areas during lunch time. Cell Phones are not to be used in classrooms during academic time. Students are not to use cellphones in any area of the building while they are scheduled to be in class. In accordance with FERPA, students are not allowed to video or capture images in a classroom without the knowledge and permission of the classroom teacher. Students should not make videos or take pictures of others in the school building. Students should not post pictures or videos of others in the building on social media platforms. Failure to comply with this may result in code of conduct violations and be subject to disciplinary actions.

Backpack Personal Items

In an effort to ensure the safety of all students, backpacks and/or personal item searches may take place, as a result of information that was identified related to that student. These searches will not be random and can be done with a parent present. Failure to comply with a search by the student and/or parent can result in a minimum 3 day suspension as a result of insubordination.

Career Academy Bathroom Usage

Student bathroom use will not be limited, students must follow the policy of “one person per stall”. Students who have been identified as entering or exiting a bathroom stall with additional people will result in those students being sent home for the remainder of the day and/or an additional one day suspension on their first offense. Each additional offense may result in one additional day added to the length of the suspension. Upon reasonable suspicion, these students and items may be warranted for administrative search.

Career Academy “Open Campus”

Moorhead High School provides an ‘Open Campus’ opportunity for students in grades 9-12. This privilege allows students to leave campus during their open periods and lunch. Students are responsible to return on time for classes. This opportunity to leave campus is not to interfere with any academic progress.

Students who are choosing to repeatedly leave campus during their assigned class periods is creating a disruption to our learning process and will be asked to remain off campus for the remainder of the day - they will not be allowed to re-enter the school building. At which time they will need to be brought home from their school day. Open campus does not allow for a revolving “come-and-go” as one pleases approach to our enrollment.

Elevator Usage

The elevator is only for the use of disabled or injured students WHO HAVE SUBMITTED A DOCTOR'S NOTE TO THE SCHOOL NURSE. Only an administrator or the school nurse may authorize the use of the elevator. Students who are permitted to use the elevator will be given an elevator pass which must be picked up in the Nurse's Office.

ALC 2024-2025 CALENDAR

 Indicates Extended School Day

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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29	30					

OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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30	31					

APRIL

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MAY

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MOORHEAD

AREA PUBLIC SCHOOLS

Independent School District 152

District Operations Center

1313 30th Ave. S., Moorhead, MN 56560

Phone: 218-284-3300 ■ Fax: 218-284-3333

www.moorheadschoools.org

Discipline Procedures – Grades 9-12

Administrative Procedure: 551.1

Date Adopted: 6/27/2011

Dates Reviewed: 6/20/12, 6/18/13, 6/23/14, 6/8/15, 6/13/16
6/26/17, 6/25/18

Section: 500 STUDENTS

Date Revised: 6/25/2018

General Statement

Every student and employee of Moorhead Area Public Schools is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline procedures, consequences appropriate to the behavior, and a practice to do so consistently.

The Moorhead Area Public School Board believes that learning can best take place in an environment which is orderly, safe, stimulating, and which enable all students to develop to their fullest potential. The atmosphere of the school must promote fairness, courtesy, honesty, and respect among students, school personnel, and community members. Moorhead Area Public Schools utilizes Positive Behavior Intervention and Supports (PBIS) as a foundation for behavior expectations in a building.

Students are expected to behave in accordance with federal, state and local laws; district policies and guidelines; and in a way that respects the rights and safety of others. Known violations of federal, state and local laws will be reported to local law authorities. Employees will take corrective action when a student's behavior does not fall within discipline guidelines.

The following are district-wide discipline procedures. These procedures and the minimal consequences apply any time a student is present on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. The discipline procedures and consequences apply when a district student engages in conduct outside of a school location or a school-sponsored event when the misconduct is a continuation of improper conduct that occurred on school grounds or the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of students and staff.

Listed are the violations and minimum consequences; although all actions will be taken on a case-by-case basis. Restitution, restorative discipline/justice or community service may also be utilized when appropriate for the disciplinary infraction.

Restorative practices seek to restore damages made by the offending student. A reasonable follow up to a destructive action may be to try to restore, replace, repair, clean up or apologize, as the situation may dictate.

Restorative Justice is a process whereby all the parties with a stake in a particular offense come together to resolve collectively how to deal with the aftermath of the offense and its implications for the future. A restorative process consists of a face-to-face encounter in the presence of a trained

facilitator. The affected parties are brought together by a facilitator to discuss how they and others have been harmed by the incident and how that harm might be repaired. Participants include the victim, the offender, individuals who support each of them and others who have been affected by the incident. Participation in the process is voluntary on the part of the victim or offender. This process is used in conjunction with the Clay County Restorative Justice Program.

Discipline should not be confused with punishment. The goal of discipline is a self-disciplined individual, with mature attitudes and socially acceptable standards of conduct. Disciplinary policies within the public schools shall be enforced within the general procedures. These procedures describe clearly the various administrative actions taken for violations of the law and the school district standards of behavior.

These disciplinary procedures will be applied to students with disabilities if: (1) An IEP team for the student concludes that application of the disciplinary policy is indeed appropriate for the students, taking into consideration the student’s disability; and, (2) if the disciplinary policy has been given to the student’s parent(s)/guardian(s) with an indication that the team has concluded its application to be appropriate to the individual students.

Listed are the violations and recommended minimum consequences for first, second and third offenses. Suspension may be served in school or out of school at the discretion of the administrator. The school district or school administration may impose more severe consequences beyond those set forth in these procedures based on the particular misconduct.

These procedures are based on school board policies, available on the district’s website at www.moorheadschools.org or in the school offices.

Procedures

1. ABUSE, VERBAL

Verbal assaults or verbally abusive behavior includes, but is not limited to, use of language (verbal, written or electronic) that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people and is prohibited. Verbal abuse that is also sexual, religious, disability or racial harassment will be addressed under the guidelines for harassment.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	3-5 day suspension	10 day suspension Recommendation to the superintendent for expulsion or exclusion

2. ALCOHOL AND CHEMICALS, POSSESSION OR USE

The possession or use of any alcohol, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property. Further recommendation such as possible chemical assessment may also be required. A chemical assessment may be required on a second school offense prior to readmission to school.

Definitions:

- A. “Alcohol” includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.
- B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in

Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.

- C. "Toxic substances" includes glue, cement, tobacco, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension or alternative action Notification of legal authorities and the student assistance team Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for six (6) weeks*	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for eight (8) weeks*	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities Referral to Student Assistance Suspension from attending or participating in school-related activities Not allowed to attend any school-sponsored activity for the remainder of the school year

(*) Weeks are counted as calendar weeks.

3. ALCOHOL OR CHEMICALS, POSSESSION WITH INTENT TO DISTRIBUTE OR SELL

Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, controlled substances and toxic substances, is prohibited while on district property, participating in a school-sponsored activity, traveling in a district vehicle or attending any school-sponsored event off district property.

Definitions:

- A. "Alcohol" includes any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, tobacco, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Immediate notification of legal authorities and the	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension Recommendation to	Parent(s)/Guardian(s) conference Immediate notification of legal authorities 10 day suspension

	student assistance team 5-10 day suspension or alternative action	the superintendent for expulsion or exclusion	Recommendation to the superintendent for expulsion or exclusion
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4. ARSON

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

Grade Level	First Offense
Grades 9-12	Parent(s)/Guardian(s) conference 10 day suspension Immediate notification of legal authorities (police and fire marshal)

5. ASSAULT/FIGHTING

Committing an act with intent to cause fear in another person of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification 1-5 day suspension Notify legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities Recommendation to the superintendent for expulsion or exclusion

6. ATTENDANCE, CHRONIC ABSENTEEISM

In addition to the compulsory attendance mandate of state law, the school board recognizes and emphasizes the value of attendance each school day by each student in accordance with the school district attendance policy.

Grade Level	First Offense
Grades 9-12	Parent(s)/Guardian(s) notification Detention Referral to Truancy Intervention Program

7. BREAKING AND ENTERING

Entering a secured or restricted district location, during or after school hours, using an unauthorized mechanism of entering is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
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Grades 9-12	Parent(s)/Guardian(s) conference 3-5 day suspension or alternative action Referral to legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities
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8. BULLYING PROHIBITION

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and 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 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. “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.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification 1-2 day suspension or alternative action Notification of legal authorities and referral to threat assessment team	Parent(s)/Guardian(s) conference 2-5 day suspension Notification of legal authorities and referral to threat assessment team	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of legal authorities and referral to threat assessment team

9. DISHONESTY, ACADEMIC

Scholastic dishonesty that includes, but is not limited to, cheating on school assignments or tests, plagiarism or collusion is prohibited. Academic consequences may also be assigned.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Detention	Parent(s)/Guardian(s) conference 1-3 day suspension	Parent(s)/Guardian(s) conference 3-10 day suspension

10. DISORDERLY CONDUCT

Disorderly conduct, which is an act that the student knows or has reasonable grounds to know that the act will alarm, anger, disturb others or provoke an assault or breach of the peace, is prohibited. Disorderly conduct is also engaging in offensive, obscene, abusive, boisterous or noisy conduct or offensive, obscene or abusive language tending reasonably to arouse alarm, anger or resentment in others. Disorderly conduct can include communication or expression created and/or distributed by an electronic means.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

11. DISRUPTIVE OR DISRESPECTFUL BEHAVIOR

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment.

- A. Willful conduct that significantly disrupts the right of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
- B. Willful conduct that endangers surrounding people, including school district employees, the student or other students, or the property of the school; and
- C. Willful violation of any rule of conduct specified in the student handbook adopted by the school board.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

12. DRESS AND APPEARANCE

- A. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the school day and school-sponsored activities.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom or co-curricular activity).
- B. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Clothing that exposes visible undergarments and other clothing that is not in keeping with community standards.
 - 2. Clothing bearing a message that contains violent language or images, profanity, obscenity or pornography.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, head coverings 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 [Moorhead School Board Policy 413: Prohibition of Harassment and Violence](#).
 - 5. Any apparel or footwear that would damage school property or could be used as a weapon.
- C. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be provided one of the following options:
 - 1. Student will be asked to put on their own alternative clothing, if available at school, to be dressed according to policy for the remainder of the day.
 - 2. Student will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

3. The student's parent or guardian will be contacted to bring alternative clothing for the student to wear for the remainder of the day.

The state health department requires that students wear shirts and shoes when in the building.

No student will be affected by dress code enforcement based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Modify clothing	Detention assigned Parent(s)/Guardian(s) notification Modify clothing or send home	Conference with class principal Parent(s)/Guardian(s) notification Modify clothing or send home

13. DRIVING, CARELESS OR RECKLESS

Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Refer to legal authorities Detention or community service	Parent(s)/Guardian(s) conference 1-3 day suspension Refer to legal authorities	Parent(s)/Guardian(s) conference Refer to legal authorities Recommendation to the superintendent for expulsion or exclusion

14. FALSE ALARM

Intentionally calling 911 (emergency call) or giving a false alarm of a fire or tampering or interfering with any fire alarm or sprinkler system is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Detention or 1-5 day suspension or alternative action Referral to legal authorities	Parent(s)/Guardian(s) conference Detention or 5-10 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Referral to legal authorities

15. FALSE REPORTING

Intentionally reporting false information about the behavior of a student or employee is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
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Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension
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16. GAMBLING

Gambling, including but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance for stakes) is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

17. HARASSMENT

Harassment is participating in or conspiring with others to engage in harassing acts that injure, degrade or disgrace other individuals. "Harassment" means any written, verbal or electronic expression, physical act or gesture, or pattern thereof. Harassment, whether willful or otherwise, includes offensive behavior relating to gender, religion, culture, disability, race, sexual orientation, and/or age and is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Notification of Title IX Officer	Parent(s)/guardian(s) conference 1-5 day suspension Notification of Title IX Officer Notification of legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Notification of Title IX Officer Notification of legal authorities

18. HAZING

This means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization. Hazing, by its very nature, often occurs off school grounds, after school hours, on non-school days and during summer months. Students are advised that hazing is prohibited whenever and wherever it occurs.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-3 day suspension or alternative action	Parent(s)/Guardian(s) conference 3-5 day suspension Notification of legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Notification of legal authorities

19. INSUBORDINATION

A deliberate refusal to follow an appropriate direction or to identify one's self when requested is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference Parent(s)/Guardian(s) notification Detention	Parent(s)/Guardian(s) notification 1-3 day suspension	Parent(s)/Guardian(s) conference 10 day suspension

20. MISBEHAVIOR ON THE SCHOOL BUS

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral rules while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Student conference and warning	Parent(s)/Guardian(s) conference Up to 5 school day suspension from riding the bus	Parent(s)/Guardian(s) conference Up to 10 school day suspension from riding the bus

Fourth Offense -- up to 20 school day suspension from riding the bus/meeting with parent(s)/guardian(s).

Fifth Offense -- Suspended from riding the bus for the remainder of the school year.

When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

21. NUISANCE OBJECTS

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects include, but are not limited to, laser pointers, flammable lighters, radios, personal electronic devices, magnets, snaps, stink bombs, bolt cutters, and crowbars.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Confiscate	Parent(s)/Guardian(s) notification Confiscate 1-5 day suspension	Parent(s)/Guardian(s) conference Confiscate 10 day suspension

22. PERSONAL ELECTRONIC DEVICES (PEDs)

Personal electronic devices include all electronic communication and entertainment devices that can be used by a student that includes cell phones, cameras, music players, calculators, electronic games, video players, computers, personal digital assistants, and wrist units. PEDs,

except for cell phones, may be used during passing time or in classrooms with teacher permission, or in the commons during study time. Cell Phones are prohibited from use in classrooms to make telephone calls. Students are not allowed to use cellphones in any area in the building while they are scheduled to be in class.

- A. The district shall not be liable for the loss, damage or misuse of any electronic device brought to school.
- B. Any PED that has the capability to take photographs or record video or audio shall not be used in restrooms, locker rooms or any other area that privacy is assumed.
- C. PEDs are also governed by other district policies (e.g. harassment, copyright, acceptable use).
- D. Public WiFi is available for students to connect their Internet-capable PEDs to for instructional purposes. District-provided WiFi access is filtered and monitored for inappropriate online behavior. School district policies apply to all public WiFi users. Users who violate district policy will be disciplined accordingly, including notification of legal authorities where appropriate. The classroom teacher will determine if PEDs use is permitted for instructional purposes within their classrooms. All non-instructional online activities are not permitted on the district's public WiFi.

The following consequences will be used for the misuse of these devices.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) notification Student conference Confiscate 1 day	Parent(s)/Guardian(s) conference Confiscate Meet with bldg. adm.	Parent(s)/Guardian(s) conference Confiscate Suspension

23. PHOTOGRAPHIC OR RECORDING DEVICE MISUSE

Use of any photographic or recording device, film camera, digital camera, cell phone camera and video camera that impinges upon the rights of others is prohibited. This prohibition includes the distribution or receipt of a picture(s) that impinges upon the personal privacy of another. Misuse of any device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference Confiscate 1-2 day suspension or alternative action Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 3-5 day suspension Referral to legal authorities	Parent(s)/Guardian(s) conference Confiscate 10 day suspension Referral to legal authorities

24. RECORDS OR IDENTIFICATION FALSIFICATION

Falsifying signatures or data, misrepresenting identity, or forging notes is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
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Grades 9-12	Student conference	Parent(s)/Guardian(s) conference 1-2 day suspension	Parent(s)/Guardian(s) conference 3-5 day suspension
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25. SECURITY SYSTEM TAMPERING

Any action that is intended to deactivate, damage or destroy any security system of the district is prohibited. This action includes, but is not limited to, the disabling of or tampering with a district security camera, an automatic locking door apparatus or electronic computer network safeguards.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 3-5 day suspension or alternative action Restitution Notify legal authorities	Parent(s)/Guardian(s) conference 5-10 day suspension Restitution Referral to legal authorities	Parent(s)/Guardian(s) conference 10 day suspension Restitution Referral to legal authorities Recommendation to the superintendent for expulsion or exclusion

26. TECHNOLOGY AND TELECOMMUNICATION MISUSE

Misuse of computer equipment or network; deletion or violation of password-protected information, computer programs, data, passwords or system files; inappropriate accessing of files, directories and Internet sites including intentional tampering or bypassing Internet content filtering system; deliberate contamination of the electronic network and file storage system; unethical use of information; or violation of copyright laws are prohibited. In addition, the denial of network access due to misuse means that the student will not have access to the electronic network and computer resources.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension of computer privileges	Parent(s)/Guardian(s) conference 3-5 day suspension of computer privileges	Parent(s)/Guardian(s) conference 10 day suspension of computer privileges

27. THEFT, ROBBERY OR EXTORTION

The unauthorized taking of and/or the unauthorized possession of the property of another person is prohibited. This may also refer to the unauthorized taking of and/or the unauthorized possession of school property.

Grade Level	First Offense	Second Offense	Third Offense
Grades 9-12	Parent(s)/Guardian(s) conference 1-2 day suspension or alternative action Restitution	Parent(s)/Guardian(s) conference 3-5 day suspension Restitution	Parent(s)/Guardian(s) conference 10 day suspension Restitution

	Referral to legal authorities	Referral to legal authorities	Referral to legal authorities
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