

STUDENT HANDBOOK



2023-24

FOSSTON HIGH SCHOOL **INDEPENDENT SCHOOL DISTRICT #601**

Board Approved on August TBD

Each policy/procedure in the Student Handbook is subject to administrative review and discretion upon its implementation. This handbook may be changed during the school year with School Board approval. Any changes will be posted on the school website: www.fosston.k12.mn.us

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FOSSTON AREA SCHOOLS #601

301 East 1st Street

Fosston, MN 56542

Website: www.fosston.k12.mn.us

SCHOOL BOARD

Chair: Dean Duppong

Treasurer: Allison Marquis

Director: Michael Ware

Director: Scott Christen

Director: Dustin Manceke

Director: Crystal Munter

Director: Jacob Vossler

SCHOOL ADMINISTRATION

Superintendent: Todd Selk

High School Principal: Don Donarski

Elementary Principal: Dan Boushee

Activities Director: Ryan Hanlon

PHONE NUMBERS

Superintendent's Office: 218-435-6335

Superintendent Fax: 218-435-1663

High School Office: 218-435-1909

Elementary Office: 218-435-6036

Elementary Fax: 218-435-6414

Bus Garage: 218-435-1766

SCHOOL SONG

Fosston High School, Fosston High School

We will always serve

For a steady progress ever

We will always fight

RAH RAH RAH

Loyal workers and true hearted

For our dear old school

We will always fight to win for Fosston High

Yeah Fosston - Fight team fight

Yeah Fosston - Fight team fight

FIGHT-FIGHT-FIGHT

F-O-S-S-T-O-N

YEAH FOSSTON!!

Fosston High School Faculty

Art -Michael McColl
Business -Jody Duden
English -Taylor Buehler
English -Sierra Gilbertson
English -Robert Buehler
School Counselor -Rebecca Hanson
Ag/Welding -Myla Donovan
Music Instrumental -Anders Wold
Vocal Music -Mary Hanson
Mathematics -Faith Peterson
Mathematics -David Noel
Physical Education/DAPE -Ben Hemberger
Health/Medical Careers -Carolyn Osenga-McCollum
PLTW/B. Trades & Woods -Josh Pearson
Science -Ron Berntson
Science -Kristen Perry
Science -Mike Ofstedal
Social Studies -Arek Aakre
Social Studies -Neal Schmidt
Spanish -Margarette Rue
Special Education -Loren Dryburgh
Special Education -Diane Hanson
Special Education- Mikaela Goodwin
Special Education -Janette McColl

Support Services Staff

Activities Coordinator	Ryan Hanlon	Food Service	Lorinda Bardwell, Head Cook;
Bus Drivers	Gene Hegge -Transportation Director & Rt #5	Paraprofessionals	
	Gerry Stein-Rt #1	Kelsey Rolf, Media Center	
	Mark Simonson -Rt #2	Candance Bruggeman	
	Nancy Francis -Rt #3	Liz Hanson	
	Larry Handyside - Rt #4	Sarah Johnson	
	Neil Heide -Rt #6	Joshua Martinson	
	Tim Hanson -Rt #7	Hannah Olson	
	Eric Curtis -Rt #8	Valerie Poss	
		Doug Schoenborn	
		Annette Seed	

Custodial James Manecke, Denise Coyer, Chris Hagen

School Nurse Denise Staehnke

Secretarial Michelle Manecke

Lana Sander

Family Services Ellen Bolduc

Technology Steve Larson/Cathy Carlin

Success Coach/Academic Interventionist Holly Lenas

District Office Staff

Superintendent Todd Selk
HR/Payroll April Wedin
Accounting Technician Joan Nelson
Community Education TBD
Secretary/Food Services Stacy Manecke

Fosston High School Student Leadership 2023-24

We will be electing class officers and choosing student council
representatives Fall 2023.

Class Officers

Grade 12- Class of 2024

President: President:
Vice President: Vice President:
Sec.-Treasurer: Sec.-Treasurer:

Grade 9- Class of 2027

Grade 11- Class of 2025

President: President:
Vice President: Vice President:
Sec.-Treasurer: Sec.-Treasurer:

Grade 8- Class of 2028

Grade 10- Class of 2026

President: President:
Vice President: Vice President:
Sec.-Treasurer: Sec.-Treasurer:

Grade 7- Class of 2029

Student Council

President: Vice Pres: Sec: Treas:

Senior Reps: Junior Reps: Sophomore Reps: Freshmen Reps: 8th Grade Reps: 7th Grade Reps:

National Honor Society

National Honor Society Induction will also be held Fall 2023. President: Brynlea Mahlen Vice President: Kyla Faldet Secretary: Greta Deustermen Treasurer: Skye Balstad

FOSSTON HIGH SCHOOL 2023-204 CALENDAR

August 24 Paraprofessional Workshop New Teacher Orientation
August 28 New Teacher Orientation
August 29-31 Staff Development workday/**Open House 4-6:30 pm**
September 4 Labor Day **(No School)**
September 5 1st Day of School

October 4 Mid-Term 1st Quarter
Conferences 1-7 pm **(HS dismissed at 12:10pm)**
October 19-20 MEA Conferences **(No School)**

November 3 End of 1st Quarter (42 Student days)
November 8 PT Conferences 3:30-7:00
November 9 No School PT Conferences 9:00-3:00
November 10 No School
November 23 & 24 Thanksgiving **(No School)**

December 8 Mid-Term Quarter 2
December 22 Last School Day Before Winter Break **(Early Out)**
December 25 – January 2 Winter Break **(No School)**

January 3 School Resumes
January 15 No School Staff Development
January 18 End of 2nd Quarter/1st Semester (42 Student Days)

February 16 Mid-Term Quarter 3
February 19 Presidents Day **(No School)**

March 20 End of 3rd Quarter (43 Student Days)
March 20 Early out PT Conferences 1-7pm
Mar 29-Apr 1 Spring Break-No School

April 11 Early Out (Section Speech Meet held at FHS)
April 24 Mid-Term 4th Quarter

May 22 Last Day for Seniors
May 23 Early Out-Last Student Day-End 4th Quarter (44 Student Days)
May 24 Staff Workday Graduation 7:00 pm
May 28 Teacher In-service 1/2 day (Flex)

Quarter Totals: Student Totals 171 days Teacher Totals 180 days

WELCOME TO 2023-2024 SCHOOL YEAR

The school board has approved the policies and procedures cited in this handbook. Copies of the full policies governing each section are available through the District office. All policies and procedures in this Handbook are subject to change.

STUDENT EXPECTATIONS

1. Recognize that positive consequences are the result of positive choices.
2. Recognize that the rights of others are as important as your own.
3. Take responsibility for your own learning.
4. Make up assignments missed when absent.
5. Arrive in class punctually, fully prepared to work and have all assignments completed.
6. Use proper behavior and language at all times.
7. Dress appropriately and remove hats during the academic day.
8. Move through school in a safe manner.
9. Offer positive solutions to problems that may arise.
10. Practice good sportsmanship and courtesy at all school activities.
11. Take responsibility for keeping all school property clean and in good repair.
12. Avoid tolerating or participating in vandalism anywhere on school property.
13. Avoid bringing food, and beverages into classrooms.
14. Be permitted in the halls during class only with a hall pass.
15. Have adult supervision at all times when staying after school.
16. Abide by national, state and local laws as well as the rules of the school.
17. Act courteously to adults and fellow students.

ACADEMIC POLICIES

ACCELERATED READER

All students in Fosston High School participate in the 'Accelerated Reading' program. English classes require Accelerated Reader points as part of the overall grade - not meeting minimum requirements can result in a grade of "F." Advanced English and College English courses have higher requirements.

ALTERNATIVE LEARNING CENTER (ALC)

A person may attend an area-learning center if they meet one of these criteria:

- Are at least one year behind in completing course work satisfactorily or obtaining credit for graduation;
- Are pregnant or are a parent;
- Have been assessed as chemically dependent;
- Have been excluded or expelled (age 12-16) by a school district;
- Have been referred by the school district.

A student attending Fosston High School may be referred by the school district if they are behind in their course work. The principal will make the referral. A student is considered to be one year behind if they are entering grade eleven and have earned eight (8) credits or less, or are entering grade twelve and have earned fifteen (15) credits or less. The class of 2010 and beyond must earn 23 credits in order to graduate. A student who is failing a course(s) or is receiving an incomplete grade may not enroll at an ALC until after the semester has ended.

State law permits a student to declare if they want to graduate from the school district of which they are a resident or to follow the graduation plan of the school district where the ALC is located.

GRADING

All quarter, semester and final grades in Fosston High School are based on the following scale:

94 – 100	A	4.000
90 – 93	A-	3.667
87 – 89	B+	3.333
83 – 86	B	3.000
80 – 82	B-	2.667
77 – 79	C+	2.333
73 – 76	C	2.000
70 – 72	C-	1.667
67 – 69	D+	1.333
63 – 66	D	1.000
60 – 62	D-	0.667
< 60	F	0.000

COLLEGE CREDIT EQUIVALENTS

Students enrolled in college courses (3 semester credits or less) will receive the .5 credits for their high school program per semester.

E-Learning Day

Attendance will only be taken at the completion of the first period of the day. It is the student's responsibility to notify the teacher of his/her attendance. Any student who has not reported in at this time will be considered as unverified for the entire day. It is the student's responsibility to complete and submit all of the required work no later than 4:00 pm on the day of E-Learning for the purposes of potentially receiving full credit. Anything turned in after 4:00 pm, is the teacher's discretion for awarding credit.

FOSSTON GRADUATION REQUIREMENTS (GRADES 9-12)

- 4 credits in English
 - 4 credits in English
- 3 credits in Science:
 - 1 credit in Introduction to Chemistry and Physics
 - 1 credit in Biology
 - 1 credit in Chemistry, Physics, or Environmental Science
- 3 credits in Math:
 - 2 credits in Algebra
 - 1 Credit in Geometry
- 4 credits in Social Studies
 - 1 credit in Citizenship
 - 1 credit in American History
 - ½ credit in World Geography
 - 1 credit in Senior Social
 - ½ credit in Consumer Economics
- 1 credit in the "Arts" (any combination of music or art credits)
- 1 credit in Physical Education
- ½ credit in Health
- ½ credit in Technology
- Students must register for a minimum of 6 classes per semester.
- All students must complete 23 credits, grades 9 – 12 to meet graduation requirements.
- Earning credit: The attendance requirement must be met and a passing grade (D- or better) must be earned for the class.
- Students will accomplish the state standards required to graduate.
- Waiving of a required class may be granted with administrative approval.

- A nonpublic student (homeschool) who transfers into Fosston High School must have 18 credits earned from Fosston High School in grades 9-12 to be placed on the class rank.
- A student, who participates in a foreign exchange program in their senior year, may receive a Fosston High School diploma upon transfer of credits from the foreign high school of attendance. A review of credits will be conducted prior to leaving for the exchange program, which will determine what credits (classes) would substitute for required FHS credits.

- If a student does not successfully complete the graduation requirements by the end of their senior year and if a break in their educational program occurs a student may participate in Fosston High School coursework that is online or independent study based. Attendance requirements, location of coursework, and type of course work will be determined by Administration.
- In order to graduate from Fosston High School a student must be enrolled by the spring semester of their graduation year.

GRADUATION EXERCISES

Once earned, receiving your High School diploma is a right. Participation in Graduation Exercises or any aspect of graduation however, is a privilege. The-privilege to participate in graduation exercises may be withdrawn for any reason that is deemed to be of a serious nature. Any senior student involved with vandalism, destruction of property, inappropriate behavior directed towards the school building, grounds, or any staff, may not be allowed to participate in graduation activities. Graduation exercises are under the control and direction of the building Principal. Dress for commencement is the following approved items: Cap, Gown, Sash, Tassel, *Honor Cords. NOTE: Students may **NOT** alter/decorate graduation cap or gown. State statutes may apply to graduation attire. *These are awarded based on membership and/or Cumulative GPA.

Students planning to receive a diploma from Fosston School District and participate in the graduation ceremonies must:

- Be enrolled as a senior in the Fosston School District for the entire spring semester or have a signed agreement with an ALC and the Fosston School District.
- Complete or show evidence of completing 23 credits that include district and state requirements. ■ Have a signed agreement with an ALC and the Fosston district and complete credits from the ALC 2 weeks prior to the last day of school.
- Any student who qualifies early to graduate must notify the school by April 1 of their intent to take part in the graduation ceremony.
- Any student participating in Fosston graduation ceremonies must be receiving a Fosston High School diploma.
- All unpaid student fees/bills that have accumulated must be paid in full prior to graduation. ■ All students must complete any detention, suspension, or disciplinary assignments in order to participate in graduation ceremonies.
- Attendance at the Graduation Practice session is mandatory, if the student plans to participate in the ceremony.
- Honor Students must have a cumulative GPA of 3.667 (Grades 9-12) after the 1st semester of their senior year.

GRADUATION – SENIOR SPEECHES & JUNIOR USHERS

Giving a speech or ushering at graduation is a privilege. Students are selected on the basis of their GPA, Citizenship, School Behavior, Extracurricular participation and Leadership. There is no single criterion used, when selection for these honors are made.

ACADEMIC AWARDS PROGRAM

1. Students must be in grade 10, 11 or 12.
2. Grades used for criteria are from academic courses only.
3. Students in grades 10-12 must be enrolled in a minimum academic load of 4 academic classes each semester. At the time of the award ceremony, students must be **enrolled** in 4 academic classes offered at Fosston High School.
4. Students must have a minimum 3.667 GPA for the first three quarters of the academic year.

5. Current college grades, for academic classes, will be used to determine eligibility for CIHS students.

The student is honored only for the current year performance; there will be no accumulated GPA from prior years.

Additional Awards:

- Top GPA for each grade for that year will be recognized. In the event of a tie, the following tie breaker will be utilized:
 1. The student with the most academic courses will be chosen and if still a tie, then
 2. The student with the highest average percentage in academic courses, then
 3. The student with the highest GPA in all courses will be chosen and if still a tie, then
 4. The student with the highest GPA in all courses the prior year will be chosen.
- Top senior student in each of the academic areas will be recognized by the appropriate department (Math, Science, English, and Social Studies).

GPA Award Criteria

- Academic courses used in criteria for selection: Math-Algebra 2, Geometry, College Math Prep, Introduction to Statistics; English-all, Science-all; Foreign Language-all; Business-Consumer Economics, Accounting; Social Studies-all, Health Occupations, PLTW Courses, and College In the High School (CIHS & OCHS) courses.

HONOR ROLL

"A" Honor Roll 3.67-4.0

"B" Honor Roll 3.00-3.66

- **The student is honored only for the current quarter performance**
- All grades on the report card must be a C- or above to qualify for honor roll consideration. ■ A student must receive gpa grading in 4 classes to be eligible for honor roll recognition. ■ A student will not be eligible for the honor roll if he/she receives an incomplete grade on their report card. ■ A student must be a full time Fosston High School student to be eligible for honor roll recognition.

INCOMPLETES

- Incompletes must be completed in an acceptable form within two weeks after the end of that grading period and will be graded according to the grading policy of the teacher.
- If possible, any student with an incomplete will be assigned a directed study hall in order to complete missing assignments.
- The teacher(s) and administration on an individual basis will deal with Incompletes resulting from unforeseen or unavoidable circumstances.

Any student having incomplete work at the end of the quarter shall be declared ineligible from all extracurricular activities or field trips until the work is turned in and graded. This would include all athletics and activities.

ONLINE HIGH SCHOOL CREDIT (PLATO) - ATTENDANCE

Any student enrolled in an online High School course will be required to maintain a login rate of 80% or better. Failure to login to your course on a consistent basis will result in removal from the course. Students who begin a class then withdraw or drop the course will be asked to reimburse the district for the cost of the course.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO is a state program for public high school juniors and seniors that allow students an opportunity to complete some of their high school requirements by taking nonsectarian courses at a participating college or university. Students have a chance, through PSEO, to take advanced level courses and other courses that may or may not be offered at your high school. You are not permitted to take courses that are not considered to be college level; this includes developmental and remedial courses.

Students are eligible if they have successfully completed grade 10 and are in grades 11 or 12, enrolled in a public high school and meet the admissions requirements of the post secondary institution. The college will determine eligibility.

A sophomore, grade 10 student, who has passed state reading assessments in grade 8, may enroll in one career and technical education course. If they attain a C in that course they will be allowed to take additional career or technical

courses in subsequent terms.

Students can apply at a community college, a technical college, a state university, the University of Minnesota, a private, two-or four-year liberal arts college, a private, nonprofit two-year trade and technical school that grants associate degrees, or a North Central accredited opportunities industrialization center, located in Minnesota.

Students will not be charged for tuition, books, or lab fees. These expenses are covered as part of the student's high school education. Students are responsible for paying for non-consumable tools or equipment. The books are to be returned to your high school unless you decide to purchase them.

Transportation is the student's family's responsibility. There are funds available to reimburse some of your transportation costs, if the student's family's income is below the federal poverty guideline.

Although some of the colleges restrict the number and kinds of courses PSEO students may take, in class you will be treated as any other college student. You will have full responsibility for managing your time. You will have to study more outside of class, with fewer instructions on how and what to study. You will be expected to meet deadlines without being reminded. You will have to take the initiative to seek help when you need it. You will be competing for grades with students who have completed high school and who are older than you. Are you ready for this challenge?

State law requires students to notify the Principal and/or counselor no later than May 30, if they plan to participate in PSEO in the next academic year.

(PSEO) STUDENT INFORMATION

PSEO students are eligible for the following:

- Final Class Rank (Your college grades will be used to determine final GPA and class rank.) ■ Participation in Graduation Ceremony (You must successfully complete all Fosston High School Graduation requirements. See Graduation Requirements)
- Honor Cord Recognition if Appropriate
- Class Composite Picture
- Picture in Annual
- Senior Interview in 13 Towns
- Prom
- Athletics
- Fine Arts Programs
- Full time PSEO students are NOT ELIGIBLE to give a Graduation speech.
- **I HAVE READ AND UNDERSTAND...**It is a shared responsibility between a PSEO student and Fosston High School regarding participation in school activities. PSEO students should notify the school in a timely manner of their intentions. If the student intends to take part in Graduation exercise, they must notify the school by April 1.
- All College in the High School students and PSEO students will be provided with documentation of their responsibilities, rights and privileges.

COLLEGE IN THE HIGH SCHOOL (CIHS)

- One semester CIHS course (3 or less credits) is equivalent to .5 High school credits, 4 semester college credits is = to 1 HS credit.
- The grade a student receives in the college course is the grade calculated for Fosston High School gpa ■ Students must have a cumulative gpa of 3.000
- If a college course is recorded as a percentage it will be converted to the 4.000 scale using our grading scale percentages.
- Students will report grades to the principal every 2 weeks.

REPEATING CLASSES OR GRADES

Senior High Students repeating a Class:

- All students will complete the educational program as outlined in the registration booklet. ■ If a

student fails a required class, the student will repeat the necessary semesters needed to pass the class.

Junior High Students Repeating Classes

In the event of four or fewer semester failures, the individual case will be reviewed and appropriate placement will be made. Items that will be considered include but are not limited to the following:

- Attendance - If the failure is due to lack of attendance, the student will be re-enrolled in the class.
- Attitude - If the failure was due to refusal to work, as an "I don't have to" attitude, the student will be re-enrolled in the class.
- Other items may include teacher and administration judgments, family situations, psychological judgments, special education status (as necessary), student condition, and the like.
- Each case will be reviewed and judgments will be applied taking into account pertinent information.
- The principal will make the final decision about the placement of any student.

Junior High Students Repeating a Grade

Four or more semester failures in core classes (English, Math, Science and/or Social Studies) may result in repeating the entire grade.

REPORT CARDS

Report cards will be posted to student and parent vue approximately one week after the grading period. Parents must request a paper copy from the Principal's office if they do not have computer access.

ATTENDANCE POLICIES

Minnesota State Statute requires that children attend school. For students under the age of 12, it is presumed that it is a *parental responsibility* to ensure the child's attendance. Between the age of 12 and through the 17 it is primarily the *student's responsibility* to get to school on a daily basis. Children who are age 17 must be lawfully withdrawn from school by their parent or guardian. Children cannot independently "dropout" of school. Please refer to policy #503 for a complete description.

A student is required to attend school every day and every class period. If they miss a school day or part of the day, for an excusable reason, a parent or guardian must notify the school. Students who participate in extra and co-curricular events must attend every class period in order to be eligible for that day's event, unless it be for medical or family emergency reasons. Examples of excused absences include but are not limited to:

- Illness
- Medical, dental, or mental health appointments
- Religious holidays
- Family emergency
- School events (outside of the school but held during the regular school day) in which they are not participating, with parent or parent designee supervision only.
- Each fall Fosston High School will allow 1 day excused absence for deer or bird hunting if approved in advance.
- College Visits- Seniors are granted two days and Juniors one day as school activity days. Pre-approval forms must be completed and returned to the Principal's office for days to be excused.

Examples of unexcused absences include but are not limited to:

- Missing the bus ■ Issues with personal vehicle ■ Babysitting
- Need for sleep or rest ■ Employment
- Skipping ■ Shopping
- Hairning /Tanning appointments

ABSENCE PROCEDURES

- Students are expected to be on time to all classes. Any student missing more than 15 minutes of a class shall be marked absent rather than tardy.
- Students may not leave the school grounds during the day unless an out-of-school pass has been obtained. ○

Grades 10, 11 & 12 students have open noon hour and may leave during this time. A student may lose this privilege if abused (e.g. going to car, driving at lunch time, etc).

- Grades 7, 8 & 9 students may not leave school grounds during their lunch period (Closed Noon Hour)
- Grade 9 students are required to stay in the cafeteria during their lunch period.
- Every absence will be marked as unverified if the school does not receive a note or phone-call from the parent. ○ Unverified will change to unexcused if no information is received on the absence after 1 calendar week. ○ Even with a note an absence will be marked as unexcused if it is not considered an excusable reason. ○ All unexcused absences will be assigned noon hour detention equivalent to the number of class hours that are marked unexcused.
- Students are to pick up a make up slip in the Principal's Office prior to class. The student is to give it to each teacher for the class(es) they were absent from. The admit slip will show the date(s) and class period(s) of the absence and if it was excused or not excused. The teacher will write down the missing assignments and initial the slip.
 - Students will have 2 days make-up time to complete their schoolwork for each day absent. ■ Students who have an excused absence will be allowed to make up work missed. It is the student's responsibility to gather missed assignments and submit the completed work.
- **Students must check in and out of the Principal's office when coming late or leaving early.** ■ Suspensions: Students will receive credit for daily work, quizzes, tests, and major projects missed during the suspension period. Arrangements for make up work are to be initiated by the student.
- **Cutting class: Cutting a class will result in No Credit for all classroom activities including tests.** ■ Any high school student (Grades 7-12) must not be absent, excused or unexcused, for more than 13 days in a class per semester.
- Students participating in homebound or school sponsored activities will be classified as being in attendance. The principal may grant additional days with prior approval due to exceptional reasons, e.g. extended medical reasons, family situations, etc.
- Exceeding the 13-day limit may result in No Credit for the semester class even though a student may be passing at the time the attendance limit was surpassed.
- Students with medical absences longer than two consecutive days consult with the building Principal to make learning arrangements.

PARENT NOTIFICATION

Written notification is mailed to parents after:

- 3, 7, 10 & 13 days of absence (excused or unexcused) per semester.
- Parents are encouraged to contact the school in order to improve attendance of their child(ren).

APPEAL PROCESS

Parents of a student, along with the student, who reach 13 days of absence, will be scheduled for an attendance review conference to determine if the student will receive a No Credit (NC) grade in each of the classes with 13 days absence. The attendance review committee/appeal board will consist of the Principal and three teachers. The attendance review committee/appeal board will investigate the matter and render its decision in writing. The decision will be reached by majority vote. If the parent or student disagrees with the decision of the appeal board, then the parent or student may ask the superintendent to have the Board of Education review the case. The superintendent and Board of Education will review the case and render their decision. This decision is final.

TARDIES PROCEDURES

Students will be allowed a maximum of 3 unexcused tardies per quarter. They will be notified and a note will be sent to the parents when a student has reached the 3-tardy limit. Lunch Detention and/or tutoring sessions will be assigned for each tardy beyond the third one.

TRUANCY

- After **one or more class periods on 3 school days of unexcused absences**, the school will notify the parent or guardian of the child's absences.

- After **one or more class periods on 7 school days of unexcused absences** the school again notifies parents of the absences and may at that time notify Polk County Social Services with a request to initiate truancy proceedings.
- A medical notice of appointment will be required of students who have more than 3 consecutive school days with unexcused absences.

SCHOOL OPERATING POLICIES AND PROCEDURES

AFTER SCHOOL HOURS

Students are required to leave the building by 3:30 p.m. unless the student is a participant in a supervised after school activity.

ALCOHOL, TOBACCO AND/OR DRUGS

In the event that any student is found to be in possession of, using, or under the influence of alcohol, tobacco (including e-cigarette/vapor pen nicotine delivery products, devices and accessories), drugs or other controlled substance while in school or on school property (including activities, buses and parking lots), the school will take the following steps: ■ Parents will be notified.

- ASD and/or out of school suspension will be instituted.
- Police will be notified if appropriate.
- MSHSL rules will also be enforced.

Any student bringing a controlled substance, including alcohol, tobacco, illegal drugs and/or prescription drugs onto school property (which includes activities, buses and parking lots) for the purpose of improper personal use or sale will be subject to school discipline up to and including expulsion and any applicable Minnesota laws and penalties. Fosston Public School is a tobacco free school. Please refer to Policy # 419 for a complete description.

Detection canines will be utilized to keep a safe and drug-free environment at Fosston High School. Detection canines will make unannounced visits to buildings and grounds including school parking lots. Any vehicle parked on school grounds is subject to search by school authorities for any reason at any time, without student consent or parental consent and without a search warrant. School authorities may also request law enforcement personnel to assist them.

BREAKFAST AND LUNCH PROGRAM

- Students can have one breakfast and one lunch at no cost, each day school is in session.
- Applications for free/reduced meals are posted on the school website. Call the District office at 435-6335 if you have any questions.. They are also available throughout the year in the Principal's office. All applications are confidential.
- Lactose-reduced milk will be provided for students upon written request by the parent/guardian. ■ Breakfast is served each morning starting at 8:00 to 8:30. Junior high (grades 7-9) will eat their noon meal after 3rd hour. Senior high (grades 10-12) will eat after 4th hour.
- The menu can be found posted in the school, on the school website, in The Thirteen Towns newspaper and announced on the local radio station.
- Students are not allowed to share their assigned PIN # for the meal program.
- ~~2022-2023 prices for students 7-12 are:~~

BREAKFAST & LUNCH PRICES

	Reduced Student	Adult
Breakfast	Free \$1.75	\$2.60
Lunch	Free \$2.85	\$3.95

BULLYING & CYBERBULLYING

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying is intimidating, threatening, abusive, or harming conduct that is objectively offensive and: there is an actual or perceived imbalance of power and the behavior is repeated or forms a pattern; or materially or substantially interferes with the student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior. Consequences may include warning, required social skills class, noon hour detention, in-school or out of school suspension, or expulsion. **Cyber Bullying** is a violation of the district's policies.

Cyber Bullying is harassment that occurs during online activities and can take many forms, including but not limited to:

- A threatening email,
- Nasty instant messaging or texting session,
- Repeated texts sent to a cell phone,
- Posting demeaning messages or pictures of someone on a website or social media,
- A website or social media set up to mock others,
- "Borrowing" someone's screen name and pretending to be them while posting a message, or
- Forwarding supposedly private messages, pictures, or video to others.

In the event a student engages in any of the above activities, his/her school access privileges will be revoked and other disciplinary measures may result.

CANCELLATION OF SCHOOL

When school is called off due to inclement weather conditions or other reasons, an announcement will be made using the School Messenger Alert system. Radio stations KKCC-KKDQ in Fosston and KROX in Crookston and television stations KVLV, Channel 11, KXJB, Channel 4, and WDAY, Channel 6. If the weather is threatening, parents are urged to listen to these stations for notification of cancellation.

CARE OF SCHOOL PROPERTY (DAMAGE OR LOSS)

Books, supplies and equipment are purchased by the school at no cost to the student. Students have an obligation to take reasonable care of books and equipment issued to them. The school will charge an appropriate replacement fee or fine for textbooks, workbooks, library books, or school equipment lost, damaged or destroyed by a student.

CELL PHONES/ELECTRONIC DEVICES

Cell phones or other electronic devices are to be shut off and parked in the student's locker during instructional class time and are to be used only outside of the classroom.. **Any photography device is permanently banned from bathrooms and locker rooms.**

- Any device taken during the day will be turned into the principal's office. First time a student may pick it up after school the same day. After the first time it will be returned only to the student's parent. The student **may** also get 1 hour of detention time.
- Continued offenses will be dealt with on an individual basis.

CHEATING

Any student determined to have cheated on any school assignments or exam will receive no credit.

CLASS OFFICER REQUIREMENTS

- Attend all class functions
- Be in good academic standing (no failing classes)
- No alcohol, drug, tobacco or criminal violations

CLASSROOM RULES

Students:

- Will be in their assigned areas when the second bell rings
 - Will bring necessary materials to class each day
 - Must obey supervisor's instructions
 - Will keep hands and feet to themselves
- -
- Will behave in a respectful manner toward other people and property

CLOSED NOON HOUR

All students in grades 7, 8 and 9 will have a closed noon hour, and will not be allowed to leave school property during their lunch period. All students in grades 7,8, 9 students are required to stay in the cafeteria during their lunch period.

CONDUCT IN THE HALLS

Students are expected to conduct themselves with reasonable decorum and will show proper respect for one another at all times. Undue familiarity between students will not be accepted or tolerated and, when reported to the office, will result in a warning from the principal the first time and a meeting with the parents of the involved students for the second time.

COURSE DROP/ADD PROCEDURE

Courses may not be dropped or added without completing a drop/add form with approval signatures from parent/guardian, teacher, & counselor. Appointments should be made with the school counselor. Class changes will not be permitted after the 1st week of the new semester. Due to Covid-19 restrictions schedule changes will be limited, on a case by case basis to be determined by administration.

DANCE POLICIES

Dance Attendance

- Junior high students (Grades 7, 8) will end one half hour before the end of the regular dance hours. Junior high students may not leave the dance during this time and be readmitted. No junior high students will be allowed to enter the dance after 10:00 P.M. Students under the age of 14 must have parent permission to leave the dance early.
- Doors will close one hour after the start of the dance. Senior high dances will end at 12:00 P.M. Senior high students arriving after doors close will not be admitted. Once admitted to the dance, students will not be allowed to leave and reenter the dance.
- **Exceptions:** Students whose job requires that they work later than door closing may request permission from the principal to enter the dance. Permission must be requested and granted prior to the end of the school day before the day of the dance. Athletes and other students participating in school-sponsored activities may enter the dance after door closing when necessary.
- **A student who is absent from school the day of the dance will not be admitted.** Exceptions may be granted with administrative permission. Juniors must be in attendance the Friday before (or day preceding) Prom. ■ Students with ASD or failing grades (failing grades will be determined using the 2 week academic list) will not be allowed to participate in school dances, including Prom.

Guests

- Fosston students must sign up their guests in the Principal's office. Deadline to sign up guests is noon on Wednesday prior to the dance. Guests may be asked to show identification. **A student may only bring one guest and must accompany them as they are admitted to the dance.**
- Guests must comply with all school dance rules.
- No one 21 or over will be admitted to a school dance.
- Fosston students sponsoring guests may be held responsible for their guest's behavior.

Inappropriate behavior defined

- Attending a school dance with alcohol on breath, smelling of marijuana, intoxicated or high.
- Bringing alcohol or controlled substances into the dance.
- Fighting
- Abusive language directed at any adult in attendance or another student.
- Intentional destruction of school property
- Failing to follow the legitimate instructions of school staff and other dance chaperones.
- Smoking on school property (including the parking area.)

Additional Dance Policies

- School administration reserves the right to review inappropriate behaviors and determine appropriate discipline. This may include:
 - Parent contact.
 - Suspension from school.
 - Notification of police.
 - Banning from future dances, homecoming or prom.
 - Any other appropriate disciplinary measure.
- There will be no access to student lockers permitted at school dances.
- **Coats, jackets, athletic bags, book bags, purses, parcels or other containers will not be permitted in the dance area. They will be left with the dance supervisors at the ticket table.**
- No soft drinks of any kind purchased outside of school will be permitted. Soft drinks will be confiscated at the door.

PROM

PROM is a privilege and not a right. The following rules will apply:

- Serious misbehavior prior to Prom could result in the loss of Prom privileges.
- All school rules, particularly those rules pertaining to drugs and alcohol will be enforced. ■ **Prom is a closed activity. Once a student arrives they must stay for the evening. This includes Grand March, Dance and After Prom. If a student opts to leave, they will not be allowed to re-enter the activities.** ■ Any Junior or Senior may sponsor 1 guest to the Prom. Guests must be in at least 10th grade. They must sign up in the office in advance.
- No one 21 years old or older will be allowed to participate in Prom or its activities.
- All unexcused absences or tardies must be served through after school detention prior to Prom.
- No students with failing grades will be allowed to attend PROM.
- Juniors must be in attendance the Friday before (or day preceding) Prom.

DRESS CODE

The appearance of our students is the responsibility of that person and his/her parents. We expect students to maintain an appearance that is not distracting to the teacher or other students. ~~and which is not detrimental to the educational process of the school.~~ 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. 2. Student will be provided with temporary school clothing to be dressed more to code for the remainder of the day. When a student's appearance is felt to be detrimental, and is not corrected, a conference will be arranged. Student dress should fall within the following guidelines:

- Does not create a disturbance.
- Is not sexually explicit
- Is not pornographic
- Is not tobacco, alcohol, or drug related
- Does not contain obscenities
- Does not contain gang symbols
- Is not offensive or inflammatory to other groups or individuals

- Does not expose cleavage, private parts, midriff, or undergarments
- Does not create a safety hazard
- Does not damage school property
- **All persons entering FHS will remove hoods, bandanas or sunglasses.**
- Students must wear shoes while in the school building

Hats

Students will be allowed to wear a school appropriate hat upon entering the building until the first warning bell (8:25 am) at which time the hat must be removed and secured in the student's locker. Any student who does not comply will have their hat confiscated and progressive disciplinary action will be taken in the same manner as a cell phone.

ELECTRONIC MAIL (E-Mail)

No student will be allowed to access non-school related Electronic Mail except for teacher directed assignments.

EXCHANGE STUDENT INFORMATION

Exchange students will be enrolled at an appropriate grade level. If enrolled as a senior they can participate in senior activities including the graduation ceremony, receiving an honorary certificate of attendance. Required classes for exchange students are Social Studies and English. Exchange students will follow the rules set in the student handbook.

FIGHTING / ASSAULT

Fighting or assaults are acts that intentionally inflict or attempt to inflict bodily harm upon another. All fights will be investigated by school administration. Depending on the severity of the situation in school, out-of-school and/or police notification will occur.

HARASSMENT & VIOLENCE

The policy of the school district 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. The school district prohibits any form of harassment or 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. Please refer to the Harassment & Violence Policy #413 for a complete description.

HAZING

"Hazing" 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, or for any other school-related purpose. Please refer to the Hazing Policy #526 for a complete description.

HOMECOMING

To participate in homecoming in any role (ex: attendant, mc, etc.) the following guidelines include:

- No first time enrollees are eligible.
- A student who has an "F" on their 4th quarter report card (spring of prior year) will be ineligible. ■ Must be eligible according to MSHSL Category Guidelines as set forth in MSHSL Category Activities/Penalties.

INSUBORDINATION

Insubordination is the blatant refusal to obey a school rule, regulation, or request of a teacher or school official. Appropriate school discipline action will be taken.

INTERNET ACCESS

Before a student is allowed access to the Internet, the student and their parent/guardian, must read, sign and return an Acceptable Use Policy to the school, wherein the student agrees to utilize the Internet for proper educational purposes only. Violating the Acceptable Use Policy may result in restricted network access, loss of network access for a minimum period of 2 weeks and/or other disciplinary or legal action. An Acceptable Use Policy, once signed is in effect until the

policy is revised.

Computer, Email and Internet Acceptable Use Policy (AUP) Independent School District #601

Introduction

The Internet links thousands of computer networks around the world, giving Fosston students access to a wide variety of computer information and resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

ISD #601 cannot control the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in K-12 settings. ISD #601 and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Access to materials that may not be considered to be of educational value is restricted (See Internet Filtering below). ISD #601 specifically denies any responsibility for the accuracy or quality of information obtained via the Internet.

Internet Filtering

ISD #601 will take precautions to restrict access to undesirable materials on the Internet. Access to materials that may not be considered to be of educational value, in the context of the school setting, is restricted. The district utilizes a *SonicWALL* Internet security appliance and Securly Internet Content Filter and Monitor to achieve this goal. However, not all undesirable material is blocked by the Internet Content Filter. On a global network it is impossible to control all materials. An advanced user may be able to access controversial information. Students, teachers, and community members must accept responsibility for restricting access to these materials. Students who gain access to undesirable Internet materials must report this material to their teacher. Teachers who gain knowledge of undesirable Internet materials must report this material to the Technology Coordinator, so it can be manually blocked. ISD #601 believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District. To ensure that the Internet is used appropriately, each person who has access to the service will be required to sign and return this “*Computer, Email and Internet Acceptable Use Policy*”, wherein s/he agrees to utilize the Internet for proper educational purposes only. **Any attempt to bypass these settings may/will result in loss of device privileges and possible school detention or suspension.**

Internet Acceptable Use

The purpose of the Internet is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of the school's accounts and equipment must be in support of education and research and be consistent with the educational objectives of the Fosston School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, pornographic, or obscene material, or material protected by trade secrets. District #601 does not accept responsibility for a user's participation on any such websites, or in activities involving money.

Network Etiquette, Internet Etiquette & Cyber Bullying

Students at ISD #601 participate in an Internet Safety and Etiquette class in their Consumer Science and other classes. They are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Communications and information accessible via the network should be assumed to be private property and copyrighted.

- b) Be polite. Do not get abusive. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
- c) Do not reveal your personal address or phone number, or that of other students or colleagues. Any student who receives requests for unsolicited information should report that to their teacher. That teacher will report this incident to appropriate authorities.
- d) Personal Email, Messaging and Chat are not allowed for student use, except by teacher's request for a specific project.
- e) Note that communication over the Internet is not guaranteed to be private. People who operate the systems do have capability to see messages, search history, email and location activity . Anything relating to or in support of illegal activities may be reported to the authorities.
- f) Do not use the network in such a way that you would disrupt the use of the network by other users.
- g) Illegal activities are strictly forbidden.
- h) Cyber Bullying is a violation of the district's policies. Cyber Bullying is harassment that occurs during online activities and can take many forms, including but not limited to: Threatening e-mail, Nasty instant messaging, Inappropriate notes sent to a cell phone, Posting demeaning messages or pictures of someone on your website, A website set up to mock others, "Borrowing" someone's screen name and pretending to be them while posting a message, or Forwarding someone's private messages, pictures, or videos.

If a student engages in inappropriate use, his/her access privileges will be revoked and disciplinary measures may result.

Internet Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of Internet privileges. Internet usage should be, primarily, for classroom related curriculum projects. All Internet use at Fosston Schools will be under the supervision of faculty members. The faculty members will deem what is inappropriate use and their decision is final. The administration, faculty, or staff of District #601 may request that a student's use of the Internet be denied, revoked, or suspended.

Security

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a faculty member or System Administrator. Do not demonstrate the problem to other users. Any user identified as a security risk, or having a history of problems with other computer systems, may be denied access to the Internet and/or the school's network.

Vandalism

Vandalism of Hardware, Software, or Computer Systems, will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of the school, other users, the Internet, or any other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

Student Guidelines

Any transmission of undesirable material, information, or software, is in violation of the school district policy. If a student would procure materials that are not consistent with the educational goals of District #601, they would be considered in violation of the AUP. Any such Internet activity, in violation of our district policy, local, state and/or federal law, is prohibited, and is a breach of the AUP.

Violating the Acceptable Use Policy may result in: restricted network access, loss of network access, disciplinary or legal action including, but not limited to, criminal prosecution under state and federal laws.

Google Account and School Email Acceptable Use

A student's "Google Apps for Education" (GAFE) email is not a public use email account and is limited to school use only. Students must accept responsibility for proper use of their GAFE account. Students who receive undesirable emails must immediately report this to their teacher, but not delete it until told to do so. ISD #601 believes that the valuable benefit and interaction made available by use of this GAFE account outweighs the possibility that users may procure messages that are not consistent with the educational goals of the District.

GAFE Account Purpose

The purpose of the GAFE account is to support electronic transfer of assignments and communication with teachers and classmates. The use of the school assigned account must be in support of education and be consistent with the educational objectives of the Fosston School District. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, bullying, pornographic, or obscene material, or material protected by trade secrets.

Students may NOT:

- ~ sign onto the Internet without first signing an ISD #601 Acceptable Use Policy Agreement.
- ~ use any device other than their ISD #601 issued device, unless okayed by a school staff member.
- ~ sign in to the Internet after Internet privileges have been taken away.
- ~ allow someone else to use their login on the school computers.
- ~ sign in as someone else or use another individual's account, such as computer login or Google account.
- ~ access personal email accounts at school.
- ~ attempt to bypass the internet filter and monitor being used by ISD #601.
- ~ access an inappropriate site on the Internet.
- ~ access chat rooms, Instant Messaging, Facebook, etc.
- ~ download or stream music using the school network.
- ~ download or play games using the school network.

Any infractions will result in the following consequences:

1st offense - lose Internet Privileges for 2 weeks.

2nd offense - lose Internet Privileges for 1 month.

3rd offense - you will be referred to the principal's office for appropriate disciplinary action.

Note: The principal's office will be notified of each offense and a letter will be sent to the student's parents or guardians.

Student Expectations when using any networked school computer:

1. Login to the computer using their own username and password.

2. Immediately report to the teacher or Technology Department any problems with a computer or program.
3. When done using a Media Center computer, quit the application and return the monitor to the Login screen.
4. Properly handle any school issued device. Fees may be incurred if damage occurs due to mishandling.
5. Save their data to Google Drive

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Computers may be monitored to assist with proper use, to check for inappropriate use and to ensure smooth system operations. The System Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in the process.

1:1 Student Devices

Fosston Public Schools is dedicated to providing technology tools and resources to the 21st Century Learner. Student learning comes alive through innovative use of technology integrated into learning environments across the district.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

2.1 General Precautions

- ★ Students are responsible for keeping their Chromebook's battery charged for school each day.
- ★ The Chromebook is school property and all users will follow the acceptable use policy for technology within Fosston Public Schools.
- ★ Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- ★ Chromebook and case must remain free of any writing, drawing or stickers.
- ★ Chromebook must never be left in an unlocked locker, unlocked car, or any unsupervised area.
- ★ Chromebook must never be left in a location susceptible to extreme cold or hot weather.

2.2 Carrying Chromebook

- ★ The protective Case cover applied to the Chromebooks is to protect the Chromebooks from scuffs and scrapes.
- ★ The Case is designed for "Always-On" protection.
- ★ Students must keep the Chromebook in the Case at all times.
- ★ The Case must remain free of any writing, drawing or stickers.

2.3 Care

- ★ The keyboard and exterior can be wiped with a clean, damp (not saturated) cloth as needed.
- ★ Clean the screen with a soft, dry cloth or anti-static cloth, no cleansers of any type (i.e. no clorox wipes).
- ★ Do not lean on the top of the Chromebook when it is closed.
- ★ Do not overextend the hinge by opening the Chromebook too far.

- ★ Do not place anything (papers, pencils, etc.) inside the Chromebook before closing.
- ★ Do not place anything on/near Chromebook that could cause undue pressure (keep this in mind when placing your Chromebook in your backpack or locking it in your locker)

LOCKERS

Each student is assigned a locker for the storage of books and coats. School locks are also assigned; a fee will be assessed if the school lock is not returned at the end of the school year. Valuable items should never be left in a school locker. The school will not be responsible for lost or stolen items. Please refer to the Search and Seizure Policy #502 and [MN Statute 121A.72](#) for a complete description.

LOST AND FOUND

This service is located in the principal's office. Unclaimed clothing and other personal items will be donated to charity by June 15 of each school year.

MINNESOTA COMPREHENSIVE ASSESSMENTS (MCA) - STATEWIDE TESTING

See parent guide to testing and refusal form at end of student handbook.

NONDISCRIMINATION

The purpose of this policy is to protect disabled students 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. See Policy #521 for a complete description.

PASSES

■ Out of School Passes

Out of school "white" passes are to be used at all times when leaving the building other than to report immediately to your next class. In order to obtain a white pass, one must have a written permission slip from home or have a parent call the Principal's office. White passes will be issued between 8:00 a.m. to 8:35 a.m. Out of school passes can be obtained for study hall periods only, unless the absence is medical, dental, legal or a bona-fide emergency. Students who leave the building without an authorized white pass will be considered truant and will be dealt with accordingly.

■ Hall Passes

- During class time any student in the hall must have an appropriate pass in their possession.
- Students will be allowed a pass based on the teacher's discretion.

PEST CONTROL/INDOOR AIR QUALITY/ASBESTOS

Notices are posted to the district website under Public notices. Go to www.fosston.k12.mn.us for more information.

PHONE

Students may use the phone in the Principal's office to make urgent and necessary calls. Calls are to be made before school, at lunchtime, or after school. Students are not allowed to use classroom phones. Long distance calls are to be paid for unless pertaining to school.

PHOTOGRAPHY

Any and all photography equipment, including cell phones, is banned from the locker rooms and bathrooms. Taking pictures of students in these areas may subject you to criminal action.

PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE

- Student will be removed from the area where the incident occurred and accompanied to the Principal's Office.

- Parents will be notified immediately. An assessment of the situation will follow involving parents, student, administration and employee involved.
- All appropriate disciplinary action including police involvement will be pursued.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

POLICE INTERVIEWS

- If a situation arises in school that is criminal in nature, the Polk County Sheriff's Department and or Fosston Police Dept., will be asked to take appropriate action.
- Fosston School District cooperates with all police requests for interviews with students. We will attempt to contact parents about interviews in a timely manner.

PROGRESS REPORTS

Teachers periodically give progress reports to students to share with their parents/guardians. The office keeps a copy of any report the teacher sends home with a student. Student grades can be accessed through the Fosston School's student information system by students and parents on the Internet. If you do not have an Internet connection, please call the principal's office and we will arrange to get the information you require.

PUBLIC DISPLAY OF AFFECTION

No student will engage in a public display of affection during the school day or during school activities. This includes any time that students are under the supervision of the school. A public display of affection includes hand holding, hugging, walking arm in arm or kissing, and behavior of a more intimate nature.

ROLLER BLADES, SKATEBOARDS & HEELYS

Roller blades, skateboards and heelys may not be used in the school. This includes the hallways, foyer, commons and gymnasium area. Roller blades will be removed before entering the school. Skateboards should be picked up and carried.

SCHEDULE OF CLASSES

Warning Bell 8:25 Period 1 8:30 -9:20 Period 2 9:24-10:14 Period 3 10:17 -11:07 Period 4 (Senior High) 11:10 -12:00 Junior High Lunch 11:07 -11:37 Period 4 (Junior High) 11:40 -12:30 Senior High Lunch 12:00 -12:30 Period 5 12:33 -1:23 Period 6 1:26 -2:16 Period 7 2:19 -3:09

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SICK ROOM

A sick room is located in the principal's office. If students become sick, the teacher should be notified and the student brought to the sick room. Arrangements should be made for someone to pick up the student. Students experiencing symptoms of Covid-19 will be isolated until arrangements can be made to pick up the student. Isolation rooms will be disinfected between uses.

SOCIAL NETWORKING SITES

Social media sites are not to be accessed by students on school computers or during school time. Accessing these sites will result in loss of privileges as notated in 'Internet Access.'

STUDENT COMMONS

The student commons is open for use by grades 7-12 before school, during the lunch periods and after school. Seniors may use the commons, when classes are in session, providing they meet the guidelines established by the school. The policies and guidelines regulating the use of the Commons may be modified by the Principal as required. Due to social distancing restrictions the commons will be open on a limited basis.

A. Guidelines for Seniors

1. Academic work must be satisfactory.
 - Any senior receiving an "F" on their report card will be ineligible for the next quarter.
2. Attendance rules to include the following:
 - No unexcused absences or tardies in the 5 prior school days.
 - No unexcused absences from one class period or more within a specific time frame.
3. Any student serving ASD or suspension may not use the commons until they have it completed. 4. Seniors are expected to maintain common standards of decorum while using the commons. All seniors will be provided with the rules during the first week of school.

B. Guidelines for all students

The students maintain the student commons; therefore, students must keep the area neat and clean. Students may lose the privilege of using the commons when it is left in disorder.

STUDENT DRIVING & PARKING

Students are not allowed to drive or be a passenger in any vehicle during noon hour unless authorized by administration. **In addition, students are not allowed to be by or in a parked vehicle during school hours.**

Consequences for not adhering to this policy may include ASD, suspension, and the possibility of closing the noon hour entirely. The Civic Center Parking lot is closed for student parking from 8:00 – 4:00 P.M. Any vehicle on school grounds can be searched at any time if there is reasonable suspicion of law or rule breaking evidence. School authorities may request law enforcement personnel to assist.

STUDENT RECORDS

The school has on file a record of a student's grades, attendance and standardized test scores. A student and/or student's parents may see the records by making an appointment with the principal. Records, or any part thereof, cannot be transferred without the written consent of the parent or guardian, with the exception of another public school and/or with local Special Education service providers in the State to which the student has transferred.

This means that the school cannot, without first receiving consent from the student's parent or guardian, or the student if 18 years of age or older:

- Send a transcript to a college, technical college, etc.
- Give specific information from a student record to a prospective employer.

Military Recruiter Access to Student Data:

Schools must release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date requested, UNLESS the school has on file a signed refusal to release this data to military recruiting officers from the parent/guardian. Students receive a form the

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first day of school each year, to be signed by their parent/guardian if they chose not to release their personal information to the military.

STUDENTS OVER 18 YEARS OLD

The age of majority for most purposes in Minnesota is 18 years of age. All students enrolled in Fosston High School will be required to follow the same policies as established for those less than eighteen years of age.

STUDENT/PARENT VUE

Students and parents can track grades, attendance, course history and calendar information from any device that has Internet access. To access your school records on the Internet go to the Fosston School website: www.fosston.k12.mn.us and click on Parent/Student Login. If you do not have a password, contact the Principal's Office.

Suicide Prevention

For Polk County assistance dial 1-800-282-5005. For nationwide assistance dial 988

THREATS AND DISRUPTIONS

Threats to normal school operations or school activities include but are not limited to the reporting of dangerous or hazardous situations that do not exist (Examples: calling in false fire alarms or bomb threats). School disruptions consist of behavior that disturbs or interrupts the peace and good order of the school or school-sponsored activities. All school discipline, as well as legal action may be used when dealing with this situation. Law enforcement may be notified.

VANDALISM- DAMAGE TO SCHOOL PROPERTY

Students are expected to care and show proper respect for the school building, equipment, textbooks, and properties. Appropriate disciplinary action and reimbursement will occur when needed. Students will be expected to reimburse the school district for lost or damaged books, equipment or facilities. Law enforcement may be notified.

VERBAL ABUSE of STUDENTS and/or SCHOOL EMPLOYEES

Verbal abuse is a violation of State Law and may include abusive, threatening, profane, or obscene language, oral or written and **on-line** by a student toward a student or a staff member including conduct that degrades people because of their sex, race, religion, ethnic background, or physical or mental handicaps. All school discipline as well as police intervention may occur.

VIDEO RECORDING

Security cameras are used to record students in various settings around school, on buses, on school grounds and in school parking lots. These recordings are private data on individuals and may not be released to or reviewed by the public without an appropriate release by the superintendent of schools. Recordings may be used for discipline or security investigations. Recordings may be released to law enforcement agencies.

VISITORS

- Visitors are to check into and out of the Superintendent's office when entering and exiting the school. They must secure a visitor's pass. This includes any person that is not enrolled as a student, or an employee of Fosston High School.
- Students that would like to bring a visitor for a day or more must clear it with the building principal at least **two** days prior to the visit. Student visits will be strongly discouraged and may not be permitted to visit during class time due to disruption of classes, testing, teacher preference, unavailable classroom seating space and other unforeseen activities. No student visitors will be allowed the week before Christmas or the last 2 weeks before summer vacation.

WEAPONS

Bringing a weapon on school property is a violation of Minnesota law. You may not possess a weapon at any time on school property. School property includes school buses, school buildings, school grounds and property leased by the school such as the Civic Center.

A dangerous weapon includes any device or instrument designed as a weapon or through its use is capable of producing great bodily harm or death. A partial list of weapons includes guns, ammunition, bows & arrows, paintball guns, knives, laser pointers, switchblades, brass knuckles, nunchucks, chains, certain liquids and pellet guns. It does not matter whether the gun is loaded or unloaded.

Violations of this law will result in suspension from school followed by a school investigation regarding possible expulsion proceedings in addition to statutory penalties, which include significant fines and/or prison. All decisions regarding student discipline for weapons are subject to administrative review and modification as required. Please refer to policy # 501 for a complete description.

WEIGHT ROOM

The weight room will not be available for student use unless a supervisor is in attendance.

YEARBOOK PHOTOGRAPHY

Individual pictures may not contain any form of weapons and must follow dress code.

DISCIPLINE & RULES OF CONDUCT POLICIES

It is the position of the school district that a fair and equitable district wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. It is the responsibility of the school board, administrators and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act according to state statutes*, state board of education regulations, and this policy. 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. Please refer to the Discipline Policy #506 for a complete description.

*A teacher, school employee, school bus driver, or other agent of the district may use reasonable force in compliance with MN Statutes 121A.582 and other laws.

In general discipline is progressive in nature. Disciplinary measures may include, but are not limited to:

- Classroom detention.
- Phone calls to parents.
- Discussions with the Principal.
- After school detention.
- In School Suspension.
- Out of School Suspension.
- Expulsion

Tennessee Warning: School officials reserve the right to speak with students to determine whether attendance and disciplinary policies have been violated. The purpose of questioning is to find out what happened and to impose proper discipline. Students who choose not to cooperate in school investigations will be subject to disciplinary actions. Other than school officials, and parents/guardians (when appropriate), no one else will receive the information, unless information requires a report to the Minnesota State High School League or law enforcement. Suspected criminal information will be submitted to the appropriate authorities.

DETENTION POLICY

Noon Hour Detention (NHD) is a form of discipline that is to be used in place of out of school suspension whenever possible. The principal or assistant principal will hold a conference with the student before assignment of detention.

Rules governing the noon hour detention room:

- Students are responsible to bring adequate schoolwork for the entire time assigned. Students will not be allowed to go to their lockers.
- Speaking without permission will not be allowed.
- Students will not be allowed to sleep.
- Permission to leave the room will be granted only by the room supervisor.
- No outside food or use of phone will be allowed.
- Seats will be assigned and students will not leave seats without permission.
- Tardiness may result in additional detention.
- Failure to report to NHD shall make the student ineligible to participate in any extracurricular activity that day.
- **Failure to serve NHD will make a student ineligible for extracurricular activities until it is complete.** ■ Violations of the above rules may result in an extension of detention time or suspension. ■ Disruptive or uncooperative students will be asked to leave and the time spent that day will not count.

DISCIPLINE PROCEDURES

- Teacher notifies the office-Please supply information on the incident.
- Teachers will fill out a discipline referral incident online or complete the form.
- The Principal will use the information to determine any disciplinary action is required.
- The Principal will visit with the student.
- Students must cooperate in a discipline investigation.
- The report will be filed along with any disciplinary action.
- Students may return to class, or go to the next hour once the issue has been resolved.
- In-school suspension, detention, or out of school suspension may result from referrals. A complete copy of Policy #506 is available in the Superintendent's office.

SUSPENSION-EXPULSION

In the event that a discipline referral results in a suspension or expulsion, all procedures will be governed by MSA 121A.41-121A.61 more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under provisions of the law, students may be suspended or expelled from school for any of the

following: A. Willful violation of any reasonable school board regulation

B. Willful conduct which materially and substantially disrupts the rights of others to an education

C. Willful conduct which endangers the student or other students or school property.

All disciplinary interventions are subject to review by school administration and may be modified as necessary.

EXTRA-CURRICULAR POLICIES

ALCOHOL, TOBACCO & DRUGS/ SEXUAL HARASSMENT/GOOD STANDING

- The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual.
- **Bylaw 205:** During the calendar year, regardless of the quantity, a student in grades 7-12 shall not: (1) use or have in possession a beverage containing alcohol; (2) use or have in possession tobacco; or, (3) use or have in possession, buy, sell, or give away any other controlled substance.
 - The bylaw applies to a 12-month calendar year.
 - It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.
- **Bylaw 206:** A student shall be in "good standing" to participate in regular season or league tournament competition. The term "Good standing" shall mean that the student is eligible under all conditions and eligibility requirements of the school.
- **Bylaw 209:** A student shall not engage in sexual, racial or religious harassment or sexual, racial, religious violence or hazing during the school year or any portion of an activity season which occurs prior to the start of the school year or after the close of the school year.
- **Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments:
 - Athletic Activities
 - Fine Arts Activities
- **Category I Penalties for all bylaws:**
 - **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

- **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
- **Accumulative Penalties:** Penalties shall be cumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
- **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. ■ **Category II Activities:**
 - Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments including but not limited to: ● One-Act Play, when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
 - Music Activities (Solo, Ensemble or Large Group contests)
 - Visual Arts Activities
 - Prom, Homecoming, Dances, Attendance at state activities, Knowledge Bowl, and Student Council, Robotics
 - Other activities determined by school Administration

■ **Category II Penalties:**

- **First Violation:** A student is ineligible for two weeks from participating in the locally determined Category II activities.
- **Second Violation:** A student is ineligible for six weeks from participating in the locally determined Category II activities.
- **Third Violation:** A student is ineligible for twelve weeks from participating in the locally determined Category II activities.
- **Accumulative Penalties:** Penalties are accumulated beginning with the time a student is eligible to participate in the event until the student graduates.

If a student is participating in an athletic activity at the time of the violation, both Category I and Category II penalties shall be enforced immediately.

If a student is not participating in an athletic activity at the time of the violation, we must enforce the Category II penalty immediately and enforce the Category I penalty if or when a student does begin an athletic activity at a later date. Administration reserves the right to impose additional disciplinary actions regarding student behavior at extracurricular events when deemed necessary.

ATTENDANCE POLICY for EXTRACURRICULAR PARTICIPATION

Any student who misses any part of a school day may not take part in any extracurricular activity except for the following reasons:

- Family event for which the student has no control
- Doctor or dental appointments
- Family emergencies example: a funeral
- Acts of God example: a storm
- A student attending an out of town sponsored function will not be allowed to leave the function or the school group, unless with their parent. The parent must pick up the student and must speak with the chaperone personally. There will be no exceptions.
- Any student with an unexcused absence will miss the next scheduled event.

TRANSPORTATION POLICY FOR EXTRACURRICULAR PARTICIPANTS

Students are to ride to/from a game or school event in school vehicles. If approved by the AD or administration a student may ride to or from an event with a parent. Students will not be allowed to ride home with other teenage drivers even if parents approve, unless the driver is a sibling. Extenuating circumstances may be considered by administration.

FEES

Public education in Minnesota is free to all students who are residents. However, fees will be charged to you under the following circumstances:

1. Boys and girls track, boys and girls golf, boys and girls basketball, volleyball, football, wrestling, swimming will be charge \$75 per student per sport per year for anyone in grades 10 through 12. Students in grades 7 through 9 will be charged \$50 per student per sport per year. Cheerleading is prorated at ½ of previous listed fees.
2. Activities will be charged \$25 per activity per year. (Knowledge bowl, speech, robotics, etc)
3. Students in Grade 7-12 who rent instruments will be charged \$35 per student per year.
4. There will be a \$300 per family per year maximum to include any combination of music rentals and/or athletics.
5. Activity tickets may also be purchased.

Fees are as follows:

- Elementary students \$20.00
- Secondary students \$25.00
- Adults \$50.00
- Family \$110.00

6. Admission fees for all extra-curricular events:

- Adults \$6.00
- Students \$3.00

Fees are non-refundable after the 6th day of practice unless an injury prevents further participation, as indicated by a doctor, then the fees will be prorated.

PARTICIPATION GRADE POLICY

■ Failing Grade Policy

Any student with a failing grade, which will be reported every two weeks, will be ineligible to participate in a contest, activity or field trip until the grade(Quarter and/or Semester) is passing. A student may continue to practice and participate in scrimmages and jamborees. A failing grade report will be pulled from teacher's electronic grade books by 2:00 pm Thursday, every two weeks. (Two-week schedules will be determined at the beginning of each school year). Athletes will start their ineligibility on the next day. Students are required to follow their classroom teacher's expectations for acceptance of late work.

Carryover of "F" grades –If a student receives a failing grade in any class 2nd or 4th quarter, a class that is dropped at semester, or if class is only one semester in length they will have a penalty of the next two Minnesota State High School League sponsored contests (Football Penalty - Scrimmage and one contest)

"F" at end of a 1st or 3rd quarter - If a student receives a failing grade in any class they will be ineligible for athletics or activities until the grade is passing.

■ Incompletes

-Any student having incomplete work shall be declared ineligible until the work is turned in and graded. This includes any extra curricular activities.

-Incompletes must be completed in an acceptable form within two weeks after the end of that grading period and will be graded according to the grading policy of the teacher.

PEP FESTS

Pep fests must be scheduled by coaches or advisors and must have principal's approval.

SPECTATORS

Attending extracurricular activities is a privilege, not a right. Supervisors have the authority to dismiss a student(s) displaying inappropriate behavior. **ALL** school rules are in effect during extracurricular activities, whether the activity is in Fosston or at another school.

TRANSPORTATION

SAFETY TRAINING

The school district shall provide high school students enrolled in grades 7 through 10 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:

- Transportation by school bus is a privilege not a right;
- District policies for student conduct and school bus safety;
- Appropriate conduct while on the bus;
- The danger zones surrounding a school bus;
- Procedures for safely boarding and leaving a school bus;
- Procedures for safe vehicle lane crossing; and
- School bus evacuation and other emergency procedures.

STUDENT CONDUCT

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards 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.

Rules at the Bus Stop

- Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapon or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences

- Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
 - 1st Offense: warning
 - 2nd Offense: up to 5 day suspension from riding the bus
 - 3rd Offense: up to 10 day suspension from riding the bus
 - 4th Offense: 20 day suspension from riding the bus and meeting with parent
 - 5th Offense: suspended from riding the bus for the remainder of the school year ○ Severity Clause
immediate suspension from riding the bus for a length determined by school administration

VANDALISM / BUS DAMAGE

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid. Law enforcement may be notified.

21 CENTURY COMMUNITY LEARNING CENTERS

The 21st Century Community Learning Center grant provides free afterschool and summer programming at Fosston High School. We provide a range of high-quality services to support student learning and development during non-school hours, which includes tutoring and mentoring, homework help, academic enrichment and community service opportunities, as well as music, arts, sports and cultural activities. At the same time, we help working parents by providing a safe environment for students during non-school hours or periods when school is not in session. Students and parents can learn more about programming options at Fosston High School. Programming occurs during the school year and summer.

DEPARTMENT Of Education

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all

students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

Assessments Connect to Standards

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- ° For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- ° For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps: ° Educators evaluate their instructional materials.

' Schools and districts identify inequities between groups, explore root causes and implement supports.

School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.

[Explore the Statewide Testing page](#) for more information

(education.mn.gov >

Students and Families >
Programs and Initiatives >

Statewide Testing)

Additional Information

On average, students spend less than 1 percent of instructional time taking statewide assessments each year.

Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.

- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____
Date of Birth : _____

School: _____ District: _____
Parent/Guardian Name (print): _____
Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

MCA/MTAS Reading

MCA/MTAS Science

MCA/MTAS Mathematics

D ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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