

Fulda Public Schools

Independent School District No. 505
410 N. College Ave • Fulda, Minnesota 56131
Phone: 507-425-2514 Fax: 507-425-2001

GRANT HARMS
Elementary Assistant Principal

LOY WOELBER
Superintendent

MIKE PAGEL
K-12 Principal

It is my sincere pleasure to welcome you all to the 2018-19 school year. I hope your summer allowed you time to relax and recharge for another school year.

We are so excited to have the students walk through the doors of the Fulda Public School and take their spots in their new classrooms. We love the enthusiasm and energy your students bring to our hallways and classrooms.

It is the goal of the Fulda Public School to help each child feel welcome and connected to the Fulda School community. Staff at the Fulda Public School are committed to a productive partnership with our families to ensure our students achieve their highest potential.

We hope this handbook will answer many of your questions about the daily routines of the Fulda High School. All policies and guidelines cannot be spelled out entirely, so if you have any questions please feel free to contact a school administrators. This is an important document and is enforceable. Please take the time and read over it with your student.

As always, if you have any questions or concerns, please do not hesitate to contact the school.

Sincerely,

Loy Woelber, Superintendent
Fulda Public School

K-12 Principal
Mike Pagel

Mission Statement: In partnership with parents and the community, the Fulda Public Schools will provide an educational environment in which all learners can reach their fullest potential to become responsible contributors in a global society.

STUDENT & PARENT HANDBOOK

The 2018-2019 School Year will begin Tuesday, September 4, 2018 at 8:05 am. It will be a full day of school and lunch will be served.

District Office: 507-425-2514

Fulda Public Schools
High School: 507-425-2514

Elementary: 507-425-2581

Periods	Times	
	Start	End
Period 1	8:05	8:53
Period 2	8:56	9:44
Period 3	9:47	10:35
Period 4	10:38	11:26
Noon A	11:29	11:58
Noon B	12:01	12:30
Period 5	12:33	1:21
Period 6	1:24	2:12
Period 7	2:15	3:03

ACADEMIC INTEGRITY POLICY:

Purpose: All students are encouraged to show personal honesty in their work and expect the same from others. Doing so allows each student to be evaluated on his or her personal accomplishments and at an equal basis with others.

Definition: Academic dishonesty includes, but is not limited, to the following:

1. Cheating on a quiz or test by any means other than your own memory.
2. Copying an assignment or worksheet or sharing information about an assignment or test.
3. Offering another student the answers to an assignment, worksheet, or test.
4. Theft of items such as: worksheets, notes, notebooks, tests, and/or answer keys.
5. Lying to a faculty member about academic activities.
6. Failing to indicate quotations taken from a source or to identify the source when writing.
7. Copying any pre-written essays or assignments found on the Internet or using an essay from another person.

Penalty: Students who act in an academically dishonest manner will receive no credit for any assignment that was not their own work. A person who knowingly shared answers will receive a zero

on that particular assignment. There may also be additional consequences for academic dishonesty on a case-by-case basis.

ACCIDENT OR INJURY:

- Any accident that involves doctor care must be reported immediately to school authorities. Failure to report to school authorities places the responsibility for the bill upon the student or parents. The Minnesota State High School League offers a catastrophe benefit plan to high school students in league activities.

ACE:

- The program - Assignments Completed Every Day (ACE) will begin on the third Monday in September. The ACE program will provide a system of checks and balances to ensure that students complete their assigned work for full credit. The intent of the program is not to have a disciplinary effect, but to serve as a system to encourage students to be accountable and responsible for their assignments. The following explains the steps of the ACE program.
 1. The due time and date for given assignments is the beginning of the class period. If the student does not turn in the assignment on the designated due time and date, the Fulda High School late work policy will be enforced.
 2. The student will then be ACED and must attend ACE after school class that same day. ACE after school runs from 3:05-4:00 P.M. in a designated area.
 3. ACE will take precedence over any extracurricular activity. This includes games.
 4. When a student is ACED, the parents will be notified.
 5. During the assigned ACE class, the students will work on missing assignments.
 6. Once a student has been ACED, he/she must attend ACE after school class whether or not the missing work has been turned in prior to the end of the school day.
 7. ACE will run Monday-Thursday. If your child is ACED on Friday, he/she will be required to stay after school on the following Monday.

OFFENSES

1. 1st offense: Student will receive a warning. (1 that covers all classes).
2. 2nd and subsequent offenses: Parents are notified. Student attends ACE after school.
3. ACE infractions are cumulative; they do not start over each nine weeks.

If your child is ACED, every effort will be made to notify you as soon as possible.

This is not an optional program and is mandatory for all 7th, 8th, 9th 10th grade students.

ACTIVITIES:

- Fulda Junior-Senior High School has always prided itself on the behavior and appearances of its students. It is expected that all students representing the school are properly dressed. All school uniforms and practice equipment are to be kept clean. Unless you are a part of an organization, you are not to be in the practice area. No one is to be in the building or on school grounds any time without

being properly dressed and with proper foot cover, exception is the locker rooms. Students may not use the whirlpool without school personnel present.

ACTIVITIES AND CLUBS:

- **Athletics:** The following sports are presently being offered at Fulda High School: Football, Volleyball, Cross Country, Basketball, Wrestling, Hockey, Track and Golf. The practices and competitions for Junior and Senior High athletics take place outside the regular school day. All sports are governed by the rules of the Minnesota State High School League. All uniforms and equipment are turned in to the coach.
- **Speech:** The opportunity to participate in any of the thirteen Minnesota State High School League speech categories is offered through this activity. These categories include both public speaking and oral interpretation. The season runs primarily from January through April.
- **FFA:** This activity is for all students who are enrolled in Agriculture courses grades 9-12.
- **Family, Career, Community Leaders of America (FCCLA):** This activity is open to all students who have been enrolled in Family and Consumer Science (FACS) courses.
- **Business Professionals of America (BPA):** This activity is for all students who are enrolled in Business courses grades 9-12.
- **Student Council:** The student council is the representative body of the students. Its chief concern is the betterment of the entire school system.
- **ADVISORSHIP:** Your school has developed an advisor/advisee program called Raider Time. The advisor program is designed to reach a cross-section of students, providing them with support, guidance, and character development in a fun learning environment.

ABSENCE PROCEDURES:

- Every student, regardless of age, will provide a parent excuse (note, phone call or email) for all absences. The school must be notified of a student's absence by the parent or guardian. If a student is absent from school in the morning, the parent or guardian must call the principal's office between 8:00 and 9:30 a.m. The phone number is (507) 425-2514. Any student who has been absent any part of the day must come to the District office when they return to school to obtain their admit slip to class. The school must be notified by written permission, email or by telephone call from the parent prior to the time the student leaves. The student must sign out in the District office before leaving the building and sign back in when returning to the building. If a student becomes ill, he/she must obtain permission to leave school from the Principal or Office Staff and then sign out before leaving the building.

PROCEDURE FOR ADMIT SLIP AND MAKE-UP WORK:

- When you return to school after an absence, bring a statement signed by your parents explaining your absence to the principal. Pick up make-up slip from the Superintendent's office.
- If there is any question concerning your absenteeism, your parents will be called. No slip is necessary if the parent calls prior to an absence.
- Present this slip to each of your teachers. It is the student's responsibility to get all assignments from the teacher.
- Each teacher will assign make-up work for you. Completion of make-up work is the student's responsibility.

- Dental and doctor appointments during school time are discouraged. **Do not ask to be excused without written request of your parents.**

PRE-EXCUSED ABSENCES:

- For certain occasions such as out-of-town medical appointments and vacations, the student must bring written permission, email or phone call from his/her parents in advance of the planned absence. The student presents the absence form to each teacher for advance assignments and individual arrangements for make-up work.

ATTENDANCE:

- Research indicates that regular school attendance is a significant and vital component of a student's education. Regular attendance is correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, student absences from school should be limited to those instances in which absence is genuinely unavoidable or is in the best educational interest of the student. Each student, his or her parent or guardian, and the school, share an obligation to encourage and ensure the student's continuous school attendance. This philosophy is reflected and implemented in the attendance policy of Fulda High School. The importance of regular attendance of future employment cannot be underestimated.

Student's Responsibility:

- It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Parent or Guardian's Responsibility:

- It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility:

- It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide the student who is absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility:

- It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and

to prepare a list of the previous day's absences stating the status of each. Finally it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. #120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or is 16 years of age and had parent/guardian approval to withdraw from school.

EXCUSED ABSENCES:

The following reasons shall be sufficient to constitute excused absences:

- Illness, serious illness in the student's immediate family.
- A death in the student's immediate family or of a close friend.
- Medical or dental treatment.
- Court appearance occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school sponsored outing.
- Removal of student pursuant to suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- College visits for eligible juniors and seniors (up to 2 days). Permission forms are available in the District office; forms must be signed by parents and Principal prior to the visit and upon return by a representative of the college.

Requirements on work completion for excused absences:

- Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence shall be made up within 2 days from the first day of school missed and one additional day for each excused day missed from the date of the student's return to school (example: if a student is gone 3 consecutive days the student would have 4 days to complete assignments/tests). Absences or circumstances beyond the stated policy are left to the discretion of each individual teacher. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstance.

UNEXCUSED ABSENCES:

The following are examples of absences which will not be excused:

- Oversleeping.
- Truancy.
- An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home, unless approved by the administration.

- Work at a business, except under a school-sponsored work release program.
- Vacations with family, unless pre-approved by the administration.
- Absences resulting from cumulated unexcused tardies (three (3) tardies equal one unexcused absence) from one class.
- Any other absence not included under the attendance procedures set out in this policy.
- All other absences are approved/not approved at the discretion of the principal.

Consequences of Unexcused Absences:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act. Minn. Stat. SS 121A.40 - 121A.56. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes. Students with unexcused absences shall be subject to discipline in the following manner: in case the student's absence is determined to be unexcused, the student will receive no credit for any work that was supposed to be turned in that day. (Student is still responsible to complete assignments, otherwise will receive an incomplete).
- Students with unexcused absences shall be subject to discipline in the following manner:
- **On the first unexcused absence of a class**, a student's quarter grade will be reduced by one percent. If the class is a study hall, the student will be denied sign out privileges for one week and will be last in the lunch line for one week.
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- **On the second unexcused absence of a class**, the student's quarter grade will be reduced an additional one percent. If the class is a study hall, the student will be denied sign out privileges for one week and will be last in the lunch line for one week.
- **On the third and subsequent unexcused absences**, the student's quarter grade will be reduced an additional one percent for each unexcused absence. If the class is a study hall, the student will be denied sign out privileges for one week and will be last in the lunch line for one week. For the purpose of this policy, lunch periods will be treated as study halls. Students may be removed from the class with loss of credit in accordance with state law, prior to loss of credit, an administrative conference may be held between the Principal, student and parents/guardians.
- **Course grades will be reduced at the end of each nine week grading period where excessive absences have occurred.**

Excessive Absences:

- Excessive absences will be accumulated by quarter. If a student has 4 absences from a class in one quarter or 8 in a semester they may be denied credit for that class, for that semester. The Principal's office will provide a certified warning letter to the student's parent or guardian. The notification will state that the school strongly urges the student's parent or guardian to request such a conference. However, prior to loss of credit, an administrative conference must be held between the student, parent and the Attendance Committee. If the result of loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. SS 121A.40-121A.56. However, the responsibility for keeping track of absences lies with the student and parent. A written appeal may be submitted within three days of receiving written notice from the District. The appeal will be reviewed by the Attendance Committee.

Tardiness:

- Definition - Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. After ten minutes the student is considered to be unexcused absence. **Tardiness will be recorded in the office and three unexcused tardies in a class will count as one day of unexcused absence. Course grades will be reduced at the end of each nine week grading period where excessive tardies have occurred.**

PARTICIPATION IN SCHOOL RELATED ACTIVITIES:

- This policy applies to all students involved in extracurricular and co-curricular activities scheduled either during or outside the school day. School initiated absences will be accepted and participation permitted. A student may not participate in any activity program if he or she has an unexcused absence from any class during the day. If a student is suspended from any class, he or she may not participate in any activity or program that day. Participants in all school sponsored activities must be in attendance by 9:47 a.m. prior to the staging or playing of events in which they participate. This includes all dances, concerts, public performances and after school practice sessions. The District Administration reserves the right to grant exceptions to these participation guidelines on an individual basis. Exceptions will be made when students have Doctor's appointments that have been previously approved by the Principal.

IN SCHOOL SUSPENSION:

- In school suspension rules: no eating or drinking of food or beverage, quietness-no talking allowed. Students serving ISS are to complete assignments and keep up with their class work. Class work must be completed on the day of return to class (es). Access to computer, A-V equipment or reading material will not be allowed unless required as part of an assignment. Devices or phones etc. are not permissible, one five minute bathroom break will be granted in the morning and afternoon. The break will not coincide with regular passing time or with other suspension students. Failure to adhere to these rules will result in additional disciplinary action.

REQUIRED REPORTING:

- Continuing Truant: Minn.Stat.S260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn.State.S120A.22 and is absent from instruction in a school, as defined in Minn.S120A.05, without valid excuse within a single school year for: three days if the child is in elementary school; or three or more class periods on three days if the child is in middle school, junior high school, or high school.

Reporting Responsibility:

- When a student is initially classified as a continuing truant, Minn. Stat. S260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following: the child is truant, the parent or guardian should notify the school if there is a valid excuse for the child's absences, the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. S120A.22 and parents or guardians who fail to meet this obligation may be subjected to prosecution under Minn. Stat. S120A.34 This notification serves as the notification required by Minn. Stat. S120A.34. Alternative

educational programs and services may be available in the district. The parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy. If the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Ch 260. If the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn.Stat.S260C.201 and it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

AWARDS:

- To be eligible for any award, you must be in the activity for the full time that the activity is in session. If you are dismissed from the activity for misconduct, ineligibility due to classroom work or other disciplinary action, you forfeit all rights to all awards.

BICYCLES, ROLLERBLADES, AND SKATEBOARDS:

- All bikes should be placed in the designated parking areas. Make sure they are not in an area that could disrupt the flow of normal traffic. Since the school cannot assume responsibility for the loss of bicycles, all bicycles should be locked. We also ask that students not ride their bicycles in the bus areas while the buses are loading or unloading. Skateboards and rollerblades are not allowed on school grounds or in the buildings during school hours.

BUILDING AND EQUIPMENT:

- Anyone caught defacing or marring any school property will be disciplined and will be responsible to pay restitution for the damages. The school building will be open from 7:00 a.m. until 4:30 p.m. every day that school is in session. Students are not to be in the building at any other time unless they are under faculty supervision. It is recommended that students not be in the building before 7:30 a.m. unless specifically assigned to a teacher or coach.

BUS TRIPS AND TRANSPORTATION:

- The School District provides bus transportation to all students who qualify. It is expected that all students who ride buses be seated while the bus is moving. Only students regularly assigned to a bus route will be permitted to ride the bus. Insurance and liability dictate the necessity of only those assigned on the bus.
- The District Transportation provider has been instructed to transport only those who are qualified to ride that bus on that route. On all school sponsored trips, chaperoned buses are furnished. The District does not permit students to drive to school sponsored activities. Parents need to call the bus company to inform them of any daily changes in the pickup schedule.

CANINE DETECTION:

- The Fulda School District campus is routinely and randomly inspected by detection canines for prohibited items in order to provide you with a safe learning environment (this includes vehicles in the parking lot). All items on school property are subject to random search.

CELLULAR PHONES & ELECTRONIC EQUIPMENT:

- Students are not to use cell phones or any other electronic devices during the school day unless they are being used for educational purposes with permission from a teacher. Students may also use their cell phone in the district office with permission. Violations of this policy will result in the following consequences:
- First Violation: Cell phones/other devices will be turned into the Principal. The student will be required to turn in the phone to the office each day for five (5) consecutive school days.
- Second Violation: Cell phones/other devices will be turned into the Principal. The student will be required to turn in the phone to the office each day for ten (10) consecutive school days.
- Third Violation: Cell phones/other devices will be turned into the Principal. The student will be required to turn in the phone to the office each day for fifteen (15) consecutive school days.
- Subsequent Violations of the Cell Phone Policy will require a student/parent meeting with administration to discuss further action.
- For each Violation during a class period of the Cell Phone Policy, a student's quarter grade will be reduced by two percentage points.
- Cell Phone violations during lunch or Study Halls, students will be required to eat last for (5) days for the first offense, (10) for second offense, (15) for third etc. Violations for both are cumulative.

***Fulda Public Schools reserve the right to ban or abolish cell phone possession on school grounds during the school day.

***Cell phones are strictly forbidden in Fulda Public Schools locker rooms and bathrooms at any time, including before and after school.

CITIZENSHIP:

- Your enrollment in Fulda High School has increased your responsibilities. You will be expected to be a good school citizen in and out of the classrooms, which will mean cooperating with the faculty and other students in such a way that the most can be realized for you and your high school. On certain occasions you will have contact with the businessmen downtown--treat them with consideration and kindness. Use the downtown facilities made available to you, but do not abuse them. Be a good citizen in your community as well as in your school. You are encouraged to conduct yourself so that you will be a credit to your school and yourself.

CLASS PERIODS:

- The beginning and end of all periods are announced by the bell. All students are to remain in their classroom until they are dismissed by the instructor. All students are expected to be in their assigned seats when the tardy bell rings. Our class periods are 48 minutes in length, and 3 minutes are allowed for passing between classes. A supervised study period can be given in each class where preparation makes it necessary.

COLLEGE IN THE HIGH SCHOOL (CIHS):

- Seniors and Juniors are eligible to enroll in College courses offered by the District. Students must achieve the appropriate score on the Accuplacer qualifying test to register for College level classes. CIHS courses will be awarded ½ credit per semester on the student's High School Transcript. Students enrolling in online College Courses must take the equivalent length of semester high school courses (example: two semesters of Social Studies are required each year grades 9-12). More information can be found in the CIHS Handbook.

CONDUCT:

- At no times will you be allowed to disturb other students' rights to learn or the teacher's right to teach...no exceptions. If you are asked to leave the room by an by a school employed adult, report immediately to the Principal's office. If the cause for dismissal is severe, you may have to bring your parent with you to be readmitted to class. Under no conditions will you be readmitted to class without permission of the Principal and teacher involved. Remember, the teacher is in charge of that classroom and you are to obey him or her at all times.

CONDUCT AT EXTRACURRICULAR EVENTS:

Students are encouraged to attend all home matches, games, and other extracurricular events. Because of the large number of people in a small area, we will expect our students to follow the rules listed:

1. Limit trips to the concession stand and restrooms, students should not leave their seat if the game is in progress.
2. No sitting on the floor.
3. No walking or running on the playing area of the floor.
4. No roughhouse or loitering before, during, or after the event.
5. Once a student has entered the event, if he or she leaves again, they will not be allowed to reenter unless with prior permission.
6. No unsportsmanlike conduct will be tolerated.
7. During the National Anthem, students will take off head coverings, face the flag, put their right hand over their heart, and sing. If a student chooses not to sing, they will then stand quietly.
8. Students will be respectful at all times of all event participants, coaches, officials, parents, fans or any other people attending, and other students.
9. During football games, students attending the game as spectators will not be allowed to play football and will be required to stay behind the fenced area and off other equipment.
10. Appropriate attire must be worn that reflects positively on the integrity and image of the district. Administration has reasonable authority to ask those who do not conform to leave the premises.

CONFERENCES:

- The faculty and administration will schedule individual conferences to address concerns – the proper chain of command must be followed. Fulda High School administration and faculty want to help you in every way possible.

CORRIDOR DECORUM:

- **Students are to remove their hats and caps when entering the building.** Keep to the right in the halls unless you are crossing the hall to a classroom. Do not crowd around the drinking fountains. Running, shuffling, shoving, or skipping are strictly prohibited. Students are not to walk arm and arm or hand in

hand etc. Be as considerate of others as you expect them to be of you. Keep conversation in low tones. It is out of place to whistle or to carry on loud, boisterous talking and laughing at any time. Pick up the books you will need for the periods of the day and carry them with you until noon or afternoon dismissal. This will speed up the flow of traffic between classes and keep the noise in our halls to a minimum. Anytime you are in the hall during a regular class period, you must have a signed pass by a staff member. If you have permission to go to the library, it does not entitle you to any side trips to the lavatory or locker unless it definitely states this fact. Every student will be assigned to a definite room each hour of the day, and that is where you are expected to be.

CREDITS/CLASSROOMS/STUDY HALLS:

- A minimum of six periods of the seven periods will be filled - no student will have more than one study hall; this includes students who take a zero hour or CIHS courses. Be sure you know that you have sufficient credits. A semester course is only one half credit. Check with the Principal or Counselor if you are not sure of your credits.

DAILY ANNOUNCEMENTS:

- The announcements will be read over the intercom at the beginning of first hour on the first day of the school week. Teachers will read the announcements in first hour class the other days of the week. If you have any announcements you wish make, the Superintendent's office should be advised by 7:30 a.m. These must be emailed or in writing and signed by the class advisor or activity advisor. Emergency announcements may be given at the end of the day. Announcements will be made once a day to announce meetings, games, concerts, etc.

DETENTION:

Detention may be assigned by the Principal; teachers may require a student to spend time after school for inappropriate classroom behavior, this will be supervised by the assigning teacher. Detention supersedes all activities. In an emergency, arrangements can be made in advance for postponement. The Principal may choose to have a student spend time in the office after school or on other days, as deemed necessary.

DRESS CODE:

Proper attire is required when students are at school or at school sponsored events. Bare feet are permitted only in the locker room. Open mid-sections, muscle shirts, tank tops, strapless tops or spaghetti straps are not permitted. Shorts may be worn, but the length must be no shorter than mid thigh. Skirts and dresses should also be at reasonable length, no shorter than mid thigh. Students wearing inappropriate attire will be sent to the office; they will be issued appropriate clothing to wear for the remainder of the school day or may have parents bring clothing to the school. Clothing is expected to be clean, neat and fit properly. Clothing that hangs from the body is not acceptable (visible undergarments are prohibited). No caps, hats, headbands or head cover of any kind, unless for identified religious beliefs, may be worn in school during the school day without permission. Clothing advertising alcoholic beverages, tobacco, drugs/paraphernalia, symbolization or written text representing illegal activity, harm to oneself or others in any physical or psychological way is not allowed. We do not allow obscene displays or inappropriate gestures of language on clothing. No chains or gang related apparel can be worn in school. If you have a question about school fashions, check with the Principal beforehand. The final decision will be at the discretion of the Superintendent/Principal.

ELIGIBILITY:

The academic success of our students is our most important responsibility. Participation in extracurricular, Co-Curricular and School Related activities is a privilege and performance in the classroom is the student's primary responsibility. Students must be passing in all subjects to participate in extracurricular and co-curricular activities. Students on the ineligibility list will not be allowed to participate in any school-related activities for the duration of time (Monday-Sunday) they are on the ineligible list. Ineligibility checks are conducted on a weekly basis. Grades are submitted electronically to the District office by 3:00 p.m. each Thursday. Students who are near failing remain eligible, only students who are failing will be ineligible. The parents of students who are failing and near failing will be notified.

FACULTY LOUNGE:

The faculty lounge is as the name implies an adult lounge. High School students are not permitted in the faculty lounge at any time.

FOOD SERVICE POLICY:

Students will be assigned a student identification number which will be used to purchase meals. Please reference the Student Lunch Account Policy for more detail. Students/parents are responsible for keeping their account in balance.

FOOD ALLERGY GUIDELINES:

The purpose of these guidelines are to provide a safe environment for students with food allergies and to support parents/guardians in managing their child's food allergies. It is our desire to provide, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

We recognize the need to help the allergic child avoid the foods he/she is allergic to and to establish emergency procedures to treat any allergic reactions that should occur.

In order to properly implement this policy for management of food allergies, the following administrative regulations are established:

1. The primary concern of the school is the prevention and appropriate treatment of potentially severe allergic reactions, anaphylaxis.
2. The parents/guardians of the student with allergies must provide the school with a written diagnosis of the allergy and an individual action plan prepared by the students' physician. The school has a template to be completed by the physician for this purpose.
3. An individual health plan will be written by the school nurse with assistance of the parents/guardians, classroom teacher and administration. This plan should be reviewed at least once a year and updated as necessary.
4. It is suggested that the at risk student have some means of identification, such as a medical alert bracelet.
5. Parents/Guardians are encouraged to review/preview menus to select foods that are safe for their child to eat.
6. Most food allergy children bring their lunch from home. However, guidelines established by

USDA Child Division in charge of school lunches requires school lunch service staff provide substitute meals to allergic students if the physician of the child completes the required forms with written instructions certifying the child's allergy, what foods to avoid and safe substitutions. These forms will be provided by the school nurse or food service staff.

7. Due to increasing incidence and severity of peanut allergies, no products containing peanuts or peanut residue will be offered in the school lunch program or in classroom snacks provided by the school or school staff.
8. Training will be provided to all staff supervising the students with the food allergy in the signs and symptoms of anaphylactic shock, basic first aid, resuscitative techniques and in the use of the epinephrine auto injectors.
9. The school will follow and ask the parents/guardians to assist in implementing the following avoidance strategies due to the fact that the risk can never be fully eliminated in the school environment:
 - a. Parents are encouraged to instruct the child/children in how to avoid contact with substances they are allergic to.
 - b. Staff will carefully monitor identified children, especially in the younger grades.
 - c. Allergic children should consider eating foods that are only prepared at home and/or parents/guardians should preview the school menu and discuss with the allergic child the foods he/she should not eat that included in the school lunch menu.
 - d. Students will be encouraged not to exchange foods or utensils with other students.
 - e. Surfaces, toys and equipment will be washed clean of any allergy containing foods.
 - f. Food service personnel will be instructed about necessary measures required to prevent cross contamination during food handling, preparation and serving of food.

GRADING SYSTEM:

Report cards will be available online at the end of the nine week period. The grading system is as follows:

A---90 to 100	D---60 to 69
B---80 to 89	F---Below 60
C---70 to 79	I---Incomplete

After two weeks, all incompletes which have not been completed will receive a failing grade. If prior arrangements are made with the instructor, the timelines can be extended. It is the student's responsibility to clear up an incomplete.

GRADUATION REQUIREMENTS FOR FULDA HIGH SCHOOL:

Your class rank and final average is figured on credits earned in grades 9-12.

GRADUATION REQUIREMENTS

All students need 24 credits to graduate from Fulda High School.

- 4 credits in English (Grades 9-10-11-12)
- 4 credits in Social Studies (Grades 9-10-11-12)
- 3 credits in Science (Grade 9, Biology and Chemistry or Physics)

- 3 credits in Math (encompassing at least algebra, geometry, statistics, and probability)
- 1 credit in Physical Education and Health (Grade 9)
- 1 credit in the arts (visual, music, or media)
- Sufficient elective credits to meet the required 6 class period load during grades 9, 10, 11, and 12

Also:

Sufficient credits to complete the required 6 class period load. **FULDA HIGH SCHOOL GRADUATION REQUIREMENTS:**

- Minimum school load is 6 class periods per semester, but a student may take 7 if they wish. Prerequisites are required for some subjects. Be sure to check the course description.

When a course is suggested for a certain grade, it will be scheduled for that grade and students in that grade get first choice. Other students will need to fit their schedules around those courses should they desire to take them. One credit is given for each successfully completed full year academic subject. One half credit is given for each successfully completed semester subject. One half credit per year is given for choir.

Students who will either be in the 11th or 12th grade next year have the opportunity to participate in ITV (Interactive Television), but ultimately 12th graders have priority over 11th graders. When a student registers for an ITV course, they are expected to fulfill that commitment as ITV costs the school district additional money.

Your class rank and final average is figured on the basis of grades 9-12. Some of these are called constants (required for all students) and some are electives (student choice). If a student is enrolled in a modified class, that course does not qualify for class ranking. A credit is the equivalent of one class period every day for a full school year.

FOREIGN EXCHANGE STUDENT GUIDELINES:

Fulda High School will accept a maximum of four Foreign Exchange Students per school year.

The deadline for accepting applications is August 20th of the current school year.

The District Administration will make the final determination for accepting applicants.

Foreign Exchange Students will not receive a diploma from Fulda Public School. Foreign Exchange Students will receive a “Certificate of Attendance” at the Annual Awards Day ceremony.

Foreign Exchange Students will be registered as Juniors.

Foreign Exchange Students will be registered for classes based on availability and class size. Individual needs will be used to determine schedules.

EXTRACURRICULAR ACTIVITIES:

Foreign Exchange Students will follow guidelines set forth by the Minnesota State High School League (MSHSL).

Foreign Exchange Students have the right to participate in extracurricular activities. The understanding is they are contributing to the group based on their ability. The level of competition will be at the discretion of the advisor, director, and/or coach.

Foreign Exchange Students will pay the same participation fees required of all students participating in extracurricular activities.

GRADUATION CEREMONY GUIDELINES:

In order for a student to participate in the commencement exercise all graduation requirements must be completed by the graduation date. All fines, fees, lunch accounts (**this includes all members of the family of the graduate**) must be paid and the appropriate credits earned for graduation. If a student is ineligible due to a substance abuse violation, the student forfeits his/ her right to participate in the graduation choir/ band performance.

Graduation speakers will be determined at Midterm of the 4th quarter based on class rank at that time. If either of the top two ranked individuals chooses not to speak the 3rd ranked student would have the opportunity. Recognition of the Valedictorian and Salutatorian will be at the graduation ceremony.

HEALTH STANDARDS-NEWLY ENROLLED STUDENTS:

Prior to initial enrollment in any school in this state every child shall submit to the Principal or other person having general control and supervision of the school, one of the following statements:

- I. A statement signed by a physician that he had received immunization against measles by such means as is approved by the state board of health and that such immunization is currently effective; or
- II. A statement signed by a physician that the physical condition of the child is such that immunization would seriously endanger his life or health; or
- III. A statement signed by his parent or guardian that he has not been immunized as prescribed in clause I because he is being reared as adherent of a religious denomination whose teachings are opposed to such immunization; or
- IV. A request signed by a parent or guardian that the local health officer administers the prescribed immunization.

JR. HIGH LATE WORK GRADING POLICY:

Students in 7th and 8th grade have a uniform grading policy if assignments are turned in late. For every day the assignment is late the grade for that assignment will be lowered one letter grade.

LASER PENS:

Laser pens will be confiscated and not returned to the student.

LIBRARY:

The library affords an opportunity for recreational reading and research work. In order to provide the proper environment, quiet must be maintained at all times. The library is for your use, but it must be used wisely.

1. Students are to replace all books and magazines before leaving.

2. Hours are from 8:00 to 3:10.
3. Books may be checked out for two weeks and may be renewed if not in demand.
4. Current issues of magazines and reference materials are to be used in the library.
5. Each student is responsible for all library materials charged to him. Lost materials must be paid for.
6. Students who do not comply with these rules will be denied library privileges.

LOCKERS:

Lockers will be assigned to students in grades 7-12 on the first day of enrollment. There are to be no locks on hall lockers unless issued by the Principal. You may not exchange lockers with another student unless you have received permission from the Principal. No unauthorized pictures, signs, posters should be attached to the lockers. Report to the principal any locker which does not operate properly, if you damage your locker in any way, you will be held responsible for the damages. Report anyone seen tampering with your locker. The school does not assume responsibility for lost articles. Students should always keep their lockers neat and clean. You are responsible for the contents of your locker - they are not to have locks, so do not store valuables in them. School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers, provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOCKER ROOM POLICY

In order to ensure privacy for all students, students and staff members of the opposite sex will not be allowed to enter a locker room that is being used by students during the school day or during athletic contests unless that locker room has been cleared by an adult member of the same sex. The following protocol will be observed prior to a male entering the girl's locker room during the school day or during athletic practice or contests: an adult female will enter the girl's locker room to make sure it is acceptable for a male to enter and communicate this to the male before he may enter the locker room. The same protocol will be used prior to a female entering the boy's locker room during the school day or during athletic practice or contests: a male adult will enter the boy's locker room to make sure it is acceptable for a female to enter and communicate this to the female before she may enter the locker room. These protocols will be observed at all times, except in the case of a suspected emergency.

LOST AND FOUND:

All lost and found articles are to be turned in and/or claimed at the District office.

MEDICATION:

Students who require medication need to fill out the Policy for Administration of Prescription Drugs Form in the District Office. This form authorizes school personnel to give the medication in the dosage prescribed by the

physician. The Principal's office will distribute acetaminophen per dosage instructions if written consent has been using the district provided form given by parent/guardian.

NOON LUNCH BREAK:

District 505 maintains a "closed" campus. Those students who live within walking distance from school may bring a written parent permission slip to walk home at noon. No student is allowed to ride in or drive a car during lunch hour, unless special permission is granted by the Principal. Anyone caught doing so will be disciplined. Every student has one lunch period and expected to be in class or study hall on time. Various activities have been planned for students over the noon hour. It is up to these students to make full use of these if they are to be successful. Students who bring sack lunches for their noon meal are to enter the cafeteria through the regular line, and when they have finished eating, are to put any garbage or paper sacks in the receptacle provided. No one is to eat off another student's tray. All areas outside the school, including the parking lot, and athletic fields are off-limits during lunch hour. Students may gather in the patio area or the cafeteria, but will not be allowed in the halls without a signed pass by a staff member for legitimate purposes.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance will be recited during first hour each day. Students who choose not to participate will be afforded that option but must remain silent and respectful.

POLICIES:

There are several policies that Fulda Public School has adopted and are carried out by the staff and administration. Due to the length of these policies, they may not all be included in the handbook. However, they are on file with the Superintendent's Office. They include: Multicultural/Gender Fair, Pupil Fair Dismissal Act, Title I and Section 504 of the Rehabilitation Act.

PRACTICES:

All activities must be under supervision at all times. In the event of a school closing due to inclement weather or other reasons deemed appropriate, practices or activities may be conducted with the permission of the administration.

GUIDELINES FOR JUNIOR-SENIOR PROM AND BANQUET:

Fulda Public High School will sponsor a Junior-Senior Banquet and Prom under the following guidelines:

- All juniors are expected to participate in prom preparation.
- Students who are not current on their class dues are not eligible to attend the junior-senior prom.
- Age restrictions for prom are as follows:
 - You must be at least a 10th grader to attend the Banquet and Prom.
 - You must be younger than 21 years of age to attend the Banquet and Prom.
- The Banquet and Prom will not be covered under Category I or Category II of the Athletic Handbook for violations and ineligibility.

- The Banquet and Prom will not be covered by weekly academic eligibility.
- Fulda Public School and MSHSL Code of Conduct will still be enforced for all students as it is for all Fulda Public school activities.

PSEO/ONLINE PSEO Guidelines

- Fulda Public School students will be counseled on PSEO courses and how they align with graduation requirements prior to March 1st each school year. Students considering PSEO must complete and submit a PSEO application form to Fulda Public Schools by May 30 for guaranteed enrollment. The application form must be signed by the student and his/her parent or guardian.
- PSEO information is posted on the Fulda Public School website and updated yearly before March 1.
- Fulda Public School students participating in PSEO courses should seek academic help regarding their PSEO courses from the professors they are receiving instruction from rather than FHS staff.
- Fulda PSEO students will be allowed on campus for supervised extra and co-curricular activities sponsored by Fulda Public Schools - students attending these events must sign in with the high school office.
- Students who are enrolled in PSEO have the choice at the beginning of each semester to stay in school and to be assigned a study hall in which to report to and work on school work or to be off school grounds for one Fulda High School's class hour per PSEO class enrolled. If students who choose to leave campus are having difficulty with tardiness when returning to Fulda High School, the school and family will work together to support the student. This support might include a schedule change in the middle of a semester to an assigned study hall.

RELIGIOUS RELEASE TIME:

The law requires the District to release students to the churches for religious training. If your church has the school time training, you will be informed by your church. We require a signed statement from the parent that the student will be attending release time. Bus transportation will be provided to release time at the expense of the participating churches. **No students will be allowed to drive or walk to release time.**

RETENTION POLICY:

Fulda Public School administration and teaching staff will strive to create curriculum and instruction that will allow students to advance through school according to their needs and abilities.

The district will not recommend retention until the school provided assistance and remedial work have been exhausted with little or no progress demonstrated by the student.

Teachers may recommend retention since they are in direct contact with the students, however all retentions will be assigned by the school principal. Teachers in recommending retentions and the principal assigning them will give reasons why they feel the student should repeat the grade. Conferences with parents/guardians discussing the recommended retention will be held. Parents will have the final approval in all retention cases.

SAFETY DRILLS AND LOCKDOWN PROCEDURES:

Minnesota state law requires that every public school conduct safety drills (fire/tornado) and lockdowns during the school year. It further requires that directions to the nearest fire exit be posted in each room. All classrooms that by nature of the class require other safety precautions will be instructed on the use of fire extinguishers, helmets, eye protection.

SCHOOL CLOSING:

- Parents will be notified of school closings, late starts or early dismissals through the Instant Alert system via email, text message or phone call. The District will also announce on KJOE Slayton and post closings on KELOLAND TV Closeline.
- On days when school is dismissed early due to weather, it is certainly advisable that all go home on the bus. Parents should arrange in advance for a "snow home" in town.

SEMESTER FINALS POLICY:

- Fulda High School students may be required to take semester finals in academic subject area. The finals will be given the last week of each semester. Teachers will notify students ahead of time the date and the length of the tests. The comprehensive finals will be worth up to 10% of the total semester grade.

STUDENT ACTIVITY ACCOUNTS:

- All remaining funds in the graduating class activity account will be dispersed equally to the classes the following school year.

STUDENT CARS:

- All student cars are to be parked in the student designated parking areas. Please park in the designated and marked areas only. Cars are not to be driven during the school day without administration or parent permission. The School District reserves the right to search student automobiles periodically if deemed necessary.

STUDENT CODE OF RESPONSIBILITIES:

BYLAW 206.00 GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS (7/13/15)

1. Good Standing

In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term "Good Standing" shall mean that the student is eligible under of all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

2. Student Code of Responsibilities

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

3. Penalty:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school Principal/AD acting on the authority of the local board of education. The MSHSL specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

Please also refer to: **FULDA HIGH SCHOOL ACTIVITIES ELIGIBILITY REGULATIONS AND PROCEDURES.**

TOBACCO-ALCOHOL-DRUGS:

- The district is a drug free zone. Students will not have tobacco, smoking, chewing, nicotine patches, or vaporizing devices; in possession or on their person in school or on school property. The same applies to alcohol, drugs or paraphernalia, and pills of any kind unless by prescription.

TRANSCRIPTS:

A transcript will be provided for a \$2.00 fee upon graduation. A permanent list of grades is kept on file and a list of all the activities.

USE OF THE GYMNASIUM:

1. During school hours the doors to the gym will be locked when Physical Education classes are not scheduled.
2. Gym clothes are to be taken home each week and washed.
3. Every student is required to take a shower after every activity period unless excused by the instructor or a doctor's written excuse.
4. Only tennis shoes are allowed on the gym floor at any time.
5. There will be no horseplay in the gym or locker room.
6. No one is excused from physical education classes without a doctor's written excuse stating the reason.
7. No one is to use any of the facilities of the gym at any time unless they are under direct faculty supervision.
8. Every student who is enrolled in physical education must purchase a lock for the locker. Your instructors will inform you of the cost.

9. P.E. classes will pass in the hall, not through the gymnasium. Once dressed after P.E. class, stay in the locker rooms, not in the halls or gym.

VIDEO SURVEILLANCE:

- The safety of our students is a priority and therefore the district utilizes video surveillance to monitor and record activity.

VISITORS:

- All visitors to the school must, upon entering the building, go to the Superintendent's office, state their business and secure permission to be in the building. **No student visitors will be allowed to attend school.**

WHEELIE SHOES:

- Students are not permitted to wear shoes with rollers during the school day or at school sponsored events.

DISTRICT-WIDE SCHOOL DISCIPLINE POLICY

I. STATEMENT OF POLICY

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. Therefore, this district-wide school discipline policy has been adopted.

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 in accordance with state statute, state board of education regulations, and this policy.

The following school board policies apply district wide.

II. RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

A. Truancy and Unauthorized Absences

1. As required by current statutes, regulations of the State Department of Education, and the School Board of this District, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.
2. Truancy, for purposes of this policy, is the absenting of one's self from school or class without the approval of the school.
3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Damage to School or Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.
2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Physical Assault:

Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon

another.

D. Verbal Assaults:

Verbal assaults are abusive threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Threats and Disruptions;

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
2. School disruptions: Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles:

1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcohol at school, on school grounds, or at school-sponsored activities.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
3. Use of Tobacco: Tobacco use by students is prohibited at school, at school-sponsored activities, and on school grounds.
4. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

G. Failure to Identify Oneself:

Failure to provide proper identification upon request of a staff member is unacceptable behavior.

H. The violation of any state or local law or the violation of any federal law is unacceptable behavior:

I. The following constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school, or
3. Willful violation of any rule of conduct specified in this discipline policy.

III. DISCIPLINARY ACTION

District 505 Student Discipline: Progressive Consequences

I. Teacher/Staff Level:

Every employee has a responsibility to address inappropriate student conduct. Depending on the severity of the infraction, a student or other employee may take one or more of the following actions:

- Oral warning.
- One on one discussion.
- Time out.
- Written warning w/suggestions; contract.
- Parent/Guardian contact.
- Discipline referral.

II. Teacher and Principal Level:

- Referral # 1 Student meeting with principal -teacher will make contact with student's family.
- Referral # 2 Parent/Student/Teacher meeting or interaction encouraged; Principal facilitates.
- Referral # 3 In-School Suspension (ISS).

- Referral # 4 Out of School Suspension. Re-entry meeting with parents required; improvement plan developed. Assignments must be turned into the office upon return to school to receive credit.
- Referral # 5 ISS/OSS: Refer/Consult with appropriate outside agency or service provider.
- Referral # 6 OSS.

III. **Serious Offenses:**

1. If a student or students assault another student or are involved in a mutual fight, the student or students are referred to the Principal.
2. If a student or students are involved in a second assault or mutual fight, the student or students are referred to the Board of Education for expulsion or exclusion.

Notes:

- Severe Clause: Serious incidents may be advanced automatically to any level.
- Tardy and bus referral are handled outside the above.
- Minnesota statutes preempt local process.
- Student going 60 days without referral begins at zero.

A. Disciplinary action may include but is not limited to:

- Meeting with the teacher, counselor or principal;
- Detention;
- Loss of school privileges;
- Parental conference with school staff;
- Modified school programs;
- Removal from class;
- Suspension;
- Exclusion; and
- Expulsion.

B. Removal from Class:

1. Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.
2. Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act of 1974 as amended.

- C. Copies of this policy together with The Pupil Fair Dismissal Act of 1974 shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act of 1974.
- D. Parents shall be notified in writing of violation of the rules of conduct and resulting disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 1974.

District 505 policy against Religious, Racial, sexual harassment, bullying, teasing or any form of verbal and physical harassment and violence.

1. Everyone at District 505 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, sexual harassment, bullying, teasing or any form of verbal and physical harassment, and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex, or gender.
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
 - h. Any form of teasing or bullying that deprives a student of feeling safe or uncomfortable in the school environment.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your rights to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the Principal's office upon request.

Religious, racial, and sexual harassment and violence are against the law. Discrimination is against the law.

Human Rights Officer:

Mr. Don Tiesler
PO Box 103
Fulda, MN 56131
507-360-2343

Computer, Software, Internet, and Network Services Policy

Fulda Public School District recognizes the value of providing technology equipment, network services and Internet services and Internet access to students, staff, and community in order to enhance its mission of education. Therefore: it is important to understand that technology is a tool that teachers can use to facilitate the process of learning by increasing engagement for students of all learning levels, collaboration, and overall personalized learning paths for our students.

The use of the technology equipment and services by staff, students, or the public is a privilege not an inherent right. Any use of the equipment and services in opposition to this policy and the basic philosophy and goals of this educational institution will result in appropriate discipline which may result in loss of privileges, suspension, financial compensation, and/or criminal prosecution. Proper use of the technology equipment and services is the responsibility of the individual user. This policy applies to all who access the technology resources belonging to and from this institution. This District reserves the right to limit or deny access to certain users and to certain types of information.

SCOPE

This policy shall apply to all users of the Fulda School District's equipment which includes but is not limited to computers, printers, Internet access, 1:1 initiatives, chromebooks, and network services. The word user applies to anyone but is not limited to students, faculty, support staff, administrators, agents, and board members.

PRIVACY AND RIGHTS ACT

District No. 505 administrators or their agents can and will inspect information and files stored, processed or communicated by or through its information systems without further notice to users. Users of the District's computers, equipment, networking services, and Internet access shall have no expectation of privacy related to such use.

The information, communication, processing, and storage resources provided by District No. 505 are the sole property of the District. Files, data, and other communication created, originating from, or stored on the District's' hardware, computer disks, or other electronic systems are the property of the District.

DISCLAIMER

The District has adopted and shall enforce this policy to the extent practical. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment, network services, or Internet access, which violates this policy or any law.

The District expressly disclaims any liability resulting from any of the following:

1. Financial obligations resulting from the use of the District Internet Access.
2. Information received through the District's computers, equipment, online resources, or networks.

3. Damages, injuries, or improper communications resulting from contact between individuals, including students, through the Internet, e-mail or use of the District's equipment, computers, or systems.

ACCEPTABLE USE

The acceptable use of the technology services, equipment and Internet access belonging to and provided by District No. 505 is for educational purposes. Student use of these services are for educational purposes exclusively as related to curriculum. Employee use is for school district related business.

CONSEQUENCES FOR PRIVACY INFORMATION

Any user who violates this policy or abuses computer privileges will be subject to the following consequences and/or consequences of other existing school policies and/or legal action. The Administration reserves the right to modify these guidelines based on the severity of the infraction.

1. Suspension or termination of computer use privileges are per the following occurrences.

1st Offense: The user will lose his/her computer usage for a period of four weeks.

2nd Offense: The user will lose his/her usage for nine weeks.

3rd Offense: The user will lose his/her privileges for the remainder of the school year or 12 weeks, whichever is greater.

Consequences for student may be carried over to the next school year. Loss of computer use privileges occurring in the 4th quarter will carry over through the 1st quarter of the following school year.

Students who violate this policy during independent access may be allowed to use equipment in supervised computer dependent classes. Students who violate this policy during supervised curriculum activities may be asked to complete an alternate form of the assignment, may lose credit for the assignment, or may be removed from the class.

2. Should any user violate the law while using Fulda Public School's computers or networking, referral may be made to the appropriate authorities for civil or criminal prosecution.
3. Should any user of the Fulda Public School's computers or networking services result in penalties or damages for which School District No. 505 becomes liable or results in claims or litigation involving School District No. 505 for all damages, penalties and costs incurred by the school district.
4. Additional disciplinary action, coinciding with existing policy regarding unacceptable behavior, may be enforced at any time in the consequence process.

CLASSROOM COMPUTER/PORTABLE COMPUTER

Classroom or portable computers are provided to teachers as a tool for management and curriculum enhancement. Student access of these computers is encouraged for electronic presentations, access to information, printing, and other curriculum activities. The availability and networking of computers is an ongoing process.

1. Students will not access a classroom/portable computer without the permission of the classroom teacher.
2. Users will not install any software on classroom/portable computers which violates the license agreement of the software provider.
3. Users will not copy or delete any District software from classroom/portable computers.

LAB COMPUTERS

The purpose of the computer labs is to provide a work area for training, curriculum projects, and access to network services by groups of students and staff. Lab computers are protected by security software.

1. Users will not install on any District equipment software that violates the license agreement of that software provider.
2. Users will not copy, modify, or delete system files or applications from lab computers.

SOFTWARE

The District will provide licensed software needed for basic processes such as word processing, databases, spreadsheets, classroom management, and authoring. Curriculum specific software will be requested by classroom teachers.

1. Users will not install on any District equipment software that violates the license agreement of that software provider.
2. Users will not copy, modify, or delete system files or applications from lab computers.
3. Users will not delete District software installed on District computers.

NETWORK SERVICES

It is the goal of the District that classroom computers and lab computers be a part of building and area networks and have access to the Internet. The network will provide access to high quality printers, electronic information, software, data storage, and communication.

PRINTING SERVICES

Students and staff have access to District printers. The use of printing services is for curriculum and school related projects.

1. Users will not use District printing services for printing pornographic, obscene, abusive, or sexually explicit materials.
2. Users will not use printers for duplicating purposes.

FILE SERVERS/HARD DRIVE STORAGE

Students and staff will be provided with file storage space on our server. Saving documents on servers is encouraged because of routine backup procedures. Security of files on the server is maintained through passwords. Privacy of files stored on any computer or server is not absolute. Network administrators may review files and communications to maintain system integrity and insure that users are using computers and the network responsibly. The file server or hard drive on any District computer shall not be used for storing offensive messages or pictures.

Users shall not...

1. Store offensive messages or pictures on any server or hard drive.
2. Use the passwords of other people to access, view, copy, modify, damage, or erase files or documents of other users.
3. Modify the system software, add or remove fonts, erase or copy applications from the server.

INTERNET

The Internet is a resource that provides access to information and other services available on networked computers throughout the world. The purpose of providing access to the Internet from lab and classroom computers is to enhance educational resources for curricular and personal development reasons.

Information published on the Internet is the product of anyone who has access to the appropriate resources. Users should be aware that this global publishing opportunity may result in material that is inappropriate, invalid, or unrelated to the educational goals of the District.

Proper use of the Internet means that users will not.

1. Access, upload, download, transmit, receive, or distribute pornographic, obscene, abusive, or sexually explicit materials or materials containing unclothed or partially clothed people.
2. Transmit or receive obscene, abusive, or sexually explicit language or profanity.
3. Violate any local, state, or federal law or engage in any type of illegal activities.
4. Engage in any form of gambling.
5. Engage in any type of commercial enterprise unrelated to the specific purposes of curriculum or goals of the District.
6. Promote any political or private causes, or other activities that are not related to the purpose of the District.
7. Access information advocating any type of unlawful violence, vandalism, or illegal activity.
8. Engage in any type of harassment or discrimination, including but not limited to sexual harassment, harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, disability, or any other type of harassment or discrimination prohibited by law and District No. 505

ACCEPTABLE USE AGREEMENT FOR INDEPENDENT INTERNET ACCESS

Students of Fulda School District wanting independent Internet Access must read with their parents/guardians this policy and the Acceptable Use Agreement for the Unsupervised Use of the District's Computers, Printers, Networks, and Internet Access. Both student and parent or guardian must sign the agreement. After the agreement is returned to the network administrator, the student will be provided with a password to access the Internet. Students, who do not return a signed agreement, will be placed in a no Internet privilege group, which denies them Internet access.

Licensed users of the Internet will after every session, logout of the software and return the computer to a general user screen.

Licensed users of the Internet will not:

1. Provide access to users without parent permission or students that are in the not Internet access group.
2. Share their access passwords with users not having parent permission.

SUMMARY OF ACCEPTABLE USE

1. All computers that are designated for student use network services, printers, and Internet access are provided for educational purposes. Users will not engage in any activity that violates the mission, philosophy, or goals of District No. 505.
2. Users understand that files and communications are not private.
3. Users understand that printers are for assignments and District use.
4. Computer users will log off and return computers to a general user screen.

Users will not...

1. Store documents on computers.
2. Delete district software from computers
3. Obtain or use the passwords of other users or access, copy, modify, or destroy files of other users
4. Use any Internet or e-mail software unless they have permission from parents/guardians and the school administration.
5. Access the Internet to receive obscene, abusive, or sexually explicit language or pictures, or profanity.
6. Share their name, address, or other personal information on the Internet
7. Engage in any type of illegal activity
8. Use the network to promote any political or private cause
9. Add any programs, fonts, or files, that violates any software license
10. Engage in any type of gambling
11. Access information advocating any type of unlawful violence, vandalism, or illegal activity
12. Users will not provide access to the Internet to other users that do not have parent permission for Internet access.
13. Violate copyright, trademark, or other intellectual property laws.

Inappropriate Internet Sites Include But Are Not Limited To Those Identified Below...

1. Social chat rooms
2. E-mail - that is not school district assigned
3. Pornography
4. Gambling
5. Illegal Drugs

PREGNANCY POLICY

- I. It is the policy of the School Board of Independent school District No. 505 not to discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- II. **Medical Certification**
The School Board of Independent School District 505 may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- III. **Marital or parental Status**
 1. 34 C.F.R 106.40 prohibits discrimination against students based upon the student's marital or parental status. This section provides:
 - a. Status generally. A recipient shall not apply any rule concerning as student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.
 - b. (1) A recipient shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery, therefrom unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
 - b. (2) A recipient may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
 - b. (3) A recipient which operates a portions of its education program or activity separately for pregnant students, admittance to which is completely voluntary on the part of the student as the instructional program in the separate program is comparable to that offered to non-pregnant students.
 - b. (4) A recipient shall treat pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery there from in the same manner and under the same policies as any other temporary disability with respect to any medical or hospital benefit, service, plan or policy with such recipient administers, operates, offers, or participates in with respect to students admitted to the recipient's educational program or activity.
 - b. (5) In the case of a recipient which does not maintain a leave policy for its students, or in the case of a student who does not otherwise qualify for leave under such a policy a recipient shall treat pregnancy, and recovery there from as a justification for a leave of absence for so long a period of

time as deemed medically necessary by the student's physician, at the conclusion of which the student shall be reinstated to the status which she held when the leave began. (Secs.901, 902, Education Amendments of 1972, 86 Stat. 373; 20 U.S.C. 1681, 1682).

Thus a school district shall not discriminate against any student on the basis of pregnancy and must allow pregnant students to participate in programs and activities on the same basis as other students.

Fulda High School will not discriminate against any person because of race, sex, creed, or handicap of any kind. Complaints or grievances may be filed with the high school Principal, Superintendent or Board Chairperson.

SCHOOL WEAPONS POLICY

PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

General Statement of Policy:

No student or non-student, including adults and visitors; shall possess; use or distribute a weapon when in a school location.

DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns; BB guns; all knives; blades; clubs; mace; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments, shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.
3. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, etc) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes a school building, school grounds, school activities or trips, bus stops, school buses, or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location. A student who finds a weapon on the way to school or in the school building or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediately notification of police;
4. Parent or guardian notification; and
5. Recommendation to the superintendent of dismissal for not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT/TOOLS

While the school district and the school takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

ADMINISTRATIVE DISCRETION

While the school district and the school takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent, may use discretion in determining whether, under the circumstances, as a course or action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

PUBLIC NOTICE
ANNUAL NOTIFICATION OF RIGHTS, PROTECTION AND PRIVACY
OF STUDENT RECORDS

Pursuant to the requirement of the School District regarding the requirements of federal law, the following constitutes the School District's annual notification to parents and students regarding data privacy practices of the school district.

The school district has adopted a Student Record Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary the policy provides:

1. PRIVACY RIGHTS

Educational records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian, or if the student is 18 or attends a postsecondary institution, the student. This general rule is subject to specific and limited exceptions which cannot be set out here due to limitations of space but which are set out in the complete policy.

2. DIRECTORY INFORMATION

Student's name, student's address, student's telephone number, date and place of birth, names of student's parents, participation in officially recognized activities, grade levels completed, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most previous educational institution attended, photo of student if available.

Directory information may be released to the public without prior parent or student consent unless the parent or student, if the student is 18 or older, has objected in writing to the release of one or more category of information.

3. INSPECTION OF RECORDS

Parents of a student or a student who is 18 or older may request to inspect and review any of the student's educational records except those which are, by state and federal law, made confidential. The school district will comply with the request immediately, if possible, and, if not, within five working days. In certain special circumstances and additional five working days may be required in order to comply. Copies of the records may be obtained at a reasonable fee as established by the school district.

4. CHALLENGE TO ACCURACY OR RECORDS

A parent of student, age 18 or older, who believes that specific information in the student's educational records is inaccurate, misleading, and incomplete or violates the privacy of other rights of the student, may request that school district amend the record in question.

If the Building Principal or Director of Special Education, within a period of 30 calendar days, declines to amend the record as requested, the parent of student who is 18 years or older will be advised in writing of their right to request and obtain a review of the request with the Superintendent/School Board.

If, as a result of this review, it is determined that the challenged record is not inaccurate, misleading, incomplete or in violation of the privacy or other rights of the student, the parent of student of age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the school district.

The decision of the Superintendent/School Board is the final decision of the school district and may be appealed under the provisions of the State Administrative Procedure Act, Minn. Stat. C 15, relating to the contested cases.

5. TRANSFER TO RECORDS OF OTHER SCHOOLS

The School District forwards educational records of students to other schools and school districts in which the student seeks or intends to enroll upon request of that school or school district. A parent or student who is 18 years of age may request and receive a copy of the records which are transferred and may, pursuant to this policy, challenge the accuracy of the records. The district does not, however, notify parents or students of age 18 or older prior to such transfer.

6. COMPLAINTS FOR NON-COMPLIANCE

Parents or students of 18 years of age or older who feel there has been a violation of the rights accorded them may submit written complaints to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This review of the data privacy rights of students and parents in the education records maintained by the School District is intended only to be a summary of the provisions of the "Protection and Privacy of Pupils Records" and applicable state and federal law.

Requests for copies of the policy and questions should be addressed to: The Superintendent of Schools in this district.

2018 – 2019 SCHOOL YEAR NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Fulda Public School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the Fulda Public School were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the Fulda Public School has completed their 3-Year-Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations Maintenance.

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. MacNeil Environmental, Inc. will accomplish this under contract.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians, and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Fulda Public School has a list of the location(s), type(s) of asbestos containing materials found in the school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Musser Environmental Consultant, Inc., Hutchinson, Minnesota at 507-829-2145 or by contacting the Fulda Public School.

**FULDA PUBLIC SCHOOL
GENERAL PESTICIDE NOTICE**

08-13-18

A Minnesota state law went into effect in year 2000 that requires schools to inform school staff, students and parents or guardians if they apply certain pesticides on school property.

Specifically this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide application and to make the schedule available to employees, parents and guardians for review or copying at each school office.

State law also requires that you be told that the long term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If there are any questions regarding the Fulda Public School Integrated Pest Management program or you would like more information on the pesticide application schedule, please feel free to call the school at 507-425-2514.

INDOOR AIR QUALITY

The Fulda Public School is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission-educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists or self-help information so they can properly evaluate their child's home or other out of school situations by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Fulda Public Schools Indoor Air Quality contact person is Theresa Roberts, Head Maintenance staff. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 507-425-2514.

Handbook Signature Form

The purpose of the handbook is to provide relevant and current information related to policies and procedures to students and parents. It will be helpful to students and parents to become familiar with the content of this handbook. Take time to read it. Be informed.

Please sign and return one form **per student to the District office.

I have read the 2018-2019 Fulda High School Handbook.

Student Name _____

Grade _____

Parent's Name _____
(Please Print)

Parent's Signature _____



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date _____ **(This form is only applicable for the 2017 to 2018 school year.)**

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](#) (Students and Families > Statewide Testing).

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

_____ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my student will receive a score of "not proficient" and waives the opportunity to receive a college-ready score that could save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My school and I may lose valuable

information about how well my student is progressing academically. In addition, opting out may impact the school, district, and state's efforts to equitably distribute resources and support student learning.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____
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