Cannon Falls Area Middle/High School

PARENT-STUDENT HANDBOOK

2023-2024

BOMBERS

820 MINNESOTA STREET E. CANNON FALLS, MN 55009 PHONE: (507) 263-6800

Cannon Falls Area Middle/High School

Philosophy of Education

EDUCATION IN OUR SCHOOL WILL HELP EACH INDIVIDUAL ACQUIRE KNOWLEDGE, SKILLS, AND POSITIVE ATTITUDES TOWARD SELF, OTHERS AND THE ENVIRONMENT. EACH INDIVIDUAL WILL LEARN TO SOLVE PROBLEMS, THINK CREATIVELY, AND SEEK LIFELONG LEARNING. EVERY CHILD WILL BE ENCOURAGED TO DEVELOP TO HIS OR HER MAXIMUM POTENTIAL FOR LEADING A PRODUCTIVE, RESPONSIBLE, AND FULFILLING LIFE IN A COMPLEX AND CHANGING MULTICULTURAL SOCIETY. STUDENTS, FAMILIES, STAFF AND COMMUNITY WORKING IN PARTNERSHIP, WILL ENSURE A POSITIVE, SAFE, STIMULATING ENVIRONMENT AT THE CANNON FALLS ELEMENTARY SCHOOL.

ALL POLICIES REFERRED TO IN THIS HANDBOOK ARE ON FILE IN THE SCHOOL OFFICE AND ARE ALSO AVAILABLE TO VIEW ON THE CANNON FALLS SCHOOLS WEBPAGE, UNDER THE DISTRICT OFFICE TAB, SCHOOL BOARD AND DISTRICT POLICIES.

CANNON FALLS MIDDLE SCHOOL / HIGH SCHOOL
820 MINNESOTA STREET E.
CANNON FALLS, MN 55009
PHONE: (507) 263-6800
FAX: (507) 263-2515
WEBSITE: WWW.CANNONFALLSSCHOOLS.COM

Mr. Timothy Hodges
Middle/High School Principal
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Mrs. Kirsten Hoffman
Guidance Counselor
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Mr. Jeff Sampson
Superintendent
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DISTRICT MISSION STATEMENT

CANNON FALLS AREA SCHOOLS, PARTNERING WITH FAMILIES AND COMMUNITY, WILL PROVIDE A SAFE, NURTURING, CHALLENGING, AND INSPIRING ENVIRONMENT TO EDUCATE ALL INDIVIDUALS TO BE LIFELONG LEARNERS AND RESPONSIBLE, PRODUCTIVE CITIZENS.

CANNON FALLS SCHOOL BOARD MEMBERS

Mr. Bob Brintnall
Chairman
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Ms. JoLyn Williams
Clerk
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Ms. Katie Lochner
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Mr. Luke Winchell
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Mr. Bill Thompson
Director
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Clinton Sjoquist
Director
sjoquist.clinton@cf.k12.mn.us

Cannon Falls High/Middle School

820 East Minnesota Street
Cannon Falls, MN 55009
507.263.6800
www.cannonfallsschools.com

Dear Cannon Falls Families,

I'd like to welcome all of you to a new and exciting school year. Cannon Falls Secondary School is a great place for students to learn and grow. We provide many educational, artistic, and athletic opportunities for students. We strive to provide opportunities for students to find ways to make connections in our school community. In 2022 Cannon Falls High School was again ranked by the U.S. *News and World Report* in the top 10% in the state. Whether in the classroom, on the stage, or on the court our students are recognized for their excellence.

As we begin a new school year we're looking forward to again providing excellent programs and opportunities for students. Our staff is committed to the intellectual and social development of Cannon Falls students. If you have any questions or concerns, don't hesitate to contact me. My goal is to make Cannon Falls Secondary a safe, nurturing environment for all students.

Sincerely,

Tim Hodges, Principal

2023-2024 School Calendar

Cannon Falls Area Schools

BOMBERS

820 E. Minnesota Street

507 263-6800 (fax) 507 263-2515

Cannon Falls, MN 55009

August 2023

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

September 2023

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

October 2023

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

November 2023

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

December 2023

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

January 2024

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

August 29-31	NO SCHOOL - Teacher Workshop
September 5	First Day of School for Grades 6-12 ONLY
September 7	First Day of School for Grades K-5
September 15	1:00 Early Release
October 13	1:00 Early Release
October 16-17	Conferences - Elementary and Secondary
October 19-20	NO SCHOOL - Education MN Break
November 6	NO SCHOOL - Teacher Workshop
November 10	1:00 Early Release
November 22-24	NO SCHOOL - Fall Break
December 8	1:00 Early Release
December 25 - January 1	NO SCHOOL - Winter Break
January 15	Marin Luther King Day
January 12	1:00 Early Release
January 22	NO SCHOOL - Teacher Workshop
February 9	1:00 Early Release
February 19	NO SCHOOL - President's Day
February 27 & 29	Conferences- Elementary and Secondary
March 8	NO SCHOOL - Teacher Workshop
March 15	1:00 Early Release
March 25-April 1	NO SCHOOL - Spring Break
April 12	1:00 Early Release
May 10	1:00 Early Release
May 27	No School - Memorial Day
May 31	Last Day for Seniors - Graduation
June 5	Last Day of School
June 6	NO SCHOOL - Teacher Workshop

Preschool through 5th grade (parents and students) will meet individually with your teachers on September 5th and 6th. Your First Day of School is on September 7th. Parents will receive an email in Mid-August from PTCFast with a link to sign up for your conference time on either September 5th or 6th.

MS/HS	Elementary
Q1 (Nov 3) = 42 Days	T1 (Dec 1) = 56 Days
Q2 (Jan 19) = 44 Days	T2 (Mar 7) = 60 Days
Q3 (Mar 22) = 42 Days	T3 (June 5) = 56 Days
Q4 (June 5) = 46 Days	

February 2024

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

March 2024

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

April 2024

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

May 2024

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

June 2024

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

July 2024

NO School

1:00 Early Release

Parent Teacher Conferences

Teacher Workshop - NO School for Student

First Day and Last Day of School

This calendar reflects 174 scheduled student days and 183 + 8)One-hour sessions for a total of 10 teacher staff development days

BOMBERS

Calendar Year 2023-2024

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ACADEMICS

Curriculum & Course Requirements

The Cannon Falls Board of Education establishes curriculum and course requirements. A handbook on requirements and courses offerings is available during registration and orientation. A copy may be obtained in the guidance office.

Graduation Requirements

A student must have earned a minimum of 24 credits during the 9th through 12th grades. All credits consist of required and elective courses as outlined by the Cannon Falls Board of Education, Minnesota Department of Education and Federal government. Students earning fewer than 22 credits may not participate in the graduation ceremony.

Grading System

Cannon Falls Schools utilizes a 4.0-point grading system. The following A.P. courses give the AP exam in the spring and will be weighted, Physics, Calculus, Humanities, A.P. Biology, A.P. US History, A.P. World History, A.P. Government, A.P. Composition and A.P. Literature. The weight of these yearlong classes is 1.1.

Incomplete

All incomplete quarterly grades must be made up within ten calendar days of the end of a marking period to receive a grade/credit. Fourth Quarter incomplete grades must be made up no later than ten days into the upcoming academic year. The administration may grant an approval for extended time in emergency situations.

Report Cards

High school and Middle school report cards are posted to Infinite Campus and available in the Parent Portal at each quarter's end or approximately every nine weeks. Mid-quarter reports for students are posted to Infinite Campus between the fourth and fifth week of the quarter.

High School Grading Scales

Regular		Weighted	
A+	4.0	A+	4.4
A	4.0	A	4.4
A-	3.666	A-	4.033
B+	3.334	B+	3.667
B	3.0	B	3.3
B-	2.666	B-	2.933
C+	2.334	C+	2.567
C	2.0	C	2.2
C-	1.666	C-	1.833
D+	1.334	D+	1.467
D	1.0	D	1.1
D-	0.666	D-	0.733
F	0	F	0

Course Add/Drop & Schedule Changes

Students are discouraged from dropping courses they selected through registration. The add/drop policy, found in the high school guidance office, outlines the criteria acceptable for changing a student's schedule. Students who find it necessary to make a schedule change must meet with the guidance counselor. Schedule changes will not be made after the first five days of the semester for high school students or quarter for middle school students.

Course Add/Drop and Schedule Changes (cont.)

Schedule changes may be granted under at least one of the following criteria:

- To select a higher level course if enrollment permits and there is a teacher recommendation.
- *To select a lower level course if the student is doing poorly or failed a similar course and there is a teacher recommendation.
- *To meet the requirements of an individualized education plan (IEP) or 504 plan.
- *To accommodate any post-secondary options enrollment issues.
- *To find another section that is available to the student, due to maximum enrollment being reached in a course.

Academic Honesty

Cannon Falls students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standard at Cannon Falls High School. Any act that misrepresents a student's schoolwork or that abridges the rights of other students to fair competition is forbidden. Academic dishonesty includes, but is not limited to, cheating on assignments, exams or plagiarizing. (misrepresenting another's work as one's own original creation), sabotaging another student's work, and using without attribution a computer concept of program. All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative across and including all classes and activities, all semesters, and all years of enrollment at Cannon Falls High School.

A substantiated report of academic dishonesty will result in one of the following consequences:

- First Offense: The student will complete and an alternate assignment / test / activity / project at the discretion of the classroom teacher.
- Second Offense: Grade of "F" on assignment / test / activity / project on which academic dishonesty occurred. The student will be required to complete an alternate assignment at the teacher's discretion.
- Third Offense: Failure of the semester for high school students in the class in which the incident of academic dishonesty occurred. On the event of a third offense, the student will be immediately removed from the class or activity involved and a final grade of "F" will be assigned.

A student may not enroll in another class or activity until the semester following the removal. Students may appeal such action to the department group within three school days of the notice of removal. Middle school students will receive a grade of "F" on the assignment/test/activity/project on which academic dishonesty occurred and will be required to complete an alternate assignment at the teacher's discretion.

High School Graduation Incentive Program

The traditional high school setting is not the only option available to students in obtaining a high school diploma. The Minnesota Legislature authorizes a number of "options" for students. Some of these options include open enrollment, post-secondary options, alternative learning center, area learning centers, age 21 and over and early graduation. Contact the guidance counselor or principal for further information or questions about any of these options.

Top 5 Achievers

At each quarter's end, students achieving a GPA within the top 5 in their class have their names and pictures displayed in the academic showcase located in the lobby of the school. Since this recognition effort is intended to include all students achieving top five statuses, it is common that more than five students per grade are recognized if more than five students fall within the top five GPA. For example, 3 students might have a GPA of 3.888. All three students would be recognized for the accomplishment.

Board Scholar Recognition

Students with a grade point average (GPA) of 3.950 and higher will be recognized as Board Scholars at the graduation ceremony.
The administration reserves the right to extend Board Scholar status below a GPA of 3.950 may be re at their discretion. Students taking PSEO or online classes must provide a valid transcript for spring semester classes to be considered for Board Scholar recognition.

Awards, Scholarships, & Financial Aid

Cannon Falls High School awards approximately $50,000 in local scholarships each year to its graduating seniors. The package of information on local scholarships is mailed to seniors and their parents on February 1st. The application is due in early March to the guidance office.

These scholarships, along with department awards and academic letters, are presented at the Academic Awards program in mid-May. Other local, state, and national scholarships are posted in the guidance office. Please check this area frequently to see what is available for you to apply for. Check with your parent's employers and insurance agents to see what they offer for scholarships.

Each high school student has an account in a college and career readiness program, MCIS. In addition to your scholarship search, internet sources to research scholarships include fastweb.com and schoolsoup.com. You can apply for financial aid through fafsa.ed.gov after January 1st. To apply for reciprocity (tuition agreement between neighboring states), visit getreadyforcollege.org. The guidance office manages applications and

Awards, Scholarships, & Financial Aid (cont.)

information about available scholarships and application processes. Students having interest in scholarships should inquire with the guidance office.

Grading for Middle School Students

Middle School students receive two grades on their report cards: Academic Performance and R.E.A.L. grades. Academic performance is a letter grade determined by 70% Summative and 30% Formative assessments. Each content area determines what count as formative and summative assessments. This is published in each teacher's course syllabus and can be found in Schoology.

R.E.A.L. skills are based on our Keep It REAL P.B.I.S. program. These are behaviors that are important to be recognized but that are separate from Academic Performance. Respect will be rated based on a student's classroom behavior. Effort will be based on classroom participation and timeliness of meeting deadlines. Attitude will be based on self-regulation. Self-Regulation is a student's ability to control their actions and emotions.

R.E.A.L. Grading

The R.E.A.L. grade is based on the following rubric:

3 Consistently
2 Sometimes
1 Inconsistently

Honor Roll

At each quarter's end, two lists for academic achievement are published: "A" Honor Roll - GPA of 3.666 or above and "B" Honor Roll - GPA of 3.00 to 3.665. When calculating a current GPA, earned letter grades are converted to the corresponding numeric value, then the total value is divided by the total number of course credits attempted to determine a grade point average.

Weather Cancellations & BOLD Days

In the event of a school cancellation due to inclement weather, the district will notify parents via its emergency notification system, postings on the district's website, social media, and local media.

BOLD Days (Bomber Online Learning Days) are days that students are expected to complete classroom activities online due to inclement weather or school closures. Students should access BOLD assignments and materials through their Schoology courses.

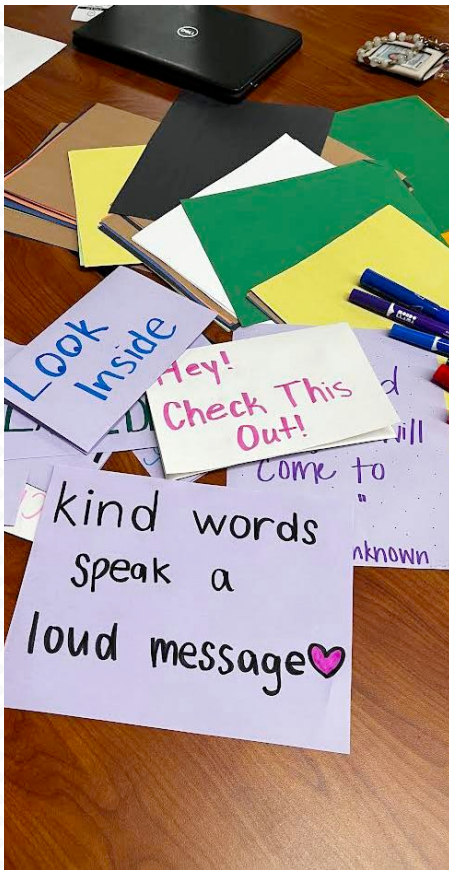
The first two (2) cancellations will not be BOLD days and students will not be expected to make up any work. The next five (5) cancellation days will be BOLD days and will be counted as regular instructional days. Any closures beyond the first 7 days will require School Board action in order to be declared make-up days.

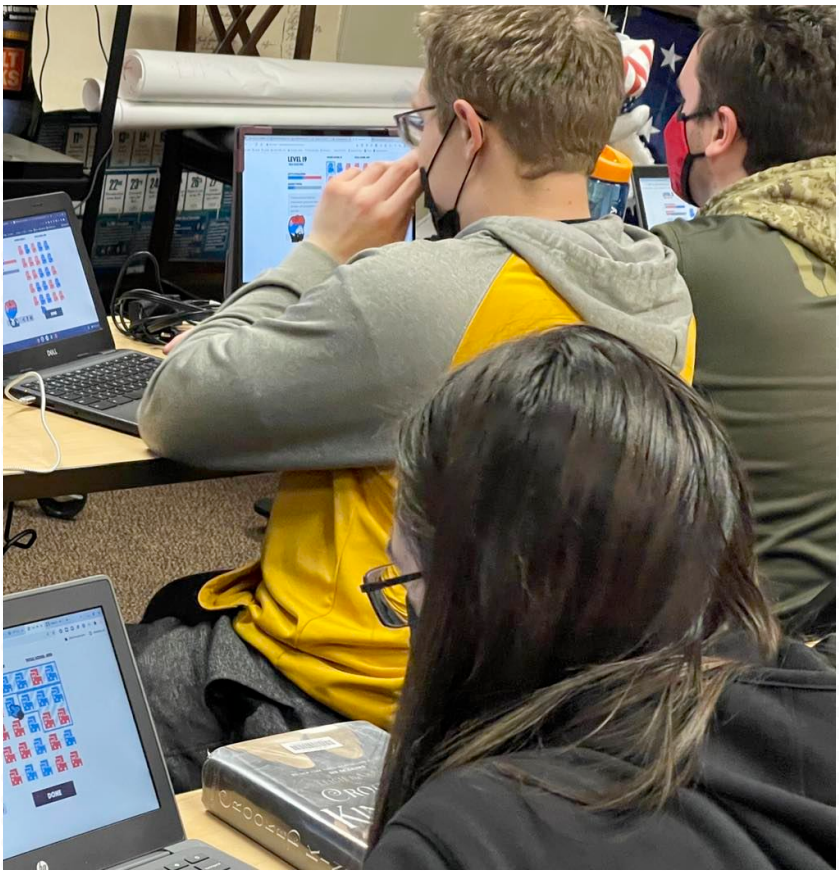
Standardized Assessments

Cannon Falls Secondary School uses the FASTBridge Assessments in math and reading for all students in grades 6-8.

Standardized Assessments (cont.)

Students in grades 6-8, 10, and 11 participate in the Minnesota Comprehensive Assessments (MCA-III) in Reading, Math and Science each spring. Students in grade 11 have the opportunity to take the ACT plus Writing test each spring. Students who wish to take the PSAT assessment may do so at their own cost. Information on opting out of state MCA assessments can be found on the Minnesota Department of Education website.





Cannon Falls Bombers

ATHLETICS

Cannon Falls Athletic Department Philosophy

Education-based athletics/activities are an integral aspect of the educational opportunities a school offers to its students. It is critical for students, parents, and staff to accept that the fundamental purpose of education-based athletics/activities is to enhance the emotional, behavioral, and social development of students. A premium will be placed on the concepts of sportsmanship, respect, fair play, and appropriate behavioral responses to the demands of the experience.

Fundamentals & Responsibilities of Good Sportsmanship

1. Participants are to abide by the rules of the game in letter and spirit.
2. Show proper respect for opponents and officials.
3. Applaud when other teams are introduced.
4. Show proper respect when the National Anthem is played.
5. Participants should shake hands with opponents before and after a performance as the activity warrants.
6. Refrain from negative yelling/booing/chants or other intimidating, demeaning, or inappropriate demonstrations at opposing teams.
7. Display modesty in victory and graciousness in defeat.
8. Show respect for officials by not yelling/booing after calls with which you disagree. Respond in a reasonable manner when an official's decision is not in your favor. Cooperate with officials.
9. Support and cheer for your team... the whole team.
10. Take a stand on doing the right thing and encourage others to be good sports. Participants, coaches, and advisors are reminded, a team represents their school and communities. Participation is an honor and a privilege, not a right. Actions, attitudes, and personal appearance while representing their school and communities, are being observed by people of all ages. These characteristics will have a definite influence on the manner in which all look at sportsmanship, as well as reflect other areas of attitude development necessary for good sportsmanship.

Participants in high school or middle school events are young, amateur adolescents that should be encouraged and supported in their experience. Coaches, advisors and spectators are expected to contribute to the positive educational experience.

Scholastic Progress & Eligibility

Mid-Quarter/Quarter Grading Policy

A student has 10 school days from the day grades are released from the Activities Office to get his/her grades up to passing (D- or better) before becoming ineligible to compete.

An eligibility form must be signed by the teacher and returned to the Activities Office. If after the 10 days the student still has an "F" or "Incomplete," then

Scholastic Progress & Eligibility (cont.)
he/she will become ineligible until the student raises the "F" or "Incomplete" to passing and returns a signed eligibility form.

Penalty Scale
A) One "F" equals suspension from one game, contest, performance, or, competition. When a student becomes ineligible he/she cannot dress, participate, or compete in games, contests, performance, or competition, but is able to participate in practice.
B) The Activities Director will use his discretion on any situations not covered in the policy and make a ruling. Activities not covered by MSHSL eligibility rules, contain consequences within their individual handbooks.
C) If a student has more than one "F", then each "F" will be multiplied by the penalty scale.

Special Education Students:
If a special education student becomes ineligible, the following procedures must be followed:

1. The case manager will review the student's grades and their current IEP-504 and then schedule an IEP-504 team meeting.
2. The team will determine if the current educational program is appropriate or if other modifications are necessary. The primary concern would be to determine if being declared ineligible would help the student achieve their greatest educational progress.
3. If a student is in the referral/assessment process, all ineligibility procedures will be suspended until the verification staffing has taken place. IEP-504 team members will study the ineligibility issue at the verification staffing to determine the appropriate action.

Activities Transportation
ISD #252 will provide the necessary transportation and proper supervision (all squads will be supervised at all times until the students are returned safely to school) when traveling to other towns for various games. Student-athletes are expected to ride school-provided transportation to and from all activities. Deviation from this guideline may be allowed only if a student's parent/guardian communicates with the Head Coach.

All student-athletes and coaches must demonstrate proper bus/van conduct to and from all school sponsored activities. These events are considered school related and therefore the Bus Policy in place during the school day remains in effect for after school events.

After-School Hours
Student-athletes need to be in the assigned practice area, or an area that the coach designates outside of practice times. Each student-athlete must be on their best behavior and follow all school rules. The AD and coach will review any referrals turned in by any school staff member and determine if the penalties under this policy need to be applied. Consequences may include violation of Bylaw 206. This penalty can also be

After School Hours (cont.)

applied to problems that arise from students at or after events, or other extra-curricular activities held outside the school.

Attendance

All participants must exhibit regular attendance. Students will be marked tardy if they are late to a class period by less than 15 minutes. Students who are more than 15 minutes late to a class period will be marked as unexcused for that class period. Students who receive three (3) unexcused tardies will receive a one-hour detention to be scheduled by the administration. Students will be required to make up, hour for hour, any time missed for unexcused absences in detention. Discretion for the amount of time to be made up for unexcused absences will be determined by the administration. Students will not be excused from detention for participation in any extracurricular activity after school. Students are not excused from school the day after a contest based on the lateness of return after a contest. A student must be in attendance at school all day to be eligible to participate in a practice or contest, unless such absence is due to a school-sponsored activity or excused by a doctor. Students are expected to be in school at 8:00 am the day following a contest. Every participant who has signed up for an activity is expected to be in attendance for every practice or contest unless excused by the advisor/coach. Students participating in another activity should notify their coach of an upcoming absence. Students must make arrangements for all make-up work prior to their absence from class due to school-sponsored activities. A student who is unable to participate in physical education classes during the day will not be allowed to participate in a practice or game on that day.

Protocol for discussing concerns with your coach - ** Never on game days!

1. Speak with the coaches first (the student-athlete must be present!)
2. If you still have concerns after meeting with your coach, please call or email Mr. Olson to schedule a meeting.
3. Mr. Olson will schedule a meeting with the following in attendance:
   - student-athlete
   - parent
   - coaching staff
   - AD

BYRON
15
BOMBER
2
BYRON
24

ATTENDANCE

Regular attendance is very important for successful schoolwork. While a student is enrolled in school, his or her number-one job is attending classes regularly and fulfilling all the class requirements. Regular and prompt attendance is a habit and should be cultivated as such.

Minnesota State Law governs the attendance of pupils and obligates schools to ensure regular attendance. Minnesota Law (MA 120.10) provides that every child between seven and eighteen years of age shall attend a public school or private school for no less than nine months during any school year. Minnesota laws, rules and regulations are enforced on all students, regardless of their age.

Students, regardless of age, should verify their absences through their parents. Similarly, parents of adult students are contacted if a student's behavior is deemed inappropriate, as is the case for minor students. Parents are also kept informed of academic progress of their students. Seniors participating in a group "skip day," prior to the last day of school, are required to attend school on the last student day.

WHAT SHOULD YOU DO IF YOU ARE ABSENT?

Parents/guardians are to call the attendance office (507.263.6800) each day your son or daughter is absent. You may call 24 hours a day; the voicemail is always on. Please call before 9:00 a.m. each day. Your prompt telephone call greatly assists us in maintaining accurate attendance records. When your son/daughter returns to school following an absence or tardy, if no contact has been made, you are to send a signed note. Failure to bring a note will result in an unexcused absence.

Attendance Violation Consequences

Students will be marked tardy if they are late to a class period by less than 15 minutes. Students who are more than 15 minutes late to a class period will be marked as unexcused for that class period. Students who receive three (3) unexcused tardies will receive a one-hour detention to be scheduled by the administration. Students will be required to make up hour for hour in detention any time missed for unexcused absences. Discretion for the amount of time to be made up for unexcused absences will be determined by the administration.

Truancy

Cannon Falls Middle School/High School follows truancy guidelines set forth by the Goodhue County Attorney following the process below.

1-2 Days of Unexcused Absences

- The student's parents/guardians will be contacted to clarify the reason for the absence.
- A truancy diversion brochure will be sent to the family.

3 Days of Unexcused Absences

- A phone call will be made and an attendance letter will be sent to the parents/guardians.
- The student's family will be offered

Truancy (cont.)

resources to help support school attendance.

4 Days of Unexcused Absences

- The school will inform the parents/guardians that a truancy referral will be made to social services.
- The school will make a truancy referral to Goodhue County Health and Human Services.

4-6 Days of Unexcused Absences

- Truancy referral is reviewed by GCHHS.
- Family is contacted by GCHHS and an attendance plan is developed.

7+ Days of Unexcused Absences

- If the student and family refuse services and attendance does not improve, the case is referred to the County Attorney's office.

10+ Days of Unexcused Absences

- A case is referred to the County Attorney's office.
- CHIPS petition is filed by the County Attorney.

A good rule of thumb to follow is to always get an excusal note from a medical provider when your student has an appointment. Administration may excuse an absence given reasonable circumstances after a meeting with parents.

Excessive Absences & Truancy

Goodhue County requires that CFHS send a letter to parents that requires a doctor excusal of any further absences of students when they reach 10 absences either excused or unexcused. Please ask for a doctor note anytime your student goes to the doctor, dentist, or orthodontist for any reason. The school nurse may also excuse a student when there are documented medical reasons.

Leaving School & Unauthorized Areas

If you leave school for any reason or are in off-limits areas without office approval, your absence will be regarded as unexcused, and you will be subject to consequences. Students are not to go to the parking lot during school hours without the principal's permission. Unauthorized areas include but are not limited to the following: storage rooms, mechanical and custodian areas, roofs, elevator, unassigned classrooms, faculty rooms, faculty bathrooms, teacher work areas, and teacher/staff offices. If a student is asked to leave an unauthorized area, they should comply immediately.

When a student reaches 15 unexcused absences, Cannon Falls High School is required by the county to file for truancy with the Goodhue County Attorney.

Make-Up Work

Excused absences will not arbitrarily result in a reduction in grades, but failure to complete work usually will affect grades. Students and/or parent or guardian are responsible for requesting from the teacher make-up work for each day's absence. The responsibility for completing this work rests with the student. It must also be understood that a large amount of what happens in the classroom cannot be replicated and is lost whether the absence is excused or unexcused. However, students will have one day for each day missed due to illness or a school sponsored activity to complete make up work. Students will not have their grades reduced in any way, if the excused absence is due to illness or a school sponsored activity. Teachers are responsible for providing assignments after student or parent/guardian request.

BEHAVIOR EXPECTATIONS

Cannon Falls students are responsible for their own actions and behavior. Students are expected to be courteous, respectful, and cooperative. Students are to respect others at all times and to follow school rules. The administration of Cannon Falls High School recognizes that it is all but impossible to list behaviors that are unacceptable in a learning community such as ours. By necessity the administration must reserve the right to disallow any behaviors or dress that, in our best judgment, are not acceptable.

Student conduct must show respect for the differences in others. Cannon Falls High School students are expected to show respect for others as well as the property of others. Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated. Students who violate this code of conduct are subject to school disciplinary action including detention, suspension, and/or expulsion, as well as referral to local authorities for possible criminal prosecution.

Disciplinary Options

Progressive discipline will be utilized to the extent reasonable and appropriate based upon the specific facts and circumstances. The specific form of discipline chosen in a particular case is solely within the discretion of the school administration. After weighing the evidence, the appropriate disciplinary action will be taken in accordance with district policies, guidelines, and professional judgement.

At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall impose more severe disciplinary sanctions for any violations, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Non-exclusionary Discipline may include, but is not limited to, one or more of the following:

- student conference
- parent contact
- parent conference
- removal from class
- in-school-suspension (ISS)
- suspension from extracurricular activities
- detention or restriction of privileges
- loss of school privileges

Disciplinary Options (cont.)

• revised class schedule
• restorative measures, including financial, symbolic, or other means of restitution
• referral to police or other law enforcement agencies
• out-of-school suspension (OSS)
• expulsion under the Pupil Fair Dismissal Act
• exclusion under the Pupil Fair Dismissal Act
• other disciplinary action as deemed appropriate by the school district

Insubordination

"Insubordination" is refusing to comply with a reasonable request or directive of a staff member. Consequences may include a conference with staff member principal, parent notification, detention, suspension or other appropriate disciplinary action.

Classroom & Building Disruptions

In order to maintain an environment conductive to learning, student behavior must not interfere with the orderly operation of the classroom or building. Items causing a disruption may be confiscated. Examples of items are, but not limited to, pagers, cell phones, and laser pointers. Student behavior resulting in a building disruption is subject to school disciplinary action as well as referral to local authorities.

Dress Code

Student appearance reflects the quality of the school, students' behavior, and schoolwork. Therefore, only attire deemed as appropriate is acceptable for school. Violation of the school dress guidelines results in penalties ranging from verbal warning to out of school suspension (OSS). The following are guidelines for dress at Cannon Falls schools:

• Clothing cannot promote or encourage something that is gang-related, obscene, offensive, or that advertises tobacco, alcohol, or other drugs.
• Students will not be allowed to wear stocking caps or other caps that cover the ears in Cannon Falls High School during the school day, which is considered to be 8:00-3:00. Exceptions will be made for religious head wear.
•Clothing accessories which are likely to cause others to feel intimidated or typically associated with gang activity are not permitted during school or at school functions. These items include, but are not limited to, gloves, bandanas, single pant leg rolled up, wristbands, studded necklaces and bracelets, and chains.

Final discretion on dress code decisions is left to the administration.

Detention

Classroom teachers or administrators may assign students to after-school detention, before school detention. After school detention will begin at 3:05 p.m. and end at 4:05 p.m. Morning detention will begin at 7:00 a.m. and end at 8:00 a.m. Students will not be excused from detention for participation in any extracurricular activity after school. The administration recognizes that it is all but impossible to list all behaviors that are unacceptable in

Detention (cont.)

a learning community such as ours. By necessity, the administration must reserve the right to disallow any behavior or dress that, in our best judgment, is not acceptable. Office detention is a primary consequence for behavior violations. Students choosing to engage in inappropriate behaviors are typically subject to consequences assigned by a teacher or principal.

See the Cannon Falls Students Rights and Responsibilities at the end of the document for more on student discipline

School Lockers

Cannon Falls High School provides each student with a locker. Students are encouraged not to share a locker. Valuable items should not be kept in lockers.

Locker Rooms

Lockers are provided for students to store their P.E. clothing during the school year. Cell phones, cameras, iPods, iPads, and other devices that record sound, video, or take pictures are prohibited from the locker room. Having such devices in the locker room is not only a behavior violation but also a violation of the district's technology acceptable use agreement. Students with these devices in the locker room will face consequences deemed appropriate by the school administration which may include loss of technology privileges, detention, and suspension.

Search & Seizure

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. The personal possessions of students in a school locker may be searched when school authorities have a reasonable suspicion that a search will uncover evidence of a violation of law or school rules. School officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Note: School officials operate under the standard "reasonable suspicion," while law enforcement operates under the search standard of "probable cause."

Substance Use Policy

Cannon Falls Schools is a Smoke Free and Drug Free facility. Students found in possession of, or under the influence of mood-altering chemicals (including tobacco and e-cigarette devices and associated paraphernalia) will be suspended from school. This includes violations in or on school property, or away from school property while participation in a school-sponsored activity and/or on school owned, leased, or contracted vehicles. Police are called at the time of the violation, and all paraphernalia and substances are turned over to the authorities and the incident recorded. Parents are notified and asked to come to school immediately to remove the student. If the student is under the influence and parents cannot come to

Substance Use Policy (cont.)

school or refuse to come to school, transportation to a detoxification unit by police is arranged. Note: Minnesota "Drug-Free Zone" laws allow that anyone convicted of selling or holding illegal drugs within 300 feet or one city block of the school is subject to severe penalties that could include treating a high school student as an adult in court.

Consequences:

- First Violation
  - OSS of up to 5 days
  - Re-entry meeting with parents and student
  - Chemical pre-assessment administered by the Chemical Health Educator.
  - Education program provided by the Chemical Health Educator for student. This may include alcohol and drug screenings.
- Second Violation
  - OSS of up to 5 days re-entry meeting with parents and student.
  - Recommendation for chemical assessment at a chemical treatment center will be made.
  - Chemical assessment recommendations are expected to be followed including alcohol and drug screenings.
  - Police citation issued.
- Third Violation:
  - Five (5) day suspension
  - Re-entry meeting with parents and student.
  - Recommendation for chemical assessment at a chemical treatment center will be made.
  - Chemical Health Educator provides education program options to the student and parent.
  - The school administration makes a recommendation to the superintendent regarding the expulsion of the student from school for the remainder of the school year.
  - Police citation issued.

Subsequent Violations beyond the third violation are treated as a third violation.

Possession with the Intent to Distribute

Selling, distributing, delivery of, or exchanging alcohol or drugs results in a five-day suspension, police referral and recommendation for expulsion.

Gang/Threat Group Activity

Gang/threat group related activity such as the use of graffiti emblems, symbolism, gang signs, threatening language, jewelry, clothing, etc., are prohibited. Consequences may include parent contact, police referral, and/or suspension/expulsion.

Non-discrimination

Cannon Falls Area Schools are committed to inclusive education and providing an equal education opportunity for all students. The district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation including gender identity and expression, or age, in its programs and activities.

Harassment

ISD 252 policy 413: ISD 252 strives to maintain a learning and working environment free from religious, racial, or sexual discrimination, intimidation, hazing, and/or harassment. Harassment includes "repeated, intrusive, or unwanted acts, words or gestures that are intended to adversely affect the safety, security, or privacy of another, regardless of the relationship between the actor and the intended target." Minn. Stat 609.8748, subd.1 (a)

Report of Harassment

Anyone who feels they are the victim of harassment should make a report to the principal.

An employee need not discuss the matter with the person who may have been the victim if he/she does not feel comfortable having such a discussion. When an employee receives a complaint that a student or employee has been the victim of a student, he or she will report the complaint to the principal. When a complaint is received that an employee or student has been the victim of a student, the principal will immediately and impartially conduct an investigation including meeting with the alleged perpetrator and informing the parents and will make a written report and recommendations within five working days of receipt of the complaint. District No. 252 may take corrective measures in accordance with Policy #413.

Complaints Involving Criminal Actions

Any student or employee who believes he or she is the victim of a criminal act should immediately contact local law enforcement officials. If building administration believes a criminal act has been committed, he/she will immediately contact local enforcement officials.

Assistance in Resolving Complaints

Building administration will be available to provide information and assistance to supervisors regarding these procedures.

Sexual Harassment may include unwelcome verbal abuse, pressure for sexual activity, gestures, and physical contact, including personal displays of affection beyond hand holding, other than is necessary to provide restraint of pupils by teachers, administrators or other personnel to avoid physical harm to persons or property.

Racial Harassment consists of unwelcome physical or verbal conduct relating to an individual's race when the purpose is to create an intimidating, hostile or offensive working or academic environment.

Religious Harassment consists of unwelcome physical or verbal conduct that relates to an individual's religion when the purpose is to create an intimidating environment and interferes with performance.

Hostile Environment Harassment is defined as situations created by an individual(s) where the school or work environment is saturated with sexual, racial, or religious bias or discriminatory acts evidenced by demeaning verbal slurs,

Harassment (cont.)

inappropriate pictures or publications, inappropriate jokes, or any acts that are unwelcome, pervasive, and unreasonable. Such acts cause feelings of discomfort and exclusion, interfering with a student's right to education and is not tolerated. Students creating a hostile environment in school are subject to disciplinary action.

Hazing

ISD 252 policy 526:

Hazing is defined as "committing an act against a student, or coercing a student into committing an act that creates substantial risk of harm to a person or property, in order for the student to be initiated or affiliated with a student organization, or for any other purpose." Hazing includes, but is not limited to, beating, striking, placing a harmful substance on the body, sleep deprivation, exposure to weather, forced consumption of foods, beverages or tobacco products or drugs, or any activity that intimidates, threatens, ostracizes, embarrasses, shames, or adversely affects the mental health or dignity of a student. School officials investigate all reports and take appropriate action.

Report of Hazing

Any person who believes he or she has been a victim of religious, racial, or sexual harassment or hazing by a student or employee of the school district should report the alleged acts immediately to an appropriate school district official. (Teacher, Counselor, or Principal) School officials investigate all harassment or hazing reports and take appropriate action. Consequences may range from a written warning to expulsion.

Bullying

ISD 252 policy 514

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented.

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited

Bullying (cont.)

conduct, and the conduct is repeated or forms a pattern; or

2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying as defined in this policy.

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

Weapons

ISD 252 policy 501:

Violation of the school's weapons policy will result in an immediate 3-5 day out of school suspension with a possible recommendation for expulsion.

Buses and Bus Conduct

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses.

Cannon Falls Schools are committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following expectations:

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

Questions regarding bus transportation should be directed to the Transportation Director at the district's bus garage at 507-263-3597.

MSHSL Section 1AA
MSHSL Section 1AA
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MSHSL Section 1AA
MSHSL Section 1AA
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GUSTAVUS
WINONA
WRF
CONCORDIA COLLEGE
ST. THOMAS
DAKOTA COUNTY TECHNICAL COLLEGE
Home of the Blue Knights
WISCONSIN
EAU CLAIRE
ROCHESTER
MAVERICKS
SOUTHEAST

CO-CURRICULAR ACTIVITIES

Fees and Admissions

An activity fee structure is established annually for all co-curricular activities. Cannon Falls' activity fee is $125 per activity. The family cap for activities is $650. Cannon Falls Schools charges admission to certain activities. Season passes are available for individual students, adults, and families.

For the 2023-24 School Year, Breakfast and Lunch will be provided at no cost to all students enrolled at Cannon Falls Area Schools. A la Carte, Extras, and Complete 2nd Meals will be available and charged to the student's meal account.

Full Second Breakfast - $2.20
Full Second Lunch - $3.10

Dances

Following are guidelines specifically regarding who may attend dances and any restrictions that apply to guests and grade levels.

- High School dances are open to Cannon Falls students in grades 9 through 12 and their guests unless designated a "grade" specific dance. (i.e. Spring Prom is for grades 11 and 12 – their guests may be in grades 10 through 12).
- Middle school dances are open to students enrolled at Cannon Falls Middle School.
- High School guests must be registered by a Cannon Falls student by noon on the school day prior to the dance in the high school office. Only one guest is permitted per student and is subject to the approval of administration.
- All participants are expected to honor the same social standards and school regulations as required during the school day.
- Cannon Falls students are responsible for the behavior and/or actions of their guest.
- Guests who cause problems will be excluded from all future dances.
- Students who leave or are removed from a dance do not receive an admission refund and will not be permitted to return to the dance.
- Students who are absent from the school day due to sickness, suspension or removal are not eligible to attend a school dance occurring that day.

Prom is a school activity and a privilege extended to juniors, seniors, and their guests in grades 10, 11, and 12 and their guests who are 20 and under. All guests must fill out a dance guest form and the principal must approve their attendance. Former students, who may not have been in good standing while they attended Cannon Falls, may be prohibited from attending.

In addition to the above restrictions, truancy and behavior issues on or about prom week may result in students' losing their prom privileges regardless of what grade they are in.

Student Organizations

Cannon Falls High School offers many student teams, clubs, and organizations in which students in grades 6-12 may participate. *Football, Volleyball, Girls Tennis, Girls and Boys Cross Country, Girls and Boys Soccer Girls and Boys Basketball, Wrestling, Dance Girls and Boys Track, Girls and Boys Golf, Trap Shooting, Softball, Baseball Speech, Robotics, Math League, Musical, FFA, BPA, Minnesota Honor Society, Interact, SADD, Yearbook, Jazz Choir, Jazz Band, Steel Drum Band, One Act Play, Environmental Club, The Lantern, The Torch*

EMERGENCY PROCEDURES

Drills

Fire and tornado drills are held during the school year. An exit plan is posted in each classroom. Staff will provide students with specific directions for fire drills, A.L.I.C.E. drills, and tornado drills.

A.L.I.C.E.

During the 2018-19 school year Cannon Falls Public Schools chose ALICE as its program for addressing intruders and active shooters in schools. ALICE stands for Alert, Lockdown (enhanced), Inform, Counter, Evacuate. All district staff are trained in ALICE techniques, and students are trained using various scenarios in the event of an intruder. The techniques used with students vary based on the age appropriateness of the students involved. Cannon Falls Schools work closely with Cannon Falls Police Department to review plans, perform drills, and inform the community in the case of a school intruder.

Evacuation

All staff are trained in the ALICE program to address evacuation situations. All evacuations should be treated as a real situation. Failing to evacuate the building is considered a disciplinary offense.

Code Blue

If there is a medical emergency, a “Code Blue” page will go out across the intercom. The code blue team, which is made up of staff members, will respond and all staff and students are asked to remain in the classroom until the all-clear is sounded. Code Blue situations are treated as soft lockdowns, where students are required to stay in classrooms and out of the hallways.

Nuclear Incident

In the event of a nuclear incident, an evacuation procedure is in place that involves transporting students out of Cannon Falls to Northfield. These procedures are consistent with state and federal guidelines and with practices of other school districts in the area. Further information on these procedures may be obtained from the school district office.

FOOD SERVICES

Balanced nutrition has a direct impact on learning. The Cannon Falls Food Service program attempts to offer balance and selection in its' middle and high school meal programs. Program costs are adjusted annually and are indicated on the cannonfallsschools.com website or by contacting the cashier's office at 507-263-6800. All students are issued a specific numbered lunch account and ID card. Payments for lunch are made in the middle/high school office.

Food in the Building

Consumption of food in classrooms is considered acceptable, when part of the educational experience. Water is permitted in classrooms or at the discretion of a classroom teacher. Consumption of beverages is allowed in school hallways. Students may store beverages in their lockers and should properly dispose of containers. Students observed leaving a mess or not disposing of containers properly are assigned appropriate consequences. Students may not take beverages into any part of the building other than hallways. This includes unopened and reclosed containers. A policy of no beverages in the hallways may result if students do not comply with the above expectations to the point where it is deemed a problem.

Lunch Programs

Lunch periods for students in grades 6 through 12 are closed. Students are required to stay on school grounds during lunch. Any student leaving school grounds without permission is subject to disciplinary action. Students bringing their lunch should eat in the cafeteria. Students may remain inside during inclement weather and be outside when the weather is nice. The cafeteria must be kept neat and clean. Every student must do his/her part to clean up after eating. The lunchroom management and other students appreciate cooperation with the following:

- Be orderly in the serving line.
- Be courteous and respectful to food servers.
- Keep all food in the cafeteria.
- Leave the table and floor around your space in a clean condition.
- Return trays and utensils to proper place.
- Cooperate with supervisors.

Please be informed that there is a variation in the way we serve students whose lunch accounts show a negative balance. Once a student's account shows a maximum negative balance of $10.00, he/she will not be able to pick up any items from our a la carte lunch lines. Charging to another individual's account is not permitted.

Lunch cards are provided to the students free of charge. Meals costs are set annually and found on the cannonfallsschools.com website or by calling the middle school/high school office.

STUDENT SERVICES

Building Hours

The school facilities are open for operation and supervision during the hours of 7:30 AM and 3:30 PM. Students utilizing the building outside of these hours may do so only under the supervision of a teacher or coach. Students having no legitimate reason to be in the building before/after hours are not allowed in the building.

Student Pick Up & Drop Off

Students should be dropped off at the southwest corner of the field house. Please be aware that buses drop students off in front of the middle school/high school starting at 7:45 AM. Students should be picked up at the southwest corner of the field house after school. Those parking in front of the building between 2:45 PM and 3:05 PM will be asked to move their vehicles for bus loading.

Middle/High School Office

The principal's office is located in the middle/high school office. The office is staffed from 7:00 am until 3:30 pm daily.

Cashier Office

Cashier duties are handled by the middle school/high school office staff. Lunch deposits, activity fees, and other fees can be paid in the middle school/high school during office hours from 7:00 AM to 3:30 PM daily.

Guidance Office

The guidance counselor is available daily to assist anyone needing information, help with a personal concern, class schedules, selection of a college or technical school, or wanting to share an idea. Please request an appointment and a pass from the counseling office or by calling (507) 263-6800.

Tutoring

Students are available to provide services as volunteer tutors. These services can be coordinated in several ways. The best way to arrange for tutoring is to contact a guidance counselor who will make an appropriate referral.

Nurse's Office

A nurse is available every day during school hours. Students who become injured or ill are referred to this office, where a determination is made regarding the student's status. Students may leave the building on the recommendation of the nurse, and after parent or guardian permission has been obtained.

Student Medications

Any medication (both prescription and over the counter) that needs to be taken at school should be stored in the health office during school hours. Prescription medication taken daily, or to be available for longer than two weeks, will need both parent and physician authorization signatures. This includes emergency medications such as Epi Pens, and inhalers. Students whose parents and physician agree that the medication may be carried with the student will need to inform the nurse of their medication and sign a self-carry medication contract.

Students who carry their medication are asked to keep a back-up medication in the health office.

Students who wish to keep an over-the-counter medication in the health office will need to bring in the medication in the original container, along with a signed note from their parent or guardian. Medication authorization forms may be used for these, but over-the-counter medication does not need a physician signature. Medications will not be given if they are expired, and they will only be given within the dosage guidelines on the container. Students from one family can share the same bottle of an over-the-counter medication such as acetaminophen, but each family member needs signed permission. Medication authorization forms are available in the health office, high school and middle school offices, and local health clinics. Cough drops may be kept in lockers or backpacks.

Students are prohibited from using perfumes, body sprays, or air-freshening sprays in school.

All students must have immunizations or exemptions on file with the school, in accordance with Minnesota law. Students who do not have immunization paperwork into the school health office may be excluded from classes until their immunizations are complete. Vision and hearing screening will be conducted in the fall for 9th grade and upon request. Scoliosis screening is conducted for 6th grade girls and upon request. Parents and guardians will be notified if follow up is indicated.

Questions about health or medications should be directed to the school health office, 507-263-6800. If a student has a known health need, or history, we ask that you notify the school nurses who will discuss with you treatment, care, and notification to staff as needed.

Student Parking

Access and availability of the parking lot is a privilege for students. Please respect all district policies including but not limited to the safety of all students. Illegal items, gang symbols, or markings deemed to be a symbol of hatred may be a violation of school policy and will result in discipline including forfeiture of the privilege to park on campus.

Please follow safe driving rules in the parking lot and follow all traffic signals.

Student Parking (cont.)

Cannon Falls High School student parking is on a first come, first serve basis. Students must purchase a parking lot pass in the middle/high school office and display the current year pass prominently. Any accident that occurs in the school parking lot should be reported to school administration and to the Cannon Falls Police. Cannon Falls School District is not responsible for vandalism, injury, theft, or damage to vehicles or items in the school parking lot.

Any vehicle parked in the Cannon Falls High School lot may be subject to search by school administration if the school administrator determines there is reasonable suspicion that a school regulation, city or state law has been violated.

Insurance

Cannon Falls School District **does not** provide any type of health or accident insurance for injuries incurred by students at school, any sports, or school-sponsored activities.

Visitors in School

Cannon Falls students are not permitted to bring guests to schools. Any persons, other than Cannon Falls students, staff or board of education members are considered visitors and must report to the office, sign in, and obtain a visitor's pass before going anywhere within the building.

Chemical Health & Violence Prevention Support Services

The Chemical Health Support Services at Cannon Falls Schools intend to provide the necessary support for students and families experiencing adverse effects from drugs/alcohol use or the impact of someone else's chemical use. A staff person exists to provide K-12 education and support to Cannon Falls students for drug, alcohol, and violence education. Parents or students interested in making a contact or referral should speak with the school principal or guidance counselor.

Lyceum Programs

Lyceums are part of the educational curriculum. Students are required to attend all programs, be attentive, and be courteous of all speakers.

Pledge of Allegiance

ISD 252 Policy 531

State statute require that all students recite the Pledge of Allegiance to the Flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any person reason may elect to do so without consequence or criticism.

Distribution of Unofficial Materials

Students wishing to post or distribute unofficial written material must first submit for approval a copy of the material to the principal 24 hours in advance of the desired distribution time. Students may not distribute materials without prior approval. If approved, the

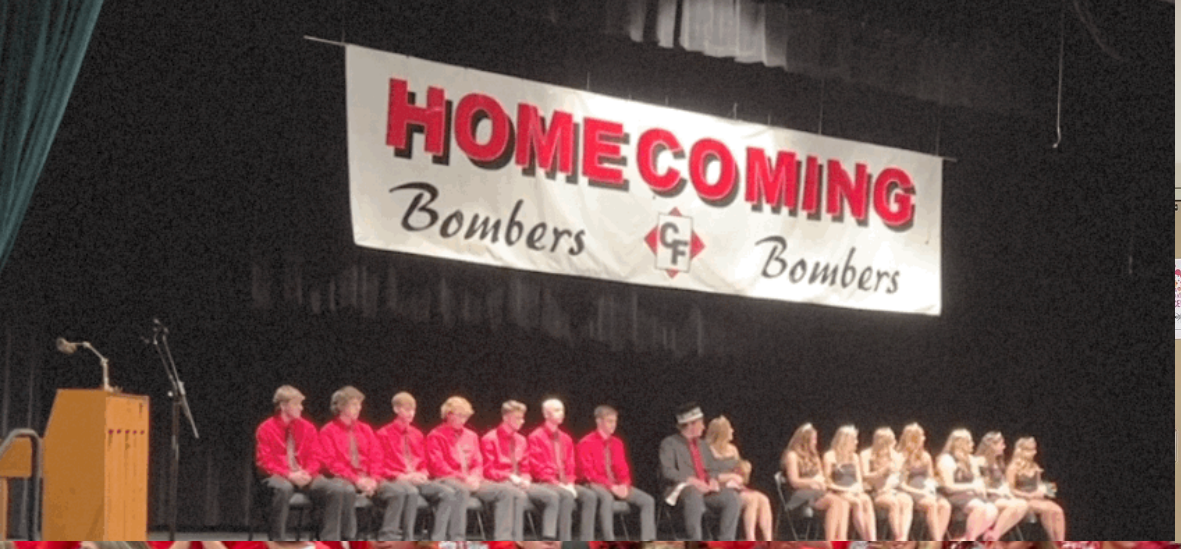
Distribution of Unofficial Materials (cont.)

distribution will be done at reasonable times and places. This includes any unofficial written material, petitions, buttons, badges, or other insignia. Such distribution cannot include material in which all or part is any of the following:

- obscene
- libelous
- pervasively indecent or vulgar
- advertises any product or service not permitted to minors by law
- in violation of district 252 Racial, Religious, Sexual Harassment, Hazing, and Bullying policy
- presents a clear and present likelihood that it will cause a disruption of the proper and orderly operation and discipline of the school or school activities will cause the commission of unlawful acts or the violation of lawful school regulations.

The principal or designee will render a decision whether the material violates the above guidelines within 24 hours of receiving the request.

NOTE: Permission to distribute does not imply approval of its contents by either the school, the administration, the school board, or the individual reviewing the submitted material. A limit of 10 copies will be approved.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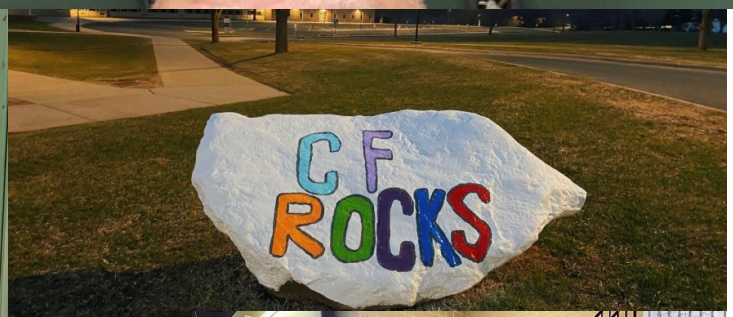
Goodhue County
BOWLING
Goodhue County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TECHNOLOGY

Cannon Falls Schools provides students and staff with a digital learning environment to support 21st-century learning. Technology is integrated into the learning environment, and students have access to a variety of digital devices both in and out of the classroom.

Family Access

Infinite Campus Portal provides parents with access to student report card grades, attendance, and fee payment services. All students have a Portal account created for them by the district. Parents who wish to obtain an Infinite Campus Portal account should contact the middle/high school office. Cannon Falls High School provides access for teachers, students, and parents to Schoology for daily grades, updates,
messages, and planning purposes. All teachers are expected to use Schoology for their daily grade book and to post classroom assignments, papers, syllabus, and other information electronically. All students have a Schoology account created for them automatically. Parents who wish to obtain Schoology access should contact the middle/high school office.

Technology Access & Acceptable Use

Students should have an opportunity to access technology resources and the Internet to facilitate learning, and for educational and personal growth in the use of technology, resource sharing, information gathering, and communication skills. The use of District technology and access to use of the Internet is a privilege not a right. The proper use of the Internet is the joint responsibility of students, parents, and employees of the district. Cannon Falls High School is required to attempt to block or filter Internet access to any visual depictions that are obscene or otherwise harmful to minors. We work with teachers, parents, and students to teach our students to be responsible online. Outside of school, parents are responsible for monitoring their student's use of district technology and the Internet.

Cell Phones, Text Messaging, Headphones, Other Electronics, and Nuisance Items

Personal electronic equipment and items that may be a nuisance to the classroom are a distraction to the educational setting. Specifically, cell phones are to be turned off and put away during class periods. Students at Cannon Falls High School may use their personal electronics before 8:00 AM, during passing time, and during lunch periods. Please keep in mind personal electronic devices are a temptation lending to theft as well as threats and harassment.

Students are expected to plan accordingly with family members so that messages are not received during class time. Depending on the severity of the actions and the type of item, students will be asked to put items away. In some instances, such items including cell phones will need to be given to a faculty member immediately upon request. Failure to give the items to a faculty member may result in disciplinary action. Persistent and continued use of these items after being warned may result in suspension and loss of possession of

Cell Phones, Text Messaging, Headphones, Other Electronics, and Nuisance Items (cont.)

the item for the remainder of the entire school year.

The school assumes no responsibility for the loss, damage, or theft of such items. As with all valuable items, we strongly recommend that items that may become a nuisance be left at home. If a staff member confiscates unauthorized items, the item will be given to administration. On subsequent offenses a parent may be expected to pick up the item from the middle/high school office.

Media (photography, video, and audio recordings) taken without anyone's (student or staff) knowledge will be considered a misuse of technology, and disciplinary actions will be taken.

Student Internet Use

District 252 expects staff to provide thoughtful student use of the Internet throughout the curriculum and to provide students with guidance and instruction in its use. It is impossible to ensure that staff can continually monitor each student; therefore, it is important to emphasize the need for each student's cooperation to act responsibly. With Internet access, users join a community of millions of people who share a world of information resources. Students are required to follow the District 252 acceptable use agreement guidelines.

Computer Theft

A person is guilty of computer theft if a person intentionally takes, transfers, conceals, or retains possession of any computer, computer system, or any comport software or data contained in a computer, computer system, or computer network.

Computer Damage

A person is guilty of computer damage if the person intentionally and without authorization and with the intent to injure or defraud alters any computer, computer system, computer network, computer software, or any other property specifically related to computers. Using Cannon Falls High School computers to write vulgar or threatening messages is also prohibited. Behavior of this kind is subject to school disciplinary action and possible criminal prosecution.

Technology Filters

Cannon Falls High School makes every effort to filter inappropriate content from the Internet. In a constantly changing world, we cannot keep up with the quick influx of new information from the web. Content or comments from the web seen as inappropriate for students should be reported, and we will promptly move to update our filters.

Unauthorized Computer Access

A person is deemed as using unauthorized computer access if the person intentionally and without authority attempts to or does penetrate a computer security system. This includes using another student's username and/or password.

MISCELLANEOUS

Water Testing

The Cannon Falls School District performs water testing, including lead testing, every five (5) years. These tests are performed in each building serving Pre K-12 students. Tests were performed on December 14, 2021. Results are available on the district's website or in all building offices.

Independent School District 252
Cannon Falls Area Schools

School Year: **2023-2024** Adopted: **January 2015** Revised: October 2023

Title: **Student Behavior Expectations and Consequences for Misbehaviors**

1. **Overview**
   - 1.1 The consequences for misbehavior described in this regulation are designed to be inevitable, predictable, and escalating for all students in District 252. They apply to District 252 K-12, early childhood students in any school or other district building, on district property, in district vehicles, at school bus stops, and at school or district events.
   - 1.2 Because it is not possible to list every misbehavior that occurs, misbehaviors not included in this regulation will be responded to as necessary by staff. This regulation is based on the assumption that minor misbehaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate staff.
     - 1.2.1 Cheating, lying, plagiarism, copyright violations, and other "academic" misbehaviors will be dealt with in the context of the student's classroom or co-curricular activities, and are not addressed in the following chart.
     - 1.2.2 Students participating in co-curricular activities will also be expected to abide by the bylaws of the Minnesota State High School League, regardless of whether the particular activity is sponsored by the MSHSL.

2. **Consequences**
   - 2.1 For each misbehavior described in this regulation, there are specific consequences for first, second, third, and fourth violations; however, administrators may apply less severe consequences after considering intent and other extenuating circumstances. The definitions of those consequences, and other consequences for misbehavior, are as follows:
     - 2.1.1 "★" (elementary school and secondary school) – Student conference and parent or guardian notification; may include, but is not limited to, parent conference, restitution, peer mediation, adult-facilitated mediation, detention, time in office, and dismissal of less than one school day.
     - 2.1.2 There are optional consequences available in certain circumstances for students, including parent shadows for elementary students.
       - 2.1.2.2 Mental Health Referral – Secondary students may be referred to community mental health resources on a case-by-case basis as appropriate. Assessment will be at the expense of the students' parent(s) or guardian(s) or the adult student, if age 18 or older.
     - 2.1.3 In this regulation, unless otherwise stated, suspension is defined as out-of-school suspension (OSS) - action taken by the

school administration to prohibit a student from attending school for no more than 10 school days. A student who is on out-of-school suspension may not be in the school, on school or district property, or attend school or district activities during the period of the suspension.

2.1.3.1 A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended up until noon on the following school day.

2.1.3.2 If a suspension is longer than five days, the suspending administrator shall provide the superintendent or designee with a reason for the suspension.

2.1.3.3 If a student's total days of removal from school exceeds 10 cumulative days in a school year, the district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian prior to removing the student from school, and with the permission of the parent or guardian, arrange for a mental health screening for the student. The school district will not pay for the assessment unless it is part of an assessment for special education purposes. The purpose of the meeting shall be to attempt to determine the student's need for assessment, other services, or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

2.1.3.4 At the elementary and secondary school level, the principal may substitute time in office for out-of-school suspension on a case-by-case basis.

2.1.4 Violent Student Behavior (VSB) - A student who engages in violent behavior as defined in Section 4 below will be identified as "(VSB)" in the consequences chart.

2.1.5 Expulsion is an action taken by the School Board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.

2.1.6 Exclusion is an action taken by the School Board to prevent a student from enrolling or re-enrolling for a period of time that shall not extend beyond the school year.

2.2. In addition to the consequences detailed in this regulation, a school or the Transportation Department may respond to student misbehavior in a variety of ways that include, but are not limited to, dismissal from school, removal from class, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges (at the secondary school level), and chemical evaluation.

2.3 Administrators may involve law enforcement authorities as necessary. If a student violates a district policy or regulation that is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation. In accordance with state law, administrators will refer to the juvenile delinquency or criminal justice system any student who brings a firearm to school unlawfully. School staff members shall not interfere with law enforcement decisions to remove a student from school for law enforcement purposes; however, reasonable efforts shall be made to inform a student's parent or guardian of the involvement of law enforcement. Law enforcement officers shall not be involved in an educational decision to remove a student from school as a disciplinary consequence.

2.4 The administrators may recommend longer suspensions, expulsion, denial of transportation privileges or other discipline on a case-by-case basis with approval from the superintendent. This may include more severe consequences for students with multiple offenses in different categories of misbehavior or when a single behavior is particularly severe.

3. **Sources of Additional Information**
   3.1. For more information about responding to misbehavior by a special education student, refer to Administrative Regulation 503.3.1AR, Special Education Students: Consequences for Misbehavior.

4. **Staff Notification of Violent Behavior By Students** - A classroom teacher has a legitimate educational interest in knowing which students placed in the teacher's classroom have a history of violent behavior. Teachers must be notified before such students are placed in the teacher's classroom. Students who become identified as having a history of violent behavior as the year progresses, will constitute the need for teacher notification.
   4.1. Identification of Students with a History of Violent Behavior - A student who engages in a behavior identified as "VSB" (violent student behavior) in the consequences chart will be identified as a student with a history of violent behavior.
   4.2. Notifications to Teachers/Staff - Teacher notification will occur on (Procedure 503.3.5P, Staff Notification of Violent Behavior by Students) with a copy placed in the student's educational record and retained pursuant to the school district's records retention schedule. Written notification should be provided to all the student's classroom teachers. Building principals have discretion to provide notice to other staff members who also interact with the student. Written notification to the teacher will occur prior to the placement of a student in the teacher's classroom whenever possible.
   4.3. Once a student has been identified as a student with a history of violent behavior, notification will occur for the remainder of the school year and the following school year. The period of notification will be extended accordingly for each new incident of violent behavior that occurs.
   4.4. Notification to the parent of a student identified as having a history of violent behavior - Parental notification of a student having a history of violent behavior will be consistent with notification practices in this regulation and the consequences chart in the Overview of Student Rights and Responsibilities Handbook.
   4.5. Notice to Other School Districts - This notice is an educational record and will be transferred to an enrolling school district.
   4.6. Training - Pursuant to Minnesota Statute 121A.64, notification; teachers' legitimate educational interest, representatives of the School Board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and possible interventions services such as student behavioral assessments.
   4.7. Written Notification from Law Enforcement - A school that received formal notification from law enforcement or the court system about a student's delinquent conduct in the community shall process that notification as required by Minnesota Statute 121A.75, Receipts of records; sharing. This may include notification of appropriate staff persons if necessary to protect others from needless vulnerability and to allow staff members to work with the student in an appropriate manner. Notification shall be in accordance with the law and shall not be governed by the district's procedures for staff notification of students with a history of violent behavior. The handling and retention of records received pursuant to Minnesota Statute 121A.75, Receipt of records; sharing, shall be according to the requirements of that statute and Minnesota Statute 120A.22, subd. 7, Education records.
   4.8. Record of Notice - The administration must keep a copy of (Procedure 503.3.5P, Staff Notification of Violent Behavior by Students) on file to provide a record of those staff members notified under this section.
5. **Misbehaviors** - Students are expected not to engage in the following activities. The consequences apply regardless of whether the

misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, or at a school bus stop. Consequences also apply to misbehaviors carried out through the use of electronic communications. The consequences may also apply for misbehaviors which take place at other locations but directly affect school programs or activities. The school district makes every effort to apply disciplinary consequences consistently, but the administrator may recommend longer or shorter suspensions, expulsion, denial of transportation privileges, other discipline, or interventions such as mental health referrals on a case-by-case basis. This may include more severe consequences for students with multiple offenses in different categories of misbehavior or when a single behavior is particularly severe. Administrators may apply less severe consequences after considering intent or other extenuating circumstances.

MISBEHAVIORS	1st OFFENSE	2nd OFFENSE	3rd OFFENSE	4th OFFENSE
1. **Abuse: Verbal, Written or Otherwise Expressed -** Arousing alarm in others through the use of language that is discriminatory, abusive, bullying, threatening or obscene, including through the use of electronic communication.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1 day susp.	3 day susp.	5 day susp. and VSB
Involving student grades 6-12	★ or 1-2 day susp.	1-2 day susp.	3 day susp.	5 day susp.
Involving self-harm (grades 6-12)	Referral for mental health assessment			
Involving staff (grades 6-12)	1-2 day susp	3 day susp.	5 day susp. and VSB	Expulsion and VSB
2. **Alarm, False** - Intentionally giving a false alarm of a fire or other emergency notification system (such as 911), or tampering or, interfering with any alarm or alarm sensor.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1 day susp.	3 day susp.	5 day susp.
(grades 6-12)	1 day susp	3 day sup.	5 day susp	Recommendation for Expulsion
3. **Alcohol, Intent to Sell, Give or Share** - Selling, giving or sharing or intending to sell, give or share alcohol, including through the use of electronic				

communication, where selling giving or sharing is prohibited by Minnesota or federal law.				
(grades 6-12)	3-5 day susp.	3-5 day susp. with chemical assessment or 10 day susp.	Recommendation for Expulsion	
4. **Alcohol, Possession or Use -** Possessing, influenced by the use of, or using alcohol.				
(grades K-3)	★	★	★	★
(grades 4-5)	1 day susp.	3 day susp.	5 day susp.	5 day susp.
(grade 6-12)	3 day susp.	5 day susp. with chemical assessment	5 day susp. with chemical assessment	5 day susp. with chemical assessment
5. **Ammunition, Mace or Pepper Gas Possession** - Possession of bullets, other projectiles designed to be used in a weapon or other material designed to cause pain or injury.				
(grades K-5)	★	★	★	★
(grades 6-12)	1-3 day susp.	3-5 day susp. and VSB	Recommendation for Expulsion and VSB	
6. **Arson** - Intentional destruction or damage to school or district buildings or property by means of fire.				
(grades K-12)	5 Day susp, restitution and VSB	Recommendation for Expulsion		
7. **Assault: Aggravated -** Committing an assault upon another person with a weapon or a device used as a weapon, or an assault which inflicts great bodily harm upon another person.				
(grades K-3)	★	★	★	★
(grades 4-12)	5 day susp and police referral and VSB	Recommendation for Expulsion		
8. **Assault: Physical** - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Any intentional, harmful or				

potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault.				
Upon a student or staff member (grades K-3)	★	★	★	★
Upon a student-(grades 4-5)	★	1-3 day susp. and VSB	5 day susp. and VSB	Expulsion and VSB
Upon a student (grades 6-12)	1-3 day susp.	5 day susp.	Recommendation for Expulsion	
Upon a staff member, including agents, volunteers and School Resource Officers (grades 4-12)	Expulsion and VSB			
9. **Assault: Verbal, Written or Otherwise Expressed -** Confrontation with a student or staff member through statements or actions which bullies, intimidates, threatens or causes fear of bodily harm or death, including through the use of electronic communication.				
Upon a student or staff member (grades K-3)	★	★	★	★
Upon a student (grades 6-12)	★	1-3 day susp.	1-3 day susp.	5 day susp.
Upon a staff member (grades 6-12)	1-3 day susp.	3-5 day susp. and VSB	5 day susp.	5 day susp.
10. **Bodily Harm, Inflicting** - Committing a reckless or negligent act that inflicts bodily harm upon another person.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1-3 day susp.	3-5 day susp.	5 day susp.
(grades 6-12)	★	1-3 day susp.	3-5 day susp.	Expulsion
11. **False Threat, Bomb or Other Act of Violence** - Intentionally giving a false alarm or a bomb or other act of violence against the school or another individual including through the use of electronic communication.				
(grades K-3)	★	★	★	★
(grades 4-5)	3 -5 day susp.	Recommendation for Expulsion		
(grades 6-12)	Recommendation for Expulsion			

12. **Bullying -** Bullying is subject to discipline under other categories including, but not limited to, abuse, assault, harassment, cyberbullying, or through the use of other electronic communication. See Administrative Regulation entitled Bullying Prohibition.**A Bullying report must be filled. This is in addition to the disciple referral. An investigation must take place before any discipline action can happen				
(grades K-3)	★	★	★	★
(grades 4-5)	★	★	1-3 day susp	3-5 day susp
(grades 6-12)	★ 1-3 day susp	1-3 day susp	3-5 day susp	Recommendation for Expulsion
13. **Burglary** - Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.				
(grades K-3)	★	★	★	★
(grades 4-5)	1-3 day susp. and restitution	3-5 day susp	Expulsion and restitution	
(grades 6-12)	3-5 day susp and restitution	Recommendation for Expulsion and Restitution		
14. **Chemicals: Intent to Sell, Give or Share** - Selling, giving or sharing chemicals or drug paraphernalia, including through electronic communication. for the purposes of this section chemicals include: narcotics, controlled substances, items purported or believed to be narcotics or controlled substances, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration For purposes of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs.				
(grades K-3)	★	★	★	★
(grades 4-5)	5 day susp	Recommendation for Expulsion		
(grades 6-12)	Recommendation for Expulsion			
15. **Chemicals: Possession, Under the Influence, Attempted Possession or Use** - Possessing, being influenced by the use of, attempting to possess or using any chemical or possessing or using drug paraphernalia, including				

through electronic communication. For purposes of this section, chemicals include: narcotics or controlled substances, or items purported or believed to be a narcotic or controlled substance, prescription drugs or over-the-counter medications to be used for the purpose of mood alteration, and synthetic marijuana and any related derivatives or other synthetic drugs that can be used for the purpose of mood alteration. For the purpose of this section, drug paraphernalia means items prohibited by Minnesota or federal law that are used for consumption or manufacturing of drugs. (Any prescription or over-the-counter medication a student is required to take, with the exception of inhalers, EpiPens and insulin, must be left with and administered by the school nurse, in accordance with 506.2.2AR, Administering Medication.) Students in grades 7-12 may self-administer standard doses of non-prescription pain relievers with written parent permission. (Refer to 506.2.1.2P, Emergency Information - Secondary Students, for more information.)				
(grades K-3)	★	★	★	★
(grades 4-12) - Drugs other than those listed below will result in the following consequences.	5 day susp.	10 day susp. with chemical assessment and agreement to follow assessment recommendations	10 day susp. with chemical assessment and agreement to follow assessment recommendations	10 day susp. with chemical assessment and agreement to follow assessment recommendations
(grades 6-12) - certain felony-level drugs, specifically cocaine, ecstasy (MDMA), heroin, nonmedical methamphetamine (meth) and psilocybin (magic Mushroom), will result in expulsion.	Recommendation for Expulsion			
16. **Damage of or Tampering with Property (Vandalism) -** Intentionally damaging or tampering with property that belongs to the school, district, other students, employees or others. (Note: Damaging or tampering with safety and security equipment (e.g. fire extinguishers, automated external defibrillators (AED), surveillance cameras/equipment, fire alarm sensors, sprinkler systems) will automatically result in consequences beginning at the 2nd offense level.)				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1 day susp. and restitution	3 day susp., restitution and VSB	5 day susp., restitution and VSB
(grades 6-12)	1-3 day susp. and restitution	3-5 day susp. and restitution	3-5 day susp. and restitution	Recommendation for Expulsion, VSB, Restitution

17. **Dress** - Clothing may not include words or visuals which are lewd★, obscene★, abusive★, or discriminatory★, or which advertise drugs, alcohol or tobacco. Dress or grooming which is disruptive to the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Secondary school students may not wear facemasks, clothing, or any item that would prevent the student from being immediately identifiable. Exceptions may be authorized by school administration.				
(grades K-5)	★	★	★	★
(grades 6-12)	★	★	★	1-3 day susp.

★**Lewd and Obscene** is defined as follows: 1)The average person, applying contemporary community standards, would find that the clothing taken as a whole appeals to the prurient interest of minor of like age; 2) the clothing depicts or describes sexual conduct in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of like age, and 3) The clothing taken as a whole lacks serious literary, artistic, political or scientific value for minors.

★**Disruptive** is defined as reasonably forecasted to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or the work of the school or to infringe on the rights of other students.

★**Abusive** is defined as insulting, contemptuous or defamatory.

★**Discriminatory** is defined as demonstrating prejudice against groups or individuals, as referred to in the district's anti-discrimination policy.

18. **Driving, Careless or Reckless** - Driving on school property in such a manner as to endanger persons or property.				
(grades 9-12)	★; may include revocation of parking permit	1-3 day susp.; may include revocation or parking permit	3-5 day susp.; may include revocation of parking permit	
19. **Explosives, Possession and/or Use** - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.				
(grades K-12)	Recommendation for Expulsion and VSB			
20. **Fighting** - Engaging in any form of fighting where forcible contact is exchanged or where there is intimidating or provoking to induce a fight is prohibited.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1-3 day susp.	3-5 day susp.and VBS	5 day susp. and VBS
(grades 6-12)	1-3 day susp. Possible	3-5 day susp. Possible	5 day susp. and VBS	Recommendation for Expulsion

	recommendation for Expulsion	recommendation for Expulsion	Possible recommendation for Expulsion	and VSB
21. **Fire Extinguisher, Unauthorized Use** - Unauthorized handling of a fire extinguisher or fire alarm sensors.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1-3 day sups.	3-5 day susp.	5 day susp.
(grades 6-12)	1-3	3-5 day susp.	Recommendation for Expulsion	
22. **Fireworks, Possession** - Possessing or offering for sale any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1-3 day sups.	3-5 day susp.	5 day susp.
(grades 6-12)	1-3 day susp.	1-3 day susp.	3-5 day susp.	Recommendation for Expulsion
23. **Fireworks, Use** - Using any substance, combination of substances or articles prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation.				
(grades K-3)	⋆	⋆	⋆	⋆
(grades 4-5)	★	1-3 day sups.	3-5 day susp.	5 day susp.
(grades 6-12)	3 day susp.	5 day susp.	Recommendation for Expulsion	
24. **Gambling** - Playing a game of chance for stakes.				
(grades K-5)	★	★	★	★
(grades 6-12)	★	★	1 susp.	3-5 day susp.
25. **Harassment** - Participating in or conspiring with others to engage in acts that injure, bully, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography, and harassing words or actions that negatively impact on an individual or group because of their characteristics, including through the use of electronic communication.				

Harassment based upon an individual or group's sex, race color, creed, religion, disability, national origin, marital status, age, sexual orientation, or public assistance status shall also be handled in accordance with 503.4AR, Harassment, discrimination, Violence or Hazing by a Student.				
(grades K-3)	★	★	★	★
(grades 4-5)	1-3 day susp.	3-5 day susp.	3-5 day susp.	5 day susp.
(grades 6-12)	1-3 day susp.	3-5 day susp.	3-5 day susp.	Expulsion
26. **Hazing** - Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club, including through the use of electronic communication. Hazing shall also be handled in accordance with 503.4AR, Harassment, Discrimination, Violence or Hazing by a Student.				
(grades 6-12)	1-3 day susp.	3-5 day susp.	5 day susp. and VSB	Recommendation for Expulsion
27. **Insubordination** - Willful refusal to follow an appropriate direction given by a staff member.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	★	1-3 day susp.	1-3 day susp.
(grades 6-12)	★	★	1-3 day susp.	3-5 day susp.
28. **Incendiary Devices** - Unauthorized possession or igniting of matches, lighters and other devices that produce flames.				
(grades K-3)	★	★	★	★
(grades 4-5)	★or 1 day susp.	1-3 day susp	3-5 day susp.	3-5 day susp.
(grades 6-12)	★ or 1 day susp.	1-3 day susp	3-5 day susp.	Recommendation for Expulsion
Igniting Combustibles, Intentional - Intentionally igniting combustible liquids or other items that cause disruption or unsafe environment (grades 6-12)	1-3 day susp.	3-5 day susp, and VSB	3-5 day susp, and VSB	Recommendation for Expulsion
29. **Interference, Disruption or Obstruction** - Any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including through the use of electronic communication.				

(grades K-3)	★	★	★	★
(grades 4-5)	★	★	1 day susp	3 day susp.
(grades 6-12)	★	1 day susp.	3 day susp.	5 day susp.
30. **Lewd Behavior** - engaging in sexual contact, or indecent exposure with another person, including intentional touching of clothing covering a person's intimate parts, intentional removal or attempted removal of clothing covering a person's intimate parts and/or clothing covering a person's undergarments is prohibited.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1 day susp.	3 day susp.	5 day susp.
(grades 6-12)	1-3 day susp.	3-5 day susp.	3-5 day susp.	Recommendation for Expulsion
31. **Nuisance Device**s - Causing a nuisance with objects that cause distractions, such as MP3 players (iPods), pagers, radios, headsets, cellular phones, universal remote controls, laser pointers, laptops, earbuds, bluetooth speakers etc. Use of cameras, cellular phones or other devices for photographic, audio, video or digital recording without staff permission is prohibited.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	★ or 1 day susp.	★ or 1-3 day susp.	3-5 day susp.
(grades 6-12)	★	★ or 1 day susp.	★ or 1-3 day susp.	3-5 day susp.
32. **Pornography** - Possessing, creating or accessing sexually explicit material, including sexting, or through the use of other electronic communication.				
(grades K-3)	★	★	★	★
(grades 4-5)	★ or 1 day susp.	1-3 day susp.	3-5 day susp.	5 day susp.
(grades 6-12)	★ or 1 day susp.	1-3 day susp.	3-5 day susp.	5 day susp.
33. **Propping, Rigging or Disabling a Secure door** - Any action which causes a door to be unsecured in order to facilitate subsequent re-entry				

(grades K-3)	★	★	★	★
(grades 4-12)	★	★ or 1 day susp.	3 day susp.	5 day susp.
34. **Records or Identification Falsification** - Falsifying signatures, data or school documents, or refusing to give proper identification or giving false information to a staff member.				
(grades K-3)	★	★	★	★
(grades 4-5)	★	1 day susp.	3 day susp.	5 day susp.
(grades 6-12)	★	1 day susp.	3 day susp.	5 day susp.
35. **Robbery or Extortion** - Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses, including through the use of electronic communication.				
(grades K-3)	★ and restitution	1 day susp. and restitution or parent shadow and restitution	3 day susp. and restitution	5 day susp., restitution and VSB
(grades 4-12)	1-3 day susp. and restitution	1-3 day susp., restitution and VSB	3-5 day susp.restitution and VSB	Recommendation for Expulsion
36. **Sexual Violence** A physical act of aggression or force, or the threat of aggression or force, which involve non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person's intimate parts, intentional touching of a person's intimate parts, or intentionally attempted or actual removal of clothing covering a person's intimate parts or undergarments.				
(grades K-3)	★	★	★	★
(grades 4-5)	3-5 day susp.	3-5 day susp. and VSB	3-5 day susp. and VSB	3-5 day susp. and VSB
(grades 6-8)	5 day susp. and VSB	Expulsion and VSB		
(grades 9-12)	Expulsion and VSB			
37. **Technology - Related**				
Non- school use of technology (grades K-3)	★	★	★	★
Non-school use of technology (grades 4-12)	★	★	★ or 1 day susp.	1 day susp.

Unauthorized adding or altering of hardware/software on a workstation or server (property damage) (grades 4-12)	★	★	1-3 day susp. and restitution	Expulsion and restitution
Possession of obscene, vulgar or sexually explicit material using technology (pornography), including sexting, or through the use of any electronic communication or device (grades 4-12)	★ or 1 day susp	★ or 1 day susp	3 day susp.	5 day susp.
Unauthorized access or activity in a secured area of computer or network (trespassing) (grades K-3	★	★	★	★
Unauthorized access or activity in a secured area of computer or network (trespassing) (grades 4-5)	★ or 1 day susp	★ or 1 day susp	3 ~~5~~ day susp.	5 day susp.
Unauthorized access or activity in a secured area of computer or network through the use of any electronic communication or device (trespassing) (grades 6-12)	★ 1 day susp.	★ 1 day susp.	3 day susp.	5 day susp
Other violations (grades 6-12)	★	★ or 1 day susp.	★ or 1-3 day susp.	3-5 day susp.
38. **Technology & Cyberbullying** - Use of technology or other electronic communication including, but not limited to, a transfer of a sign, signal, writing, image, sound, or date, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device to bully another. This includes ALL social media done during school day or out of school day as long as the students day is affected	★ or 1 day susp	★ 1 day susp.	1-3 day susp.	3-5 day susp.
(grades K-3)	★	★	★	★
(grades 4-12)	★ or 1 day susp	★ or 1 day susp.	1-3 day susp.	3-5 day susp.
39. **Terroristic Threat -** Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another, including through the use of electronic communication				
(grades K-3)	★	★	★	★
(grades 4-5)	1-3 day susp.	3 day susp. And VSB	5 day susp. and VSB	Expulsion and VSB
(grades 6-12)	3-5 day susp and VSB Possible recommendation for Expulsion	3-5 day susp and Possible recommendation for Expulsion VSB	Recommendation for Expulsion	
40. **Theft, Knowing Receiving or Possessing Stolen Property -** Unauthorized taking of the property of another person or receiving or				

possessing such property. (for more information about theft related to the use of information technology, refer to 503.7AR, Acceptable Use of Information Technology - Students.)				
(grades K-3)	★	★	★	★
(grades 4-5)	1 day susp. and restitution	1-3 day susp. and restitution	3-5 day susp. And restitution	3-5 day susp. And restitution
(grades 6-12)	1 day susp. and restitution	1-3 day susp. and restitution and Police Referral	3-5 day susp and restitution and Police Referral	3-5 day susp and restitution and Police Referral
41. **Tobacco** - Possessing, using, selling, giving or sharing tobacco, liquid or electronic cigarettes or electronic vape pens in district buildings, on district grounds, in district vehicles or at district events in violation of 406.5AR, Tobacco-Free Environment. This includes vaping devices and liquids.				
(grades K-3)	★	★	★	★
(grades 4-12)	1 day susp.	3 day susp.	5 day susp.	5 day susp.
42. **Trespassing** - Being present in any district facility or portion of a district facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a district vehicle.				
(grades K-3)	★	★	★	★
(grades 4-12)	★	★ or 1 day susp.	1-3 day susp.	3-5 day susp.
43. **Vehicle, Unauthorized Use** - Occupying or using vehicles during school hours without school authorization.				
(grades 9-12)	★ or 1 day susp.; may include revocation of parking permit	1-3 day susp.; may include revocation or parking permit	3-5 day susp.; may include revocation of parking permit	5 day susp.; may include revocation of parking permit
44. **Weapon or Look-alike Weapon, Possession** - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any knife; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm.				

Look-alike weapon possession (grades K-3)	★	★	★	★
(grades 4-5)	★1-3 day susp.	3 day sups.	3-5 day susp.	5 day susp. and VSB
Weapon, possession (grades K-5) (NOTE: state law requires expulsion if the weapon is a firearm)	★ 5-10 day suspension and recommendation for Expulsion			
Look-alike weapon, possession (grades 6-12)	5-10 day suspension and recommendation for Expulsion			
Weapon, possession (grades 6-12) (NOTE: state law requires expulsion if the weapon is a firearm)	5-10 day suspension and recommendation for Expulsion			

6. **Misbehaviors in District Vehicles** - Violation of the behavior rules listed above may result in denial of transportation privileges in addition to the consequences listed. In addition to the items listed above, students are expected not to engage in the following activities in district vehicles.

Misbehaviors in District Vehicles	1st Offense	2nd Offense	3rd Offense	4th Offense
45. **Eating/Drinking on the Bus** - Due to the dangers of choking and of allergic reactions to food, eating and drinking are not allowed on the bus.				
(grades K-5)	★	★	1 day susp.	3 day susp.
(grades 6-12)	★	1 day susp.	3 day susp.	5 day susp.
46. **Improper Boarding or Departing** - Getting on or off the bus in a manner which could cause injury to self or others.				
(grades K-5)	★	★	1 day susp.	3 day susp.
(grades 6-12)	★	★ or 1-3 day bus susp.	★ or 3-5 day bus susp.	3-5 day bus susp.
47. **Not Remaining Seated** when the bus is in motion (as required by Minnesota Statute 169.447), including not keeping hands, arms, legs and head inside the bus.				
(grades K-5)	★	★	3-5 day bus susp.	7-10 day bus susp.

(grades 6-12)	★	★ or 1 day bus susp.	3-5 day bus susp.	7-10 day bus susp.
48. **Pushing, Shoving or Scuffling (resulting in injury)**				
(grades K-5)	★	★	3-5 day bus susp.	5-10 day bus susp.
(grades 6-12)	★ or possible 1-3 day susp. And bus susp.	1-3 day susp. And bus susp.	3-5 day susp. And 3 day bus susp.	5-10 day susp. And 5 day bus susp.
49. **Tampering With Emergency or Safety Equipment -** Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches, or crossing/patrol flags.				
(grades K-5)	1-3 day bus susp.	3-5 day bus sup.	5 day bus susp.	Expulsion from bus
(grades 6-12)	1-3 day bus susp.	3-5 day bus sup.	5 day bus susp.	Expulsion from bus
50. **Throwing, Shooting or Spraying of Objects or Propellants -** Throwing or shooting any items inside a bus, from outside to inside or from inside to outside a bus; any spraying of propellants such as cologne, paint, etc. while on the bus.				
(grades K-5)	★	3 day bus susp.	5 day bus susp.	Expulsion from bus
(Grades 6-12)	★	3 day bus susp.	5 day bus susp.	Expulsion from bus
51. **Use of Nuisance Devices on a School Bus** - Using nuisance devices including, but not limited to, laser pointers, cellular phones, cameras or electronic devices on a school bus in a way that disrupts the safe transportation of students and/or endangers students or employees.				
(grades K-5)	★	3 day bus susp.	5 day bus susp.	Expulsion from bus
(grades 6-12)	1 day bus susp.	3 day bus susp.	5 day susp.	Expulsion from bus

52. **Smoking of Tobacco or Other substances** - Smoking tobacco, including electronic cigarettes, electronic hookahs, or other substances while on the school bus.				
(grades K-3)	★ and 3 days bus susp.	★ and 5 days bus susp.	★ and 5-10 days bus susp.	★ and 5-10 days bus susp.
(grades 4-12)	1 day susp. and 3 day bus susp.	3 day susp. and 5 day bus susp.	5 day susp. and Expulsion from bus	5 day susp.

References:
-Gun Free School Zones Act of 1990, 18 U.S.C.A., 921-924
-Minnesota Statute 120A.22, subd. 7, Education records
-Minnesota Statute 120A.34, violations; Penalties
-Minnesota Statute 121A.03 Model policy on sexual, religious and racial harassment and violence
-Minnesota Statute 121A.05, Policy to Refer Firearms Possessor
-Minnesota Statute 121A.40 - 121A.56, Pupil Fair Dismissal Act
-Minnesota Statute 121A.44, Expulsion for Possession of Firearms
-Minnesota Statute 121A.59, Bus Transportation a privilege not a right
-Minnesota Statute 121A.64, Notification; teachers' legitimate educational interest
-Minnesota Statute 121A.69, Hazing
-Minnesota Statute 121A.75, Receipt of records; sharing
-Minnesota Statute 169.447, School bus and Head Start bus safety
-Minnesota Statute 609.685, Sale of tobacco to children