

ST. FRANCIS
AREA
SCHOOLS



26 STUDENT 27 & FAMILY HANDBOOK

CEDAR CREEK ELEMENTARY SCHOOL
EAST BETHEL ELEMENTARY SCHOOL
ST. FRANCIS ELEMENTARY SCHOOL
ST. FRANCIS MIDDLE SCHOOL
ST. FRANCIS HIGH SCHOOL
ST. FRANCIS LEARNING CENTER
SAINTS ONLINE

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Introduction

1.1 Mission

Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world.

1.2 Core Values

We believe...

- Trust and respect are fundamental for thriving relationships.
- Our community flourishes when individuals, families and organizations collaborate.
- Every person matters and has value.
- Responsibility and accountability are essential for personal growth, organizational improvement and community engagement.
- Commitment to high expectations is essential to help achieve full individual and collective potential.
- Everyone benefits when culture and diversity are understood and respected.
- Lifelong learning enriches individuals and creates opportunities.
- Open exchanges of ideas and communicated planning are integral for continuous improvement.

In addition, all students have specific talents and the charge for our staff is to help students identify, develop, and refine those talents. To that end, we support all activities including athletic, academic, and the arts.

1.3 Contact Information

School	Address	Office Phone	Website
Early Childhood Family Center <i>Birth-PreK</i>	18900 Cedar Drive NW Oak Grove, MN 55011	763-753-7170	ecfc.isd15.org
East Bethel Elementary School <i>Grades K-5</i>	21210 Polk Street NE East Bethel, MN 55011	763-213-8900	ebes.isd15.org
Cedar Creek Elementary School <i>Grades K-5</i>	21108 Polk Street NE East Bethel, MN 55011	763-213-8780	cces.isd15.org
St. Francis Elementary School <i>Grades K-5</i>	22919 St. Francis Blvd. NW St. Francis, MN 55070	763-213-8670	sfes.isd15.org
St. Francis Middle School <i>Grades 6-8</i>	23065 St. Francis Blvd. NW St. Francis, MN 55070	763-213-8500	sfms.isd15.org
St. Francis High School <i>Grades 9-12</i>	3325 Bridge St. NW St. Francis, MN 55070	763-213-1500	sfhs.isd15.org
St. Francis Learning Center <i>Saints Academy, Saints Online, T15, Restore, and Genesis</i>	4111 Ambassador Blvd NW St. Francis, MN 55070	763-753-7120	sfhc.isd15.org
District Office	4115 Ambassador Blvd NW St. Francis, MN 55070	763-753-7040	isd15.org
Transportation Department	22968 Ambassador Blvd NW St. Francis, MN 55070	763-753-7080	isd15.org
Nutrition Services Department	3325 Bridge St. NW St. Francis, MN 55070	763-753-7060	isd15.org
Student Services Department	4115 Ambassador Blvd NW St. Francis, MN 55070	763-753-7090	isd15.org

1.4 Administrator Discretion

Building and/or district administrators will address items or situations not covered in this handbook. This handbook may be changed or amended during the school year. Changes will be available in the office of the principal and on the school's website. If you have questions about a provision, contact a building or district administrator.

1.5 Policies, Procedures, and Handbooks

School Board policies, procedures, and handbooks are available at isd15.org > Menu > School Board. Schools and departments may issue additional procedures. Contact the principal or superintendent to locate information.

1.6 Notice of Copyright

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Information

2.1 Arrival and Dismissal Information

School	Students May Enter Building	Start Time	End Time
Elementary Schools	8:55 am	9:10 am	3:40 am
St. Francis Middle School	7:00 am	7:32 am	2:12 pm
St. Francis High School	7:00 am	7:45 am	2:25 pm

Supervision: Supervision is not provided prior to times when students may enter the building, so students should not arrive prior to those times.

Elementary Schools:

1. Students will not be released to anyone other than a parent/guardian without parent authorization. If there is a change in who will pick up a student at the end of the day, parents must either send an email to the appropriate email address or call the main office by 2 pm.

East Bethel Elementary School
Cedar Creek Elementary School
St. Francis Elementary School

ebesnotes@isd15.org
ccesnotes@isd15.org
sfesnotes@isd15.org

2. If a call is received, the office will contact the classroom teacher. DO NOT leave a message on the teacher's voicemail. The office will confirm the information is correct by calling the parent at home or work. If unable to contact a parent, students will be placed on the bus.
3. Students will not be released to anyone other than the parent/guardian without parent authorization at the end of the day.

Middle School:

1. Students arriving earlier than 7:00 am may enter the building to wait in the main entrance lobby area until doors open at 7:00. After the doors open, students may go to the flex space by the media center. At 7:05, students may go to the cafeteria for breakfast. Students are not allowed to go to their lockers until 7:10 am.
2. Students may not be in the building after regular school hours except under the direct supervision of a teacher or activity supervisor. Students waiting for a ride must remain in the main entrance area unless authorized to be in other locations by a supervising teacher or administrator. Students who need to go to their locker must sign in as visitors. Unsupervised students in the school building before/after school hours are trespassing are subject to discipline and may be referred to the police depending on circumstances.

High School:

1. Students arriving earlier than 7:00 am may enter the building and wait in the cafeteria or Bridge Street Room.
2. Students may not be in the building after regular school hours except under the direct supervision of a teacher or activity supervisor or coach. Students waiting for a ride must wait in the cafeteria or Bridge Street Room. Unsupervised students in the school building before/after school hours may be considered trespassing, are subject to discipline, and may be referred to the police depending on circumstances.

2.2 Background Checks

The district requires background checks for all employees and volunteers. The Human Resource Department processes background checks and determines if results (such as misdemeanors involving children and felonies) warrant any limitations on employment or volunteering. See [Policy 404](#) for detailed information.

2.3 Birthday Parties

Birthday parties for individual students are not permitted on school grounds. Teachers may recognize birthdays, but food and drink should be avoided.

2.4 Calendar

The school calendar is adopted annually by the school board but is subject to change. See the latest version of the [school calendar](#) on the district's website.

2.5 Chromebook Insurance for Middle School and High School Students

Middle school and high school students issued a Chromebook are strongly encouraged to enroll in the optional annual insurance program. The coverage helps reduce the costs of repairs resulting from accidental damage. For more details or to purchase coverage, visit Menu > Departments > [Information Technology](#).

Cost: \$20 per student per year. Maximum of \$40 per family per year

Replacement Cost (without insurance): \$350 per device

Exclusions: Damage due to deliberate misuse or abuse is not covered. Chargers and cables are excluded from coverage.

2.6 Class Schedules

Classroom assignments are within the discretion of the district. Elementary classroom teachers and secondary school schedules are initially announced in August through the parent portal of Infinite Campus.

2.7 Communications

District Websites: www.isd15.org is the first stop for up-to-date district information via News and Live Feed.

SFAS ISD 15 App: Download the app available at Apple Store and Google Play to stay informed, receive notifications, and see the latest news and live feeds from the website.

Social Media: Social media apps for St. Francis Area Schools are the following:

Facebook:	ISD15
Instagram:	ISD_15

Official Newspaper: The Anoka County Union is a weekly newspaper that covers events and activities in the district.

Parent Groups: Parent groups meet periodically to advise school administrators, learn about educational programs, and communicate information to others. Please contact your child's school about dates and times of meetings as well as other activities.

E-News, Saints News, and Newsletters:

- Saints News is mailed to all district residents two times per year.
- Each school regularly posts a newsletter on its website and emails a copy to parents. Make sure your child's teacher(s) and school secretary have updated contact information. Paper copies are also available by contacting your child's school.

2.8 Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the district's response.

2.9 Dance Policies

All Dances: The district intends to provide opportunities for high school students to experience positive dance experiences. School-sponsored dances are an extension of the normal school day and all school rules apply. Any dancing determined to be "overtly sexual" is prohibited. The administration reserves the right to turn away guests at the door if they are not on the visitor list. Please remember — if you leave during the dance you may not re-enter.

Prom: Junior and Senior students in good standing can attend Prom. Sophomores are allowed if asked by Junior or Senior in good standing. Prom dates must be under 21 years of age.

Other School Dances: Only students attending St. Francis Area Schools in grades 9-12 are allowed at other high school dances.

2.10 Deliveries to Students

Please ensure your children arrive at school in possession of everything they need for the day, including laptops, homework, lunch, textbooks, musical instruments, sporting equipment, and clothing. If an item must be dropped off for a student, please visit the school office. No food or delivery services are allowed. Please do not deliver gifts to school (such as food, balloons, flowers, stuffed animals, etc.). If sent, students must pick up items from the office at the end of the school day.

2.11 Directory Information

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. However, some information—called Directory Information—is public unless a parent directs the School District not to share the information. For more information, see [Policy 515](#).

2.12 Distribution and Posting of Nonschool-Sponsored Materials at School

By Employees and Students: The district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to district regulations and procedures, at a reasonable time and place and in a reasonable manner. See [Policy 505](#) in the Appendix for detailed information.

1. Employees, students, and student groups must submit requests to distribute or post materials as per [Policy 505](#) to the Director of Community Education at least 5 business days in advance.
2. Except in designated areas as determined by the principal, employees, students, and student groups may not post nonschool-sponsored materials in indoor common areas such as hallways, media centers, gymnasiums, and other similar areas.
3. Use painters' tape (not scotch tape) when posting on brick or lockers.
4. The district maintains the right to remove posters and signs at its discretion.

By Nonschool Persons: See [Policy 904](#) for detailed information about the distribution and posting of materials on school property by nonschool persons and nonschool groups.

1. Non-school persons and non-school groups must submit requests to distribute or post materials defined in Policy 904 to the Director of Community Education.
2. Each building will provide an area to post information as per Policy 904. The responsible building administrator will determine where posters and signs can be displayed and how long they may stay posted. Information will be stamped with the authorizer's initials and end date for the posting (generally one week).
3. Use painters' tape (not scotch tape) when posting on brick or lockers.
4. The district maintains the right to remove posters and signs at its discretion.

2.13 Drones

St. Francis Area Schools prohibit the operation of unmanned aerial vehicles (UAVs), also known as drones, on or over district property. Exceptions may be requested in advance from the Superintendent or designee. The request and approval must be in writing.

2.14 Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in district policy and this handbook.

2.15 Entrance Age into Kindergarten

In Minnesota, children are eligible to attend Kindergarten when they are five years old on or before September 1st of the calendar year that school starts. Under exceptional circumstances (including a requirement of a Full-Scale I.Q. score of 130), children born September 1st and October 31st may be considered for early entrance. Early Childhood screening must be completed before a request is submitted. Parents/guardians must submit the request on or before May 1st for the following academic year. Contact an elementary principal for more information.

2.16 Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

2.17 Fees

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including but not limited to:

1. Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
2. Cost for materials for a class project that exceeds minimum requirements and is kept by the student. Please note teachers may request optional class or lab fees for projects over and above base projects. Teachers may not request free or reduced information or waivers of confidentiality. Students must be able to earn full credit even if they do not pay additional fees. If students plan to work on a project that requires higher cost items, they may be asked to donate fees to pay for materials, but they may not earn extra credit or a higher grade simply because they worked on a different project.
3. Security deposits for the return of materials, supplies, or equipment.
4. Personal physical education and athletic equipment and apparel.
5. Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
6. Field trips considered supplementary to the district's educational program.
7. Admission fees or costs to attend or participate in optional extracurricular activities and programs.
8. Voluntarily purchased student health and accident insurance.
9. Use of musical instruments owned or rented by the school district.
10. A district-sponsored driver or motorcycle education training course.
11. Transportation to and from school for students living within two miles of school.
12. Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
13. Voluntarily purchased insurance for laptops.

Students will be charged for textbooks, workbooks, computers/ipads, library books, and other school property that are lost or damaged. The district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the building principal.

2.18 Fundraising

Fundraising activities must be approved in advance by the district. Participation in non-approved fundraising activities is a violation of district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. See the [Fundraiser Expectations and the Fundraiser Request Form](#) on the district's website.

2.19 Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

2.20 Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal/leader.

2.21 Identification Cards

Picture identification cards will be given to each middle school and high school student in the fall. This card is used for identification purposes, to check out materials in the media center, and to gain admission to school events, including dances.

2.22 Insurance

St. Francis Area Schools does NOT provide insurance coverage for student accidents or injuries. Parents/Guardians are encouraged to review their present insurance policy to assure that their child(ren) will receive appropriate coverage in case of injury.

2.23 Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or district officials, employees, and/or agents, except as provided by law and/or school policy.

2.24 Lockers

Hall lockers and physical education lockers are the property of the district. At no time does the district relinquish its exclusive control of lockers provided for the convenience of students. It is the individual student's responsibility to keep his/her locker clean and neat, inside and out. Students are advised not to keep money or other valuables in their lockers. The district is not responsible for lost or stolen property. See the "Searches" section of this handbook for information about searches of lockers and personal items in lockers.

Middle School: Students are assigned lockers with internal combination locks. Students are not to change lockers, share lockers, or let others know lock combinations. Lockers will not be changed unless there are mechanical problems.

High School: Students are responsible for placing locks on lockers. Locks may be purchased online or from the receptionist for \$5, or the student may use their own. There are occasions when administration may need to enter a locker. In some instances, it may be necessary to cut a non-school lock from the locker. In such cases, the high school may offer a school lock as a replacement.

2.25 Lost and Found

Please label clothing and other items, including cell phones, boots, backpacks, hats, and gloves. Students and parents are encouraged to look in the lost and found when something is lost. Unclaimed items are periodically donated to a local charity or discarded.

2.26 Kids Connection Childcare Before and After School

The Community Education Department offers Kids Connection, which provides before and after school childcare. If you are in need of childcare for your school-age child, call Kids Connection at 763-213-1616 for information.

2.27 Meals

Meals are to be eaten in designated areas only. Meal times vary by classroom/grade. Students will be notified of their assigned meal times on or before the first day of school. See [Policy 534](#) for additional information.

2.28 Messages to Students

When situations arise and you must reach your student in school, call the office and the message will be delivered to your student. Please refrain from calling/texting with students during the instructional day.

2.29 Notice of Violent Behavior by Students

The district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

2.30 Online Mental Health Care Appointments (Telehealth)

Secondary school students may be eligible to receive mental health care through telehealth from a student's licensed mental health provider. Parents may request online therapy appointments for their child by contacting the student's case manager or building principal. Written requests should include the name and contact information for the therapist, dates and times of the appointments, and verification the appointment is needed during the school day. Requests may be denied if there are space limitations. Students are encouraged to use their own cell phones. If that option is not possible, a family-owned or school-issued computer may be used via the student's school account. Zoom is not supported through the district, so Google Meet is needed for virtual appointments. See [Policy 516](#) for additional information.

2.31 Passes

Hall passes are issued to middle school and high school students to use the bathroom, visit the school office, meet with the student's case manager, or visit the building nurse. Hall passes for other reasons are at the teacher's discretion.

2.32 Pets/Animals

The district has a partnership with a non-profit for therapy dogs in schools. Bringing other animals to school is discouraged. Before bringing an animal to school, contact the principal's office and health office to ensure district procedures are followed. Due to concerns about allergies, classrooms will go outside to see the animals.

2.33 Pictures

Student pictures are taken once each school year in the fall. Parents are given options for picture packets. Money will be collected at the time pictures are taken. If pictures are unsatisfactory in any way, they can be retaken or money will be refunded. Classroom group pictures may be taken in the spring. Check the district calendar for this year's dates.

2.34 Pledge of Allegiance

Students will regularly recite the Pledge of Allegiance to the flag of the United States of America one or more times per week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

2.35 Public Data Requests

The School District complies with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA) in responding to requests for public data. [Policy 722](#) provides information about how to request public data (including summary data), associated costs, and data practices contacts. A request form must be completed for each request.

2.36 Religion

Policy 609 identifies the status of religion as it pertains to the programs of the district. Reasonable efforts must be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance. See [Policy 609](#) in the Appendix for detailed information.

2.37 School Calendar

Each year, the district's paper school calendar is published with important dates. One calendar per family is available during open house or at the school office.

2.38 Transcript Requests

Transcript requests are processed through [Parchment.com](#). The [Counseling Office](#) webpage has additional information about setting up an account and associated costs.

2.39 Weather-Related School Closures, Late Starts, and Early Releases

School may be closed, delayed, or dismissed early when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. In 2026-27, E-Learning days may be used after two weather-related closures.

Notification: When possible, the Superintendent makes decisions by 5:00 am and notifies parents via automated phone calls, emails, website, district's Facebook and Instagram pages, WCCO 4, KSTP 5, Fox 9, and KARE 11.

Individual Circumstances: It is difficult to anticipate weather conditions in advance, and weather conditions may be different in different parts of the district. Do not send your child to school if it is unsafe. Call your school's attendance line to indicate your child is unable to attend due to severe weather or poor road conditions.

School Closures: When school is closed, the following are cancelled:

- a. Early Childhood Programs
- b. Kids Connection
- c. Closures due to weather or emergencies do not automatically cancel evening programming. A separate assessment will determine if athletic events, facility rentals, and other activities may continue.

Late Starts: Generally, if school starts late due to poor weather or other emergency, the district announces a two-hour late start. In that case, estimated bus pick-up times, entrance bells, and starting times for school will be two hours later than usual. When the start of school is delayed by two hours:

- a. Morning Early Childhood programs are cancelled
- b. Morning Kids Connection is delayed by two hours

Early Releases: If there is a potentially dangerous storm arriving during the school day, school may be released early. It is important for all students to know what to do if school closes early. Please review procedures with your child and update your child's emergency contact card with contact information. When school is released early:

- a. Kids Connection will not be open for after-school care.
- b. Just 4 Kids students need to be picked up within 1 hour of closure if school closes early. If afternoon activities are cancelled, please arrive no later than 4 pm to pick up your child.

E-Learning Days: E-learning days may be used after two weather-related closures according to the plan in the Appendix.

2.40 Searches

General Statement: Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with [Policy 506](#), which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker: Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks: School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person: The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus: The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Portable Metal Detectors: As per board policy and state law, portable metal detectors may be used to search for vapes and other contraband.

2.41 Sending Money to School

Most payments needed for school-related activities will be collected online but sometimes cash or checks may be allowed. Checks should be made to your school or St. Francis Area Schools. Always indicate on the check or envelope why the money was sent.

2.42 Student Publications and Materials

The purpose of Policy 512 is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the district's role in supervising student publications and the operation of public schools. Official school publications means school newspapers, yearbooks, or material produced in communication, journalism, or other writing classes as part of the curriculum. See [Policy 512](#) for detailed information, including prohibited expression and time, place, and manner of distribution.

2.43 Supplies

Classroom supply lists for elementary and middle school students are found on the district's website. If additional supplies are needed, teacher(s) will notify you. High school teachers will provide information to students and parents at open houses and/or the first day of school.

2.44 Surveys of Students by the District

Occasionally, the district surveys students to obtain opinions and other information. The notice for Policy 520 includes information about the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, See [Policy 520](#) for detailed information.

2.45 Technology Providers

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

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

The current year's list of providers is posted on the [Information Technology website](#) > Digital Tools > View the list of digital tools. The district must also provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

2.46 Trespassing

1. Minnesota Statute 609.605 explains that a person must not enter or be found in a public school unless the person:
 - a. is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or district;
 - b. has permission or an invitation from a school official to be in the building;
 - c. is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
 - d. has reported the person's presence in the school building in the manner required for visitors to the school.
2. A person may not be on the roof of a public school building unless the person has permission from a school official to be on the roof of the building.
3. A person who boards a school bus when the bus is on its route or otherwise in operation, or while it has students on it, and who refuses to leave the bus on demand of the bus operator, is also committing trespassing.

2.47 Valuables / Money / Selling Items

The district strongly discourages students from bringing large amounts of money to school or bringing/buying/selling valuables at school except for fundraisers approved in advance by the district. The district is not responsible for lost or stolen items. If a valuable is lost or stolen, a report to the school office should be made promptly.

2.48 Vehicles on Campus

The district allows limited use and parking of motor vehicles by students in district locations subject to the following expectations.

General Rules:

1. Parking a motor vehicle on school property during the school day is a privilege;
2. Parking is permitted in designated areas only, by permit. For information, contact the school office;
3. Students are not permitted to use motor vehicles during the school day unless an emergency occurs and/or permission has been granted to the student by a school official;
4. Students are permitted to use motor vehicles on high school campuses only before and after the school day; and
5. Unauthorized vehicles parked on district property may be towed at the expense of the owner or operator;
6. Visitors are permitted to park only in designated district visitor parking areas.
7. Other district policies and procedures apply to parking lots and motor vehicles.

Requirements for St. Francis High School

1. To park at St. Francis High School during the school day, students must first obtain a school-issued parking permit from the main office. The cost of a parking permit is \$60/trimester or \$150/year (if purchased no later than Sept. 30th). Students may not use any other parking permits.
2. All student vehicles parked on campus must have a St. Francis Area Schools permit with the vehicle licensed to the student and/or parent/guardian listed on the permit application. Permits must be displayed as directed whenever it is parked on school grounds during the instructional day.
3. Students are to maintain accurate vehicle registration and promptly notify the office of any changes.

4. Students may not transfer or sell their permits to other students nor may students use their names to buy permits for other students.
5. Students are to park only in the WEST parking lot using only one space. Parking is prohibited in/on bus loading zones, sidewalks, lawns, loading zones, staff parking, fire lanes, no parking zones, visitor spaces, and other designated spaces.
6. Students are encouraged to lock their vehicles when arriving at school.
7. Students may not go out to the parking lot during the school day unless permitted by the Main Office or Health Office.
8. Students are not permitted to use motor vehicles during the school day in any district locations unless an emergency occurs and permission has been granted to the student by a school administrator.
9. Tractors, semi-trucks, limousines, and any other vehicles that interfere with the safe supervision, administration, and operation of the parking lot are prohibited unless approved in advance by the high school principal and Director of Maintenance and Grounds.
10. Motor vehicles driven on school grounds must conform to the regulations of the State of Minnesota, City of St. Francis, Anoka County, and St. Francis Area Schools.
11. Reckless driving is not permitted. Minnesota Motor Vehicle Code 169:13 Subdivision 1. Reckless Driving: "Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of a person or property is guilty of reckless driving. For example, speeding, exhibition driving, driving on the grass, pulling in front of other drivers, not yielding to a pedestrian, revving an engine, screeching tires, sliding on the ice, etc.
12. Students may not drive another student's vehicle.

Requirements for St. Francis Learning Center

1. Students attending the St. Francis Learning Center may utilize parking at SFLC without a school-issued parking permit, but they must abide by all rules listed above.
2. Students enrolled in both SFLC and SFHS must still obtain a school-issued parking permit from SFHS.

Patrols, Inspections, and Searches: The district may conduct routine patrols of district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to [Policy 506](#) in the Appendix.

Consequences for Violating Permitting, Parking, or Driving Rules:

1. The school may suspend or revoke parking permits and privileges; issue or request to issue parking tickets; apply a boot to the vehicle; tow an unauthorized vehicle parked at the expense of the owner or operator, and/or issue other disciplinary consequences.
2. When a student's parking permit is suspended or revoked, the student and the vehicle may be banned from parking on school grounds during the school day. A school administrator will meet with students with suspended or revoked permits and will notify parents/guardians via phone or mail. Students with revoked permits cannot drive any vehicle to school during the instructional day for any reason.

Accidents: Students drive and park on campus at their own risk. Any accident or damage that occurs should be reported to the Main Office and to the St. Francis Police Department.

2.49 Video Recording, Audio Recording, and Photography by the District

School Buses: All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses: The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. See [Policy 712](#) for additional information.

2.50 Visitors/Contractors

When allowed, all visitors and contractors must report directly to the school office after entering the building through the main door. Visitors and contractors must sign in using a government-issued identification card, wear a "visitors badge" while in the building during the school day, and sign out when they leave. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor/contractor does not comply with district procedures or if the visit is not in the best interests of the students, employee, or the district. Students not enrolled in St. Francis Area Schools are not allowed to visit during instructional time.

2.51 Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. Volunteers are required to complete a [background check](#) each year. There is no charge to complete the volunteer background check. After processing, Human Resources will notify the school of results, and the school will contact you. Please allow up to ten business days for processing. Volunteers must follow procedures outlined in the "Visitors/Contractors" section of this handbook. For more information, contact the principal. See [Policy 599](#) for additional information.

2.52 Withdrawing Students

Contact the school office in writing with the name of your child's new school, your family's updated contact information, and the last date of enrollment. Your child's new school will request school records directly from us. Schools will notify teachers and others to ensure students and parents have returned textbooks, computer devices, and other materials, removed items from lockers and desk areas, paid all fees, etc.

Academics and Assessments

3.1 Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, enrollment in an alternative learning center, enrollment in Saints Online, among others. Contact the district office at 763-753-7040 for additional information.

Alternative education is designed for students who are at-risk of educational failure. State-Approved Alternative Programs (SAAPs) are classified as Area Learning Centers (ALCs). They have smaller class sizes and use a hands-on/experiential approach to learning. Instruction is designed to meet individual student learning styles and academic needs. Teachers build connections with students and focus on vocational and career skills. Some programs also offer independent study options. The district or state-approved alternative program must inform all pupils and their parents about the learning year program and that participation in the program is optional. A continual learning plan (CLP) must be developed at least annually for each pupil with the participation of the pupil, parent or guardian, teachers, and other staff; each participant must sign and date the plan. The plan must specify the learning experiences that must occur during the entire fiscal year and are necessary for grade progression or, for secondary students, graduation.

3.2 Artificial Intelligence (AI) Guidelines for Students and Teachers

The document provides guidelines for students and teachers, including general guidelines; acceptable uses of AI; unacceptable uses of AI, academic integrity; assessment expectations; rubrics for using AI; privacy, security, and ethical considerations; and AI literacy and ongoing learning.

3.3 College Credits in High School

College in Schools (CIS) at SFHS

SFHS offers an opportunity for students to earn college credits taught by district teachers in high school during the school day. These courses are provided in conjunction with St. Cloud State University and Southwest Minnesota State University. During scheduled office hours, as directed by the instructor, CIS students may choose to use the media center (a limited number of students) and cafeteria. Unless they are given a flex pass for one period per trimester, CIS students are not permitted to leave the building and must abide by all school policies.

Early/Middle College (EMC) at SFLC

EMC offers enrolled students at the SFLC to earn college credit, simultaneously with high school credit. PSEO Funding can be used for developmental coursework only when a student enrolls full-time in a State-Approved Alternative Program's EMC. This program must be specifically designed to allow the student to earn dual high school and college credit with a well-defined pathway leading to a postsecondary degree or credential. Only State-Approved Alternative Programs (SAAPs) partnered with a PSEO-eligible institution may apply to be considered for PSEO funding for developmental coursework for students. Interested students should reach out to the SFLC Counselor.

Post-Secondary Enrollment Options (PSEO)

9th-12th grade students may apply to enroll in PSEO, which enables students to earn both high school and college credit while still in high school through enrollment in and successful completion of college nonsectarian courses at eligible participating postsecondary institutions. For current information, visit [Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\)](#).

Up-to-date information about PSEO will be published on the district's website and in materials distributed to parents and students by March 1st of each year or at least three weeks prior to registration for the following year, whichever is earlier.

Qualifying credits granted to a student through PSEO that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must submit an application form their assigned counselor or building administrator by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. The application must be signed by the student and their parent or guardian.

3.4 College Testing Accommodations

Students with a disability may qualify for accommodations for college entrance or placement exams, such as the Accuplacer, ACT, or SAT. For details, contact a high school counselor as soon as possible to make arrangements.

3.5 Curriculum–Requests to Review Curriculum

See [Policy 604](#) for information about how parents, guardians, and adult students may request to review the content of the instructional materials to be provided to a minor child or to an adult student.

3.6 Curriculum-Opt-Out

Minn. Statute 120B.20 gives a parent, guardian, or an adult student the right to opt-out of “instructional materials” and the district is required to offer alternative instruction. If the alternative instruction does not “meet the concerns of the parent, guardian, or adult student,” the parent is responsible to provide alternative instruction at their expense. The district is still responsible to “evaluate and assess the quality of the student’s work.” Parents can opt-out of instructional materials, but they can not opt-out of state-required standards. See [Policy 604](#) for additional information.

3.7 Curriculum-Reconsideration

See [Policy 606](#) for information about how individuals may submit a request for reconsideration of the use of certain textbooks or instructional materials.

3.8 Extended School Year

The district provides extended school year (ESY) opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student’s IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact your child’s case manager.

3.9 Field Trips

Scholarships are available for families to help defray costs. Students who do not participate in school-sponsored field trips will be provided with alternative learning opportunities. Students must be enrolled in the district to participate on a field trip. A part-time student’s coursework in the school must be relevant to the field trip. For example, an elementary student who is enrolled in the school only for music may not attend the field trip to the Science Museum. Exceptions will be reviewed if students have recently moved into the district or participate in the Post-Secondary Enrollment Options (PSEO) program.

3.10 Grades / Reporting Pupil Progress

Student progress is formalized through parent-teacher conferences and report cards:

- Conferences, which are held twice each year, provide parents and teachers the opportunity to meet and confer about the child. Contact teachers to make alternative arrangements if scheduled times are not workable.
- Grades are reported at the end of each trimester. Report cards are available online if a parent account has been established. Directions on how to register for the online student/parent portal are available from the school office.

3.11 Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board in [Policy 613](#) in order to graduate. Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

3.12 Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and grade/subject area. Parents/guardians are encouraged to regularly use the online student/family portal to ensure their children complete homework thoroughly and promptly.

3.13 Honors Recognition

Graduating with Honors: Students with a cumulative grade point average (GPA) of 3.5 or better (rounded to the nearest tenth) will graduate with honors. For example, if the student's GPA is 3.46, the student will graduate with honors. If the GPA is 3.445, the student will not graduate with honors. The GPA at the end of trimester two is used for the calculation.

Graduating with Honors of Distinction: Students with a cumulative GPA of 3.9 or better (rounded to the nearest tenth) will graduate with honors of distinction. For example, if the student's GPA is 3.86, the student will graduate with honors of distinction. If the GPA is 3.845, the student will not graduate with honors of distinction. The GPA at the end of trimester two is used for the calculation.

National Honor Society: The St. Francis High School chapter of the National Honor Society (NHS) is a local chapter of a state organization. NHS members pledge to maintain a high scholastic standing, give of themselves in service, serve as leaders, and place a high regard on character.

Military Cords: Students joining the military receive military cords prior to the graduation ceremony.

3.14 Incompletes

Students are responsible for completing make-up work and scheduling tests related to incomplete grades

3.15 Minnesota Comprehensive Assessments (MCAs)

What are the MCAs? The MCAs are assessments in reading, mathematics, and science and are administered every year. The MCAs are based on the Minnesota Academic Standards, which specify what students in a particular grade should know and be able to do.

Who takes the MCAs? All students in Minnesota public and charter schools take the MCAs. Students in grades 3-8 and 10 take reading test and students in grades 3-8 and 11 take the math tests. The science MCA is administered to students in grades 5 and 8 and the high school grade in which they take a life science or biology course.

How do students take the MCAs? Students take the reading, mathematics, and science MCAs online. Some students may be eligible for paper test materials based on their Individualized Educational Plan (IEP) or 504 plan.

Why do students take the MCAs? The MCAs are used to gather information about the alignment of districts' and schools' curriculum and instruction with state academic standards. Schools use the information to improve curriculum materials and student support. Educators look for areas where students do well so they can reinforce the ways they teach these skills. Educators also look for areas where they can improve standards-based curriculum and instruction.

Participation in the MCAs: Student participation in the MCAs is important because it gives your school and district the opportunity to evaluate their curriculum and instruction to ensure all students have access to a high-quality education. The more students who participate, the more accurate the data is for districts and schools to make informed decisions about how to use money and resources to support all students.

Refusal for Student Participation in Statewide Testing: To opt your child(ren) out of taking statewide assessments, each year parents/guardians must complete the "Parent/Guardian Refusal for Student Participation in Statewide Assessments" form, which is included in the Appendix. Please submit the form to the student's school no later than January 15th. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment.

More Information

For more detailed information, visit the MDE website > Students and Families > Programs and Initiatives > Statewide Testing.

3.16 Physical Education Expectations

1. A doctor's notes must be presented to the school office if a student cannot participate in a physical education class.
2. Generally, students will be given a one-week notice if physical education lockers will be cleaned.
3. Students in schools without built-in locks should provide their own lock for their athletic and physical education lockers.
4. The dress code for middle school physical education consists of a t-shirt with sleeves or sweatshirt; athletic shorts, sweatpants, leggings, or wind pants; athletic shoes with laces tied; and socks. Students must be prepared for indoor and outdoor activities.
5. The dress code for high school physical education will be provided by teachers. Clothing must be neat, clean, and marked with the owner's name. Rubber soled (non-marking) tennis shoes must be worn on the gym floor for physical education.

3.17 Professional Qualifications of Teachers

If a parent requests it, the district will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

3.18 Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

3.19 Saints Online for Grades 6-12

Saints Online is tuition-free schooling for grades 6-12 sponsored by St. Francis Area Schools. For enrollment and background information, visit isd15.org > Schools or contact the SFMS Principal or SFHS Principal. Saints Online uses a curriculum adopted by St. Francis Area Schools to ease transition between settings.

3.20 Summer School

Multiple summer school opportunities are offered for students in grades K-12. School officials will reach out to families of other students if their children are eligible for enrichment and/or credit recovery programs.

Resources

4.1 Alternative Delivery of Specialized Services (ADSIS)

The purpose of ADSIS is to provide intervention to assist students who need additional academic or behavioral support to succeed in the general education environment. The goal is to reduce the number of inappropriate referrals to special education by providing proactive instructional support early to struggling students. For detailed information, contact the Director of Curriculum and Instruction.

4.2 American Indian Education Programming / Title VI

The district receives Federal (through Title VI) and state funding to provide American Indian students with tutoring, cultural learning, and other services to meet their culturally-related needs. Eligible students may participate in Title VI programming if a completed ED Form 506 is submitted to the American Indian Education Coordinator.

The American Indian Education Parent Advisory Committee (AIEPAC) serves in an advisory role to ensure the educational and cultural needs of American Indian students are being met. Visit the [American Indian Education](#) website for meeting dates and other information.

4.3 Counseling Services

Middle School: Students having any concerns or questions regarding school work, grades, or personal problems can visit with a school counselor or social worker. Contact the school office to make an appointment. Students are assigned administrators based on blue/yellow teams and counselors and by alphabet.

High School: Counselors assist with personal issues, selecting classes, and providing academic and career information to make career choices. Students may see a counselor by making an appointment and obtaining a pass from the office professional in the counseling and guidance office. Students are assigned counselors and building administrators based on their last name.

St. Francis Learning Center: Counselors assist with personal issues, selecting classes, and providing academic and career information to make career choices. Students may see a counselor by making an appointment and obtaining a pass from the office professional in the Front Office.

4.4 English Language Learners / Language Access Plan

The English Language Learners (ELL) program supports students in achieving English language proficiency. Students in grades K-12 qualify based on the following criteria: (a) a language other than English is spoken at home, (b) the student's level of English proficiency; and (c) the student's academic skills and classroom assignments. Students receive support in the classroom and in small group instruction depending on English proficiency. Students remain in the program until they reach proficiency in academic English. For detailed information, contact the Director of Curriculum and Instruction.

The purpose of the Language Access Plan, which is required by Minn. Stat. 123B.32, is to document procedures planned or in place in the district to ensure meaningful access to district services and information for limited English Language Learners in a language and format they can use and understand.

4.5 Flexible Learning

Flexible Learning is a temporary setting due to extenuating circumstances. A plan is developed, a plan manager assigned, and progress monitored. A student, for example, might need Flexible Learning if hospitalized for a short period of time. Contact the building leader to discuss eligibility and options.

4.6 Homelessness Support

The McKinney Vento Homeless Assistance Act protects the rights of homeless children and youth to go to school. For information about who qualifies as homeless, the rights of homeless students, process for receiving help, and resources, visit the district's [McKinney Vento](#) webpage.

4.7 Media Centers

Most district schools have a media center with learning resources for students and staff members. The media centers may be available for student use before and after the instructional day. [Policy 606.5](#) provides information about the selection and reconsideration of library materials. These procedures also include ways to restrict access of

library materials by your children.

4.8 Mental Health Services

Mental health services for students are offered at selected schools. If mental health therapy might be needed, school staff will contact parents/guardians to provide resources and/or obtain permission to share information with mental health therapists employed by local providers who work on-site. Parents and the provider will make arrangements to complete paperwork and prepare for an intake session. Visit the district's [School-Linked Mental Health Services](#) webpage for more information.

4.9 RESTORE Program

RESTORE provides a separate learning environment for students in grades 6-12 whose social, emotional, and/or behavioral needs require highly supportive and supervised special education services throughout the school day. RESTORE is a school-within-a-school. Students enrolled in RESTORE receive instruction in a two-room setting. They focus on developing skills to meet academic requirements, improve social interaction, and manage their behaviors and emotions so that they can eventually participate in the larger regular high/middle school environment.

4.10 Section 504 Services

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. For detailed information, including a notice of student and parent/guardian rights and a list of coordinators, visit the district's [Section 504](#) webpage.

4.11 Special Education

The district provides a wide-range of special services for students with disabilities. Special education services are provided to students who range in age from birth to 22 years old. Each student with a disability receives services and support based on their individual need and outlined in their Individual Education Plan. Contact the building principal and/or Director of Special Education for additional information.

Notice is hereby given as to the length of time that a child's special education file will be maintained until a child's 22nd birthday in accordance with the district's retention schedule. At that time, the contents will be destroyed with the exception of the child's last IEP/IIP, all evaluation reports, Notice of Proposed Action, standardized and achievement test results, student's name, address, phone number, grades, attendance, and grade level completed.

4.12 Student Intervention Teams

The Student Intervention Team (SIT) for a site may consist of the principal, other building administrators, selected teachers, school psychologist, nurse or nurse assistant, guidance counselor(s), social worker(s), chemical health specialist(s), English Learner teacher, and others as needed. Team members review referrals, suggest alternative approaches for the classroom, and suggest additional services through the district or county.

4.13 Therapy Dogs

Parents will be notified if their child is invited to regularly participate in a therapy dog program in conjunction with a regional non-profit. The program is provided at no cost to the district or families. Generally, students participate in 15-minute weekly visits in small groups of students. More information is available at the [You're Not Alone](#) website.

4.14 Title I Services

The Title I program assists children in grades K-5 who need extra help in reading and/or mathematics. Teacher referrals and test results are used to determine which students are eligible to receive Title I services. Parents/Guardians are contacted before students enter the program. Students are referred for Title I services based on multiple assessments administered in reading and/or math. The Title I Team also considers teacher and parent/guardian recommendations.

Attendance

5.1 Importance of Attendance

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

5.2 Mandatory Attendance Law

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. §120A.22, students of the School District (including enrolled Kindergarten students) are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the School Board from attendance because the student has already completed state and district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

5.3 Excused and Unexcused Absences

See [Policy 503](#) in the Appendix for definitions and examples of excused and unexcused absences. The building principal or designee determines if an absence is excused or unexcused within the limits of the policy.

Excused Absences/Tardies:

[Policy 503](#) in the Appendix outlines sufficient reasons for excused absences.

Unexcused Absences/Tardies:

1. Truancy. An absence by a student which was not approved by the parent and/or the school district.
2. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
3. Work at home.
4. Work at a business, except under a school-sponsored work release program.
5. Other absences not excused as per Policy 503 including, but not limited to, skipping class, walking hallways, staying home to babysit, working or resting because of travel, missing the bus, having car trouble, oversleeping, and dropping off late or picking up early to avoid traffic congestion.

Medical Absences:

When a student accumulates 10 or more full or partial days of absences related to illness during a school year, a note from a licensed medical professional may be required for any subsequent absences. This documentation must verify subsequent absences were necessary.

Disciplinary Consequences of Unexcused Absences: See [Policy 503](#) for information about consequences of unexcused absences. In addition, middle school and high school students with unexcused absences may be referred to the Student Attendance Review Board and/or required to sign an Attendance Contract. They may lose the ability to participate in athletics and/or activities, hallway privileges, ability to attend field trips, and dance privileges including Prom.

Appeal Procedures: A principal's decision about whether an absence should be excused or unexcused or the timing of reporting an excused absence may be appealed. The student or parent/guardian must submit an Absence Appeal Form available in the main office to the main office within one (1) week from the absence date. School administrators will review the appeal taking school, district, and county guidelines into consideration.

5.4 Attendance Procedures: Elementary Schools

Reporting an Absence: Parents are expected to contact the school by telephone for all student absences:

East Bethel Elementary School:	763-213-8931
Cedar Creek Elementary School:	763-213-8831
St. Francis Elementary School:	763-213-8731

Parents may call anytime (24 hours) to report a student's absence or tardiness and the message will be recorded and relayed to the building. Failure to do this will result in an unexcused absence.

Classification of Absences and Tardies:

Arriving Late:

- Tardy: Arriving up to 60 minutes after the start of the school day.
- Half-Day Absence: Arriving at least 60 minutes late but less than half the day (195 minutes).
- A parent/guardian must accompany the student to sign in at the main office.

Leaving Early:

- Tardy: Leaving less than 60 minutes early.
- Half-Day Absence: Leaving at least 60 minutes early but less than half the day (195 minutes).

Full-Day Absences:

- Missing more than half the day (195 minutes).

Leaving During the School Day: Students are not allowed to leave school premises during the school day unless prior permission is granted by the health office or school office. A student who leaves the building without permission during school hours is unexcused.

1. Try to avoid picking up students before the end of the school day. Learning continues until school is dismissed. If you must pick up your student during the day, please send an email to the appropriate email address:

East Bethel Elementary School	ebesnotes@isd15.org
Cedar Creek Elementary School	ccesnotes@isd15.org
St. Francis Elementary School	sfesnotes@isd15.org

2. Proper identification is required before a student is allowed to leave the building. As a safety precaution, copies of legal documents restricting non-custodial parents from picking up students must be on file in the office.

Homework Requests: Homework requests will be fulfilled when students are absent for at least three consecutive days. Contact the school office before 9 am on the day it is to be sent home with someone else or picked up. For prearranged vacations, contact individual teachers for expectations regarding homework.

Returning to School After an Absence: Students returning to school after an absence may report directly to their classroom.

5.5 Attendance Procedures: SFMS

Reporting an Absence: Parents/guardians are requested to call the Main Office by 8:00 a.m. the morning of the absence 763-213-8531 or send a note upon the student's return. Absence verification must be received within two (2) school days from the date of the absence. Approval by administration is required for absences reported outside of the two (2) school days.

Arriving Late to School or Class (Tardies):

1. If late to school, enter through the front entrance door and sign in at the main office.
2. Students are expected to be in their assigned seat/area when each class begins. A tardy is recorded for any student who is late to class/lunch. Tardies accumulate through each trimester and return to zero at the beginning of each trimester. Continued tardiness results in disciplinary consequences.

Leaving During the School Day:

1. Students are not allowed to leave school premises during the school day unless prior permission is granted by the health office or school office.
2. A student who leaves the building without permission during school hours is unexcused.
3. To obtain a pass to leave the building during the school day for non-medical reasons, parents/guardians may call the office or a student may bring written permission from a parent/guardian to the Main Office when first arriving at school stating the reason for leaving and time of departure.
4. Students who need to leave for medical/illness reasons should report to the Health Office. Unless authorized to walk to an orthodontist appointment, the note should include the name of the person picking up the student.

Homework Requests:

1. Homework requests will be fulfilled when students are absent for at least three consecutive days.
2. Contact the school office before 9 am on the day it is to be sent home with someone else or picked up.

Returning to School After an Absence: Students returning to school after an absence may report directly to their first-period classroom.

5.6 Attendance Procedures: SFHS and SFLC

Reporting an Absence at SFHS

1. Parents/guardians are requested to call the Main Office by 8:00 a.m. the morning of the absence 763-213-1531 or send a note upon the student's return. Parent/Guardian may also email absence information to hsattendance@isd15.org.
2. Absence verification must be received within two (2) school days from the date of the absence. Approval by administration is required for absences reported outside of the two (2) school days.

Reporting an Absence at SFLC

1. Parents/guardians are requested to call the Main Office by 8:00 a.m. the morning of the absence 763-753-7120 or send a note upon the student's return.
2. Absence verification must be received within two (2) school days from the date of the absence. Approval by administration is required for absences reported outside of the two (2) school days.

Arriving Late to School (Tardies):

1. Students arriving late to school must enter through the front entrance and sign in at the greeter station.
2. Tardies will be handled by individual classroom teachers. A student is considered tardy if they are not through the threshold of the classroom door by the time the bell has stopped sounding. Students will be considered absent if **10 minutes late**.
3. Administration will monitor overall tardies to all classes. If a student has a large number of tardies, administration will consider additional penalties including, but not limited to, loss of hallway privileges, lunch detentions, school dances, etc.

Leaving During The School Day:

1. Students are not allowed to leave school premises during the school day unless prior permission is granted by the Main Office or Health Office.
2. To obtain a pass to leave the building during the school day for non-medical reasons, a student must bring written permission from a parent/guardian to the Main Office stating the reason for leaving and the time of departure.
3. Students needing a pass for medical/illness reasons should report to the Health Office.
4. Students may not leave during lunch without an administrator's permission.
5. Students must exit through the front door. Students leaving through other doors is a safety concern and will result in disciplinary action.

Homework Requests:

1. Homework requests will be fulfilled when students are absent for at least three consecutive days. If for medical/illness reasons, requests must go through the Health Office. If for any other reason, requests are processed by the Main Office.
2. Parents/guardians should contact the Health Office or Main Office by 8:00 a.m. Classroom teachers have until 3:00 p.m. to gather homework to bring to the Main Office

Returning to School: Students should return directly to their first period class upon return from an absence. If a parent or guardian excused the absence, the teacher will admit the student to class. If the student did not have an excused absence, the student will report to the high school office to address the absence.

5.7 Attendance Procedures: Saints Online

Attendance

Attendance is taken through Infinite Campus by the Parent/Guardian or Student by 11:59 pm every school day. Saints Online is asynchronous so you can do your school work at any time during the day/evening. Students should log in each school day for a recommended 45 minutes for each class to work on your coursework.

Absences

If you miss 7 school days (does not need to be in a row), truancy may be filed with your county of residence. If you will be on vacation, if you are ill, or if you have worked ahead and will be missing some days for other reasons, please work with your teachers so they are aware of why you are absent. Make sure to excuse your student in Infinite Campus. If you miss 15 school days in a row, you will be dropped from Saints Online and will need to schedule a re-enrollment meeting.

Attendance Corrections

If you need attendance corrections, contact your child's assigned counselor or building administrator.

Help with Infinite Campus Account

If you need help with your Infinite Campus account, contact Marika Hendricks at 763-753-7044 or Marika.Hendricks@isd15.org.

5.8 Extracurricular Activities / School-Sponsored On-the-Job Training

Students may participate or attend school activities or programs (including games, practices, and school-sponsored on-the-job training, and Saints Time) on a given day only if:

1. The student does not have any unexcused absences from any class or advisory period on that day;
2. The student is not suspended (in-school or out-of-school) from any class or advisory period on that day; and
3. The student is in attendance at school for more than half of a normal school day unless exempted by the building principal or his/her designee.

5.9 Family Vacations and Other Pre-Arranged Absences

Parents are expected to communicate with the school office in advance of a family vacation or other pre-arranged absence. The message must state the reason and dates of the planned absence. The building principal or designee will determine if the absence is excused. Students must complete work within one week upon the student's return from a long-term pre-arranged absence unless extended by the classroom teachers. If work is not completed and returned within one week, the absences will be re-coded as unexcused.

5.10 Field Trips

Students participating in school sanctioned field trips are pre-excused for their absence. Administrators and/or classroom teachers reserve the right to refuse participation based on poor attendance, poor behavior, missing assignments or failing grades.

5.11 Finals Testing Dates at the High School

Students are expected to attend school for the full day on finals testing dates. Any student who will be absent for testing must report the absence to the Main Office or Health Office and arrange an alternate date with the classroom teacher no less than two (2) weeks prior to the start of testing. If a student is absent during finals, the student and parent are responsible for setting up a time to make up finals and/or final projects with the teacher. In extenuating circumstances, an incomplete may be issued. To minimize interruptions during finals, passes, phone calls and notes will not be delivered.

5.12 Illness or Injury at School

Students who become ill or injured at school must report to the building nurse before calling or texting a parent/guardian. The nurse will assist the student in contacting the parent/guardian to determine if the student should remain in school, be picked up or leave independently (only if the student is in high school). If unable to reach a parent/guardian, names on the student's emergency card will be contacted. A student will not be sent home with anyone not listed on the emergency card unless special arrangements are made by the parent/guardian with the health staff. Students will be marked with an unexcused absence if they call parents/guardians directly and leave school without following these procedures.

5.13 Infinite Campus

Infinite Campus is the online student management system used for contact information, attendance, grades, and transcripts (grades K-12). Parents may also elect to receive attendance alerts via email through their Infinite Campus Portal. Parents can sign up for an account by contacting Chelsea.Ogren@isd15.org.

5.14 Make-Up Work and Tests

Students are required to make up all assignments and tests missed due to an absence. Students are responsible for obtaining all make-up work.

Students who are absent from class for support groups, music sectionals, or school activities are expected to have class assignments completed when that class meets next. If absences were excused for other reasons,, full credit will be granted if completed within 2 days from the date of the student's return to school. No credit will be granted for work not completed within the 2-day period. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

If absences were unexcused, full or partial credit will be granted at the discretion of the teacher if work and tests are completed within 2 days from the date of the student's return to school. No credit will be granted for work not completed within the 2-day period. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

5.15 Medical Absences for Extended Periods

If your student's absences reach 10 days due to illness, you will be notified and required to provide a doctor's note verifying the illness for any further absences from school. If we do not receive a doctor's note after the 10-day notification, further absences will be considered unexcused. Please contact the health office at your building with questions or concerns regarding your student's illness.

5.16 Notification of Absences

Parents/guardians may be notified daily by automated telephone and/or email alerts through Infinite Campus if their student was marked absent from any class period.

5.17 Record Keeping

Each teacher's grade book, in conjunction with Infinite Campus Individual Student Period-by-Period Attendance Record, shall be the official attendance record for the class/students. Records of all written notification on attendance issues and automated telephone records will be kept on an annual basis.

Rules and Discipline

Discipline-related policies and procedures are intended to communicate expectations regarding acceptable conduct in school in order to provide a positive learning environment for all students. For additional information, see [Policy 506](#) in the Appendix; rules and expectations in other portions of this handbook; and policies, procedures, and regulations developed by site or district administrators. School Board policies are available at the District Office or isd15.org > Menu > School Board.

6.1 Administrator Discretion

The disciplinary matrix is intended to be used as a guideline for consequences. Administration may, at their discretion, deviate from the consequences outlined.

6.2 Beverage Guidelines for K-8 Students

To support student health and focus during the instructional day, water is the only beverage permitted from midnight to the end of the student instructional day, except students may also have milk or juice as part of their breakfast and/or lunch. All other beverages, including pop, energy drinks, and caffeinated beverages, are not allowed. If a student brings a prohibited drink, they will be asked to turn it in to the office, and it will be discarded.

6.3 Say Something Anonymous Reporting

Secondary students and their parents may report a possible suicide attempt or serious disciplinary issue (such as bullying, harassment, threat, or weapon), by using the district's Say Something anonymous reporting system:

- Submit a tip 24/7 365 to the Crisis Center:
- Submit a tip through <https://www.p3campus.com/tipform.aspx?ID=3000&HF=1&Logo=0&X=1&H=0>
- Call the 24/7 Crisis Hotline Counselors at 1-844-5-SayNow
- Download the Mobile App at Google Play or Apple Store

6.4 Elementary School Discipline Expectations and Consequences

Elementary schools developed their own Positive Behavior Intervention Supports (PBIS) framework to encourage positive behavior. Student discipline expectations, rule violations, and potential consequences are listed in [Policy 506](#) in the Appendix.

6.5 Secondary School Discipline Expectations and Consequences

Secondary schools use a discipline matrix to guide decisions about consequences. Infractions are categorized as majors or minors; some infractions can either be major or minor depending on circumstances and severity. Consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school-related activity, and—in some cases—at sites away from school grounds. Consequences are applied on an annual basis except as noted.

Key

Mark	Possible Consequence
*	Student conference, parent notification, restorative practice, restitution, detention, in-school suspension, out-of-school suspension, report to law enforcement, suspension or revocation of parking permit and/or ability to drive on campus, chemical health referral, and/or assignment to a behavior intervention program, Restore, or Genesis.
**	Disciplinary action as noted for * and possible expulsion for up to one year.
Days	This term means how many days a student might be placed in in-school suspension, out-of-school suspension, a behavior intervention program, Restore or Genesis.

Secondary Discipline Matrix

#	Event Type	Major/Minor	1st	2nd	3rd	4th+
1	Academic Dishonesty	Major Minor	1-5 days *	1-10 days *	5-10 days Major	** Major
2	Alcohol (Includes possession, use, solicitation, and sale)	Major	**	**	**	**
3	Arson	Major	**	**	**	**
4	Assault	Major	**	**	**	**
5	Bomb Threat	Major	**	**	**	**
6	Bomb	Major	**	**	**	**
7	Bullying (Includes cyber-related)	Major	1-10 days	5-10 days	**	**
8	Cannabis/Marijuana (Includes Vaping) (Includes possession, use, solicitation, and sale)	Major	**	**	**	**
9	Controlled Substances (Prescription) (Includes possession, use, solicitation, and sale)	Major	**	**	**	**
10	Disruptive/Disorderly/Insubordination	Major Minor	1-5 days *	1-10 days *	5-10 days Major	** Major
11	Extortion	Major	**	**	**	**
12	Fighting	Major	3-10 days	5-10 days	**	**
13	Gang Activity	Major	3-10 days	5-10 days	**	**
14	Harassment	Major	1-10 days	5-10 days	**	**
15	Hazing	Major	1-10 days	5-10 days	**	**
16	Illegal Drugs (Includes possession, use, solicitation, sale)	Major	**	**	**	**
17	Inappropriate Language (Includes other forms of expression)	Major Minor	1-5 days *	1-10 days *	5-10 days Major	** Major
18	On School Property Without Permission	Major	1-5 days	1-10 days	5-10 days	**
19	Other School Policy Violations	Major Minor	** *	** *	** Major	** Major
20	Over-the-Counter Medication Against School Policy	Major	1-5 days	1-10 days	5-10 days	**
21	Physical Aggression	Major	1-10 days	5-10 days	**	**
22	Physical Contact	Minor	1-5 days	1-10 days	5-10 days	5-10 days
23	Pyrotechnics	Major	**	**	**	**
24	Robbery (using force)	Major	**	**	**	**
25	Technology Violation (Includes violations of use of electronic communication devices; inappropriate digital images; and unauthorized photography, videotaping, audiotaping, and live streaming; damage to technology devices; and other technology-related infractions)	Major Minor	** 1-5 days	** 1-10 days	** 5-10 days	** Major

26	Terroristic Threats	Major	**	**	**	**
27	Theft	Major Minor	** 1-5 days	** 1-10 days	** 5-10 days	** Major
28	Threat/Intimidation	Major Minor	** 1-5 days	** 1-10 days	** 5-10 days	** Major
29	Tobacco (Includes Vaping) (Includes possession, use, solicitation, and sale)	Major	1-5 days	1-10 days	5-10 days	**
30	Vandalism/Property Related	Major Minor	** 1-5 days	** 1-10 days	** 5-10 days	** Major
31	Verbal Abuse	Major Minor	** 1-5 days	** 1-10 days	** 5-10 days	** Major
32	Weapon Violation (Includes ammunition and look-alike weapons)	Major	**	**	**	**

6.6 Bullying Prohibition

The district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see [Policy 514](#) in the Appendix.

6.7 Cell Phones, Smartwatches, and Other Electronic Communication Devices

Electronic communication devices include cell phones, Smartwatches, music players, headphones, earbuds, audio/video recorders, iPods, e-Readers, and other similar devices.

Expectations and Consequences at Elementary Schools: Unless a building administrator approves an exception, students are prohibited from using electronic communication devices during the instructional day. From the beginning to the end of the instructional day, students store electronic communication devices in their lockers. Students may not use electronic communication devices during locker visits, passing time, or lunch.

1st Infraction	The device will be taken to the office for the remainder of the school day and the student will pick it up at the end of the school day.
2nd & 3rd Infractions	The device will be taken to the office and a parent/guardian must pick it up at the end of the school day. Additional consequences may be assigned.
4th+ Infractions	The device is no longer allowed on site. Additional consequences may be assigned. OR Parents/Guardians and school administrators will develop a device plan. The device may be held by administration or not allowed on site. Additional consequences may be assigned.

Expectations and Consequences at St. Francis Middle School: Unless a building administrator approves an exception, students are prohibited from using electronic communication devices during the instructional day. From the beginning to the end of the instructional day, students store electronic communication devices in their lockers. Students may not use electronic communication devices during locker visits, passing time, or lunch.

1st Infraction	The student will be sent immediately to the office for an official warning from a building administrator. The student handbook will be reviewed with the student.
2nd & 3rd Infractions	The student will be sent immediately to the office where the device will be confiscated until the end of the day. A school administrator will notify the parent or guardian. Additional consequences may be assigned.
4th+ Infractions	The student will be sent immediately to the office where the device will be confiscated until the end of the day. A school administrator will notify the parent or guardian. Additional consequences may be assigned. OR The device may be held by a school administrator or not allowed on site. Additional consequences may be assigned.

Expectations and Consequences at St. Francis High School and St. Francis Learning Center: During class, electronic communication devices may not be seen, heard, or used unless otherwise allowed by the classroom teacher. Students will use their Chromebooks for classroom activities. Electronic communication devices may be used during passing time and lunch. Never use electronic communication devices to hurt/harm another person or share testing information with other students. Failure to follow these guidelines may result in an office referral.

1st Infraction	The teacher will redirect student behavior, issue verbal warning, and reteach the appropriate behavior expected. Additional consequences may be assigned.
2nd-4th Infractions	The device will be shut off and confiscated until the end of the class period or the end of the school day as determined by school officials. Additional consequences may be assigned.
5th+ Infractions	The device is no longer allowed on site. Additional consequences may be assigned. OR The student will be referred to the administration for further intervention, parent/guardian meeting, positive behavior plan, and progressive discipline. Additional consequences may be assigned.

Confiscation, Searches, and Law Enforcement: If any electronic communication device is seen or heard during school hours it may be confiscated by any staff member. If the district has a reasonable suspicion that a student has violated a school rule or law by use of an electronic communication device, the district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. In addition, a student's electronic communication device may be confiscated and, if applicable, provided to law enforcement.

Specific Restrictions:

Locker Rooms and Bathrooms: Devices with photo- or video-taking capabilities are not allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.

Lockdowns and Fire Drills: Use of electronic communication devices during lockdown and fire drills is prohibited.

Smart Watches, Earbuds, and Headphones: Smart watches, earbuds, and headphones may not be worn in the hallways or cafeteria without prior permission from a school administrator.

Investigations and Inspections:

Device Disabling: Disabling an electronic communication device to thwart an investigation of a disciplinary matter will result in disciplinary action.

Device Inspection: The school reserves the right to inspect a student's electronic communication device, through proper legal channels, if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.

Lost, Stolen, or Damaged Devices:

The district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged electronic communication devices brought onto school grounds or the bus.

Additional Rules:

Student Discipline Policies: Students in violation of district policies may be subject to disciplinary action pursuant to the district's discipline policy. Students are prohibited from using electronic communications devices to engage in conduct prohibited by district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct, gang activity, etc.

Unauthorized Digital Images and Recordings: Students are not allowed to take, share, transmit, or post photographs, videos, audio recordings, or live feeds of a person or persons on school grounds when the general public is not able to attend, during the student instructional day, during teacher duty time, or in a bus/school vehicle unless authorized by a building or district administrator and the individual(s) subject of the recording. Discipline consequences may be enforced and other rules and regulations may also apply. Referral to the police may also occur. As per M.S. 626A.02, individuals may be subject to criminal consequences and/or civil action depending on circumstances.

Phone Calls and Messages: Students are not to use their electronic communication devices to call or text individuals during the school instructional day. A telephone located in the office is available for student use. If needed, parents may leave messages with the front office; messages will be delivered to students.

Compliance: By following these guidelines, students will help maintain a focused and respectful learning environment. Failure to comply with these guidelines will result in disciplinary action as described above.

6.8 Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment, required to retake the test or assignment, and/or be disciplined in accordance with [Policy 506](#), which is included in the Appendix. Follow directions outlined in the [Artificial Intelligence \(AI\) Guidelines for Students and Teachers](#) and expectations given by teachers and building leaders about the use of Artificial Intelligence (AI) on homework assignments and assessments.

6.9 Dress and Appearance

The purpose of Policy 504 is to enhance the education of students by establishing expectations for student clothing and appearance that support educational goals. See [Policy 504](#) in the Appendix for detailed information about expectations.

6.10 Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The district will discipline or take appropriate action against anyone who violates this policy. District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with [Policy 516](#). As appropriate, the district will provide instructional programming in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

6.11 Harassment and Violence Prohibition

The district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The district will investigate all complaints, either formal or informal, verbal or written. Students are requested to complete a Harassment Complaint Form available on the district's website or school office to provide documentation. See [Policy 413](#) in the Appendix for detailed information.

6.12 Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. [Policy 526](#) in the Appendix for detailed information.

6.13 Technology Responsible Use

All district students have conditional access to the district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the district's system is a privilege, not a right. Unacceptable use of the district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. See [Policy 524](#) for detailed information.

6.14 Tobacco-Free Schools

District students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's possession or use of tobacco, tobacco-related devices, or activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any individual who violates this policy is subject to discipline. A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on district property as a part of a traditional Indian spiritual or cultural ceremony. See [Policy 419](#) for detailed information.

6.15 Weapons Prohibition

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. See [Policy 501](#) in the Appendix for detailed information, including the definition of a weapon, exceptions, and consequences.

6.16 Other Discipline-Related Information

Identification to School Employees: All adults employed by the district are supervisors of students. Students are expected to be respectful and follow the directions of adult supervisors. District employees are required to wear an identification badge during duty hours. Students are to immediately provide their name when requested by an adult. Students who refuse, or give a false name, will be considered insubordinate.

Aerosols and Sprays: Aerosol cans are prohibited on buses. Unless they are authorized by a supervising teacher or advisor, aerosol cans are also prohibited on school grounds. Spritz type hair sprays, deodorants, etc. may only be used on yourself in the locker room as many students and staff are allergic to sprays and scents.

Bathroom Expectations: In addition to other rules and regulations, (1) students are not allowed to loiter in bathrooms and (2) Only one student in a stall is allowed.

Buses–Conduct on School Buses/Bus Stops and Consequences for Misbehavior: See the Transportation section of this handbook for information about expectations for conduct on school buses and at bus stops as well as consequences for misbehavior.

Cafeteria expectations at the Middle School:

1. Middle school students must report on time to and remain in the cafeteria during their assigned lunch period. Students will be assigned seats to start the year and/or at administrative discretion. Students may earn free seating at administrative discretion.
2. Students may bring their own lunch or eat school lunch.
3. Students must have permission from the lunchroom supervisor whenever they leave the lunchroom.
4. Soda pop and energy drinks are not allowed in the cafeteria during lunch time. The only acceptable drinks in the cafeteria are water, milk, and juice.
5. Students may not take any food items out of the cafeteria.
6. Students are expected to show respectful behavior such as speaking quietly, waiting their turn in line, remaining seated with their feet out of the aisles and their knees under the table, returning their own lunch items, assisting with general clean-up when asked, and using good behavior during dismissal.

Fidget Toys: Fidget toys containing gel, liquid, putty, foam beads, slime, or similar sensory filling materials are not permitted on school buses or in K-8 district schools/property. These items may create safety concerns, become disruptive to learning, or result in damage to property if opened or broken.

Hallway Behavior: Respectful behavior is expected from all students while in hallways. Students need to speak in a quiet tone of voice and should not gather, loiter, or run in the hallways. During passing time and to/from buses, students remain quiet and proceed in an orderly fashion in hallways and stairways.

Off Campus Conduct: Students may be disciplined for off campus conduct which disrupts, interferes with, or otherwise affects the environment, activities or operation of the school.

Public Displays of Affection: Students shall refrain from public displays of affection (PDA) on school grounds or while attending and/or participating in school-related activities. PDA includes physical contact that may make others in close proximity feel uncomfortable or serves as a distraction for themselves as well as others. Specific examples include kissing, cuddling, inappropriate touching, massaging, caressing, or excessive hugging.

Student Protests: The district does not sponsor or promote student protests. Students who participate in a student walkout are counted as unexcused unless parents excuse their absence. Staff members are expected to remain in their assigned location with remaining students unless building administrators assign them to monitor a protest. Staff members may not encourage a student walkout. School rules (such as harassment and other discipline policies) apply during student protests.

Vandalism: Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. Families may be charged to replace or repair damaged property.

6.17 Procedures

Nonexclusionary Discipline

K-3 and early learning dismissal: Minnesota law prohibits suspensions of all pre-K through Grade 3 students, unless the suspension is pending expulsion or exclusion proceedings and is issued only after non-exclusionary discipline practices have been exhausted. Districts may, however, dismiss a pre-K through Grade 3 student, including a special education student, for less than one full school day, as a consequence for violations of the student code of conduct or other board policy.

Nonexclusionary disciplinary policies and practices: “Nonexclusionary disciplinary policies and practices” means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

Pupil withdrawal agreements: “Pupil withdrawal agreement” means a verbal or written agreement between a school administrator or district administrator and a pupil’s parent to withdraw a student from the district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

Provision of alternative programs: No school shall dismiss any pupil without attempting to provide alternative educational services, use nonexclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements, except when it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Provision of alternative education services: Alternative education services must be provided to a pupil who is suspended for more than five consecutive school days.

Minimum education services: Suspended pupils must have the opportunity to complete all school work assigned during the period the pupil’s suspension and to receive full credit for satisfactorily completing the assignments.

Pupil Fair Dismissal Act: Minnesota’s [“Pupil Fair Dismissal Act.”](#) which includes information about suspensions, expulsions, and other disciplinary proceedings, is found in the Appendix.

Recess Detention and Other Breaks: The district will fully implement state law regarding recess detention and other breaks:

1. The district will not use recess detention unless:
 - A student causes or is likely to cause serious physical harm to other students or staff;
 - The student’s parent or guardian specifically consents to the use of recess detention; or
 - For students receiving special education services, the student’s individualized education program team has determined that withholding recess is appropriate.
2. The district will not withhold recess from a student based on incomplete schoolwork.
3. School staff will make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
4. The district will compile information on each recess detention at the end of each school year, including the student’s age, grade, gender, race or ethnicity, and special education status. This information will be available to the public upon request. The district may use the data in professional development promoting the use of nonexclusionary discipline.
5. The district will not withhold or excessively delay a student’s participation in scheduled mealtimes.

Grounds for Removal from Class

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in [Policy 506](#); or

4. Other conduct, that in the discretion of the teacher or administration, requires removal of the student from class.

Grounds for Suspension, Exclusion, or Expulsion:

1. Willful violation of any reasonable school board regulation, including those found in [Policy 506](#);
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities;
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

Processes Related to Removal from Class

Procedures for removal of a student from a class: A teacher will contact designated personnel when a student needs to be removed from class. When needed, the teacher may ask for a school employee to escort the student to the main office, special education case manager's room/office, or other designated area (such as the Focus Room in the middle school).

Period of time for which a student may be removed from a class: The principal or designee will determine the period of time a student will be removed from class for a violation of a rule of conduct.

Activities when a student is removed from class: Depending on circumstances, activities may include disciplinary consequences; restorative circles; instructional plans for behavior, self-management, and awareness; conversations with school employees; disciplinary interviews; strategies to regulate emotions; and completion of coursework or other academic activity.

Responsibility for and custody of a student removed from class: The building administrator or designee is responsible for establishing processes for oversight of students after removal from class.

Procedures for return of a student to a specific class from which the student was removed: The responsible school employee will escort a student back to class or contact the classroom teacher.

Procedures for notifying a student and the student's parents or guardian of violation of the rules of conduct and resulting disciplinary actions: If disciplinary action occurs, parents will be contacted by phone, email, Infinite Campus portal, and/or mail.

Special provisions for disabled students: Case managers will be notified when students with special needs are removed from class and will determine if there is a need for review of the adequacy of the current Individualized Education Program (IEP).

Procedures for detecting and addressing chemical abuse problems of students while on school premises: If chemical abuse is suspected, any person may contact the office for referral to the site's pre-assessment team according to its established reporting procedures.

Procedures for immediate and appropriate interventions tied to violations of the code of student conduct: The principal or designees will be notified if additional interventions are needed, and school procedures for interventions and student discipline will be followed.

6.18 Resources to Address Behavior Issues

Behavior Intervention Program: If available at a particular school, this Behavior Intervention Program addresses inappropriate language or behavior. Behavior Interventionists will help shape behavior of students placed in the program, targeting deficiencies in the areas of anger management, appropriate choice making, respect of self and others, and developing self control through personal accountability.

Classroom Management: The key to a positive and effective learning environment is effective classroom management that addresses all aspects of the classroom. Routines (using the PBIS guidelines) will be taught to students at the beginning of the school year and revisited until it is clear that all students understand the routines. Areas that might be addressed include getting the teacher's attention, using the restroom, sharpening a pencil, turning in work, and any other routines that take place on a daily basis.

Focus Room at the Middle School: Students may be removed to the Focus Room from class or other areas in the building for behavior that violates student conduct policies. The Focus Room has staff members and other resources for students. Parents and guardians may be contacted for repeated minor behavior or major violations.

Genesis Academy: Genesis Academy is the district's alternative to suspension program, located at the St. Francis Learning Center. Genesis offers an alternative to the traditional out-of-school suspension model. Students complete work assigned by their teachers while engaging in restorative practices, reflection, and practicing coping strategies for future behavioral success.

Positive Behavior and Intervention Supports (PBIS): PBIS emphasizes a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate behavior. The goal is to design and provide the most effective learning environment possible with the best outcomes for all students. Attention is focused on creating and sustaining school-wide, classroom, and individual systems of support. PBIS teaches behavioral expectations and recognizes students for following them. The goal is to establish and foster a positive school climate and culture across the school community.

Restorative Practices: Restorative Practices help create a positive school culture based on kindness, respect, and responsibility. They focus on repairing and building relationships based on trust. By encouraging open communication and mutual respect, restorative practices help students, staff, and parents feel seen and heard. A key tool is the use of Circles, which promote inclusiveness, problem-solving and conflict resolution. Administrators may use this practice at its discretion to resolve conflicts and issues that arise.

Transportation

7.1 Contact Information

The main office phone number is 763-753-7080. Email addresses and other phone numbers are at isd15.org > Menu > Departments > [Transportation](#).

7.2 Transportation-Related Policies

In addition to references in other policies, handbooks, and procedures, the following policies at Menu > School Board > Policies > 700-Series are directly related to transportation services:

1. [Policy 707](#): Transportation of Public School Students
2. [Policy 708](#): Transportation of Non-Public School Students
3. [Policy 709](#): Student Transportation Safety
4. [Policy 710](#): Extracurricular Transportation
5. [Policy 711](#): Video Recording on School Buses

7.3 Services Provided

Services to/from School: As per [policies 707 and 708](#), the district provides transportation, at the expense of the district, for all resident K-12 students attending St. Francis Area Public Schools who meet certain criteria. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent/guardian.

Request for Exception to Walking Zones: The district determines walking zones and routes each year in accordance with school policy. Contact the Transportation Department or submit a "Walking Zone Exception Request" to request an exception. Parents/guardians must include their name, home address, contact information, student names and grades, and specific reasons for the request. The transportation department will review requests each year and construct a waiting list in case "walking zones" are changed. Examples of possible exceptions to walking zone guidelines:

1. Individual Education Program (IEP) requirements: If authorized by the child's IEP, students may receive special education transportation services. If an exception is related to an IEP, the Walking Zone Exception Request does not need to be completed.
2. Medical needs: Students may receive special transportation services if they have particular medical needs that are verified in writing by a medical doctor. To request special transportation for medical reasons, parents/guardians must submit a signed doctor's note describing the necessity of special transportation. The child's Section 504 team will review the information with regard to transportation, recess, physical education, and after-school activities.
3. Hazardous routes: Transportation will be provided to students who are unable to walk to school without using or crossing a "hazardous route." Hazardous routes for all students include railroad tracks, 4-lane highways, roadways with at least 55-mph speed limits, and routes identified by the district.

Extracurricular Transportation: The district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school. See [Policy 710](#) for additional information.

7.4 Assigned Routes

Students are assigned to bus stops and specific routes. Students must ride only their assigned bus. Students shall board and exit the bus only at their assigned bus stop.

7.5 Bus Quest Tracking App

To view bus information and be notified when your student's bus is nearby or running late, register for the parent portal called Bus Quest and download the mobile links from the [Transportation Department](#) webpage.

7.6 Bus Stops

Distance to Bus Stops:

1. Elementary (K-5) students may be expected to walk between home and bus stops for up to **1 mile** as measured from the bus stop to the location where the end of the student's driveway meets the publicly maintained road.
2. Secondary (6-12) students may be expected to walk between home and bus stops for up to **2 miles** as measured from the bus stop to the location where the end of the student's driveway meets the publicly maintained road.
3. Exceptions may be made for medical situations substantiated by a physician's evaluation and supported by the district's registered nurse or by the student's IEP or Section 504 plan.

Frequently Asked Questions about Bus Stops:

- *Will the bus be routed into a cul-de-sac?* Buses are generally not routed into cul-de-sacs because of time constraints and dangers to small children/property because of the need to turn around or back-up in a small area. Exceptions include requirements for special education services, medical necessity, and other special circumstances.
- *Can an additional stop be added if there are routes with hills or curves, darkness in early morning hours, and/or lack of sidewalks?* Due to time constraints, some students will need to walk on roads that have hills, curves, no sidewalks, and/or minimal light in the morning.
- *Will a bus stop be added because I cannot see the bus stop?* No. We are not able to place bus stops so all parents can see the stop from their home.
- *A stop needs to be closer to our home because my child carries a musical instrument and/or heavy backpack. Is that possible?* Time constraints limit our ability to accommodate for these reasons. Changes in a bus stop for one family may impact other families, and additional students may need rides during the year.
- *Because of work or young children, I cannot walk my children to the assigned bus stop, so can you add a bus stop in front of my home?* To be as consistent as possible, bus stops are not established based on personal circumstances.
- *I own a daycare and need the stop at my house because the State requires me to see students at all times. Why can't the bus stop be located at my house?* Bus stops are generally centrally located and at intersections. It is the responsibility of the daycare provider to get students to the bus stop.

Request to Change Bus Stops: Bus drivers are not allowed to make bus stop changes without approval from the transportation department, and bus stop changes are not made during the first three weeks of school except to accommodate new students or those with childcare changes. To request a bus stop change, parents/guardians contact the Transportation Department or submit a "Bus Stop Change Request" to the Transportation Department. Include information about unique or unusual circumstances regarding the child's current bus stop. After reviewing your request, the transportation department will contact you as soon as possible.

7.7 Discipline on Buses or Bus Stops

The district is 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.

Procedure: Drivers may issue verbal warnings or written reports to address student misbehavior at bus stops or on the bus. The Transportation Department reviews submitted reports and associated video (if available), investigates the incident, and records information in Infinite Campus. For minor incidents, the Transportation Department contacts parents. For major incidents, officials from the school and/or Transportation Department contact parents.

Behavior Expectations at the Bus Stop

1. Get to your bus stop ten minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.
11. Other school rules and regulations also apply, including policies, procedures, and handbooks available at www.isd15.org > School Board > Policies.

Behavior Expectations on the Bus

1. Immediately follow the driver's directions at all times.
2. Remain seated in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself and out of the aisle.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the bus.
11. Other school rules and regulations also apply, including policies, procedures, and handbooks available at www.isd15.org > School Board > Policies.

Prohibited Items on Buses

Examples of prohibited items include, but are not limited to:

1. Long objects that are difficult to store (for example, skis, skate boards, roller blades, etc.)
2. Objects that obscure the driver's ability to see all passengers (for example, helium-filled balloons)
3. Large objects that take up at least $\frac{1}{4}$ of the bus seat (for example, large stuffed animals)
4. Sharp objects not contained in protective packaging
5. Objects that can roll unless contained in a package (for example, balls and marbles)
6. Containers that leak or squirt liquid or any other substance
7. Fire or smoke producing items
8. Any unwrapped glass object which could be dropped and broken if the vehicle suddenly stops
9. Weapons or look-alike weapons
10. Gas cans
11. Animals, dead or alive
12. No food, gum, candy or drinks (except water) may be consumed on the bus
13. Any other item not allowed in school buildings
14. Any potentially dangerous item (such as laser pens)

Consequences for Misbehavior

1. Riding the school bus is a privilege, not a right. The district's general student behavior rules are in effect for all students (including nonpublic and charter school students) on school buses and at bus stops.
2. Consequences for school bus/bus stop misconduct will be imposed by the district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety manager. Serious misconduct may be reported to local law enforcement.
3. If school bus or bus stop rules are broken, the district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. School bus drivers are responsible to report unacceptable behavior to the transportation and/or school office.
4. Consequences for school bus/bus stop misconduct will apply to all routes, including co-curricular and extracurricular routes). Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the district. Parents/guardians will be notified of any suspension of bus privileges.

Other Discipline: Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

Records: Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

Vandalism/Bus Damage: Students damaging school buses will be responsible for the damages. Failure to pay damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

Notice: School bus and bus stop rules and consequences for violations of those rules will be reviewed with students annually and copies of these rules will be made available to students.

Criminal Conduct: In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

5. The following charts show typical consequences for school bus/bus stop misconduct. However, the district maintains the right to impose different consequences depending on circumstances. Bus offense consequences for minor violations 1-4 may be waived if a student has been a habitual offender in previous years.

7.8 Major Transportation Violations

For a list of major and minor infractions, please refer to the “Rules and Discipline” section of this handbook.

Offense #	District Response
1st	• A report will be documented in the student management system and emailed to parents. • A phone call will be attempted to parents/guardians. • Parents/guardians may be required to meet with the Transportation Supervisor and/or principal before riding privileges are reestablished. • Consequences may include up to 5 school-day suspension from riding the bus and school-based consequences.
2nd	• A report will be documented in the student management system and emailed to parents. • A phone call will be attempted to parents/guardians. • Parents/guardians may be required to meet with the Transportation Supervisor and/or principal before riding privileges are reestablished. • Consequences may include up to 10 school-day suspension from riding the bus and school-based consequences.
3rd	• A report will be documented in the student management system and emailed to parents. • A phone call will be attempted to parents/guardians. • Parents/guardians must meet with the Transportation Supervisor and/or principal before riding privileges are reestablished. • The student must complete a bus safety class before riding privileges are reestablished. • Consequences may include up to 15 school-day suspension from riding the bus and school-based consequences.
4th	• A report will be documented in the student management system and emailed to parents. • A phone call will be attempted to parents/guardians. • Parents/guardians must meet with the Transportation Supervisor and/or principal before riding privileges are reestablished. • The student must complete a bus safety class before riding privileges are reestablished. • Consequences may include up to 20 school-day suspension from riding the bus and school-based consequences.
5th	• Individually considered. • Students may be suspended for longer periods of time. • Suspensions could be through the remainder of the school year or into the following school year. • There may be additional school based consequences.

7.9 Minor Transportation Violations

For a list of major and minor infractions, please refer to the “Rules and Discipline” section of this handbook.

Offense #	District Response
1st	• A report will be documented in the student management system and emailed to parents. • Parents/guardians may be called and may be required to meet with the Transportation Supervisor and/or principal. • Consequences: Warning
2nd-8th	• A report will be documented in the student management system and emailed to parents. A phone call will be attempted to parents/guardians • Parents/guardians may be required to meet with the Transportation Supervisor and/or principal before riding privileges are reestablished. • Consequences may include suspension from riding the bus and school-based consequences: 2nd offense—up to 2 days of suspension from riding the bus. 3rd offense—up to 3 days of suspension from riding the bus. 4th offense—up to 4 days of suspension from riding the bus. 5th offense—up to 5 days of suspension from riding the bus. 6th offense—up to 10 days of suspension from riding the bus. 7th offense—up to 15 days of suspension from riding the bus. 8th offense—up to 20 days of suspension from riding the bus.

9th+	• Individually considered. • Students may be suspended for longer periods of time. • Suspensions could be through the remainder of the school year or into the following school year. • There may be additional school based consequences.
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7.10 Elementary School Assignments

Based on student address, elementary students are initially assigned to attend a particular elementary school. If principals agree to a request made using the [Interdistrict Transfer Form](#) from a parent, a principal will notify the MARSS Coordinator who will make the change; regular transportation will not be provided.

7.11 Joint/Shared Custody

1. When both parents of an elementary student reside in the same school boundary, students may ride to the school from both residences. Contact the transportation department to make arrangements.
2. When parents of an elementary student both reside in the district but in different school boundaries, the district will assign a school and provide transportation from the residence in that school's boundary.
3. When a parent of an elementary student resides in the district and another parent lives outside the district, the district will assign the student to the school in the boundary where the parent in the district lives.
4. Requests for exceptions may be made by completing an Inter-District Transfer Request.

7.12 Missed Bus

1. If a child misses the bus in the morning, the parent should call 763-753-7080 as soon as possible. When possible, the bus will circle back and pick up the child. If not possible, the parent will be responsible for taking the child to school.
2. If a child misses the bus at school in the afternoon, the school will contact the transportation department, which will generally send the bus back to school to pick up the child.
3. If a child forgets to get off the bus in the afternoon, the driver will generally take the child home after the last stop.

7.13 Moving/Change in Student Information

Please fill out a [Student Transportation Form](#) on the district website if there are any changes in address, phone number, email address, head of household, name, or ridership since initial registration. This will help keep records up to date and allow proper bus assignment.

7.14 Preschool Transportation Form

For Preschool Place 15 transportation requests, please fill out the [Preschool Transportation Form](#) or contact the Early Childhood Family Center office at 763-753-7170. Changes may take up to seven working days before taking effect.

7.15 Private Property

Except for special circumstances (as determined by the Transportation Supervisor), buses are not allowed to be routed on private property, including rural driveways. A liability waiver signed by the property owner may be required.

7.16 Student Transportation Form

The [Student Transportation Form](#) must be submitted to the Transportation Office on a yearly basis if your child needs transportation from home to childcare, to and from school. Forms must be submitted five business days in advance to allow for proper notification and scheduling. Childcare is defined as a location other than the student's residence in which care is provided in the absence of the parent/legal guardian.

7.17 Timing of Bus Pickup

Please be at the bus stop 10 minutes before the assigned time and as close as safely possible to the edge of the road so drivers can see you. When it is dark out, please indicate you are at the stop by having a flashlight or phone flashlight on for better visibility. Busses will not leave designated stops until their scheduled pick-up time or later.

7.18 Video Recording on School Buses

Video recording devices may be installed on school buses. [Policy 711](#) provides additional information about the placement of video recorders and use of recordings.

Health Services

8.1 Staffing and Contact Information

Each health office has a trained licensed school nurse (LSN), licensed practical nurse (LPN), and/or health education assistant who works under the direction and supervision of a licensed school nurse. Contact information is on the [Health Services](#) website.

8.2 Purpose

The Health Services Department provides services necessary to promote student health so health concerns do not become obstacles to learning, assesses special health concerns, consults families and students to address the special needs of students, maintains health records, attends to sudden illnesses, injuries, and emergencies; and administers medications.

8.3 Emergency Contact Information

It is very important to have current emergency information available to the health office staff. Please update contact information through the Infinite Campus online parent portal or the main office. Students can only be released with emergency contacts listed on the student's card and/or names of individuals listed in Infinite Campus.

8.4 Allergies

Frequently, children have various allergies due to food, pets, and environmental conditions. It is important that health services be made aware of any allergies. If your child is known to be severely allergic to insect bites, peanuts, etc., it is important for you to work with the school nurse to develop an emergency plan in case of a reaction. Students with life threatening allergies/anaphylaxis may self-carry and administer their epinephrine as deemed appropriate by the Licensed School Nurse and building administration. The parent and prescribing doctor must annually inform the school in writing that the student possesses, or requires access to the epinephrine.

8.5 Asthma

Students with asthma may self-carry and administer their quick relief asthma inhaler at school when a health care provider, parent/guardian, and school nurse agree that a student is able to self-administer their medication safely and responsibly at school, (MN Inhaler Use Statutes 121A.221). Consent to self-carry must be completed annually by the prescribing health professional and parent/guardian and returned to the school nurse. Students with asthma: a written Asthma Action Plan (AAP) with a copy provided to the health office promotes student safety at school.

8.6 Chronic/Special Health Conditions

When students have special health concerns (for example, diabetes, asthma, heart problems, allergies, seizure disorders, and ADHD), parents are urged to contact their school health office. Provide the school nurse with current health information including activity restrictions, especially if they may result in an emergency or impact the student's ability to participate fully in their educational program. LSNs are alerted to the special needs of students; develop appropriate arrangements and accommodations, if necessary; and work with teachers and staff to enhance student safety.

8.7 Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If parents/guardians know their child has a communicable or contagious disease, they should contact the school nurse or principal so others who may have been exposed can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

8.8 First Aid

The health office in each building is equipped to handle minor injuries requiring first aid. If the health office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted.

8.9 Health Records

Minnesota law requires schools to maintain a permanent health record for every student. This record includes immunization dates, screening results, and health concerns. The record follows the student from Kindergarten through graduation. Parents are requested to notify the school of health concerns, updated immunizations, and other conditions affecting the health of the child.

8.10 Health Office Use

Unless authorized by the LSN, LPN, or health education assistant, the health office should not be used for routine bathroom visits. Middle school and high school students should not visit the health office during passing time. Instead, they must report to class and then ask for a pass from their classroom teacher.

8.11 Homebound Instruction

Homebound instruction requires a doctor's signature certifying a student is confined to the home for medical reasons. This is typically for medical fragile students or students with sudden, severe injuries. Services are renewed every year by the doctor. Please contact the health office to obtain paperwork and discuss the homebound process.

8.12 Illness

Students should remain home when ill, including the following conditions:

1.	Fever 100 degrees or greater	Able to return after fever is gone for 24 hours
2.	Strep throat	Able to return to school after being on antibiotics for 12 hours and is fever free
3.	Vomiting 2 or more times and showing signs of illness	Able to return if no vomiting for 24 hours
4.	Diarrhea	Able to return after diarrhea stops for 24 hours
5.	Some rashes	Determination to be made by health office staff
6.	Any diagnosed communicable disease	Able to return once cleared by medical provider

8.13 Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The district maintains immunization records for each student in attendance at the district for at least five years after the student reaches the age of 18. To obtain additional information or an exemption form, contact your child's school nurse or principal.

According to Minnesota Statute 121A.15:

1. All Kindergarten students must show proof of having received the following immunizations: 5 doses of DTaP, 4 doses of Polio (OPV/IPV), 3 doses of Hepatitis B, 2 doses of MMR (measles, mumps, rubella), 2 doses of Varicella (chicken pox).
2. All 7th graders must also show proof of having had the following immunizations: Tdap (Tetanus / diphtheria / pertussis) booster and meningococcal immunization.
3. All 12th graders must also have a second dose of meningococcal (menacwy)
4. All high school students must show proof of having received all of the above listed immunizations.

8.14 Latex Balloons

Latex balloons are not allowed in school due to latex sensitivity for students and adults. Mylar balloons can be used. If you have additional questions please call the health office in your child's school.

8.15 Lice Management

The district is aligned with the National Association of School Nurses (NASN) and American Academy of Pediatrics (AAP) position on head lice management in schools. Students with head lice may attend school, but treatment for head lice is recommended; health office staff are able to provide a list of resources for treatment, if needed.

8.16 Medications During the School Day

The following is required when a student's health condition requires that a prescription or an over-the-counter medication (non-prescription) is to be given during the school hours:

1. Written consent signed by the parent/guardian. A medication authorization form is available for completion by medical providers.
2. Medication must be in the original prescription container labeled for the student by a pharmacist or unopened over-the-counter container.
3. Medication brought to school by parent/guardian or a responsible adult unless prior arrangements are made with the licensed school nurse.
4. Medication must be administered in a manner consistent with the instructions on the label.
5. Medication must be checked at the nurse's office. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to district policy and procedures, medications administered as noted in a written agreement between the district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP).
6. Marijuana is not allowed on school property even if prescribed.
7. The district is to be notified of any change in administration of a student's prescription medication.

8.17 Menstrual Products

To conform with state law, menstrual products are available to all menstruating students at no charge in restrooms regularly used by students in grades 4-12.

8.18 Physical Education (PE)

Students are expected to participate in physical education activities unless the health office has a written excuse from a health care provider that includes documentation of illness or injury and the duration (short or long term) of PE exclusion.

8.19 Physical Exams

The American Academy of Pediatrics recommends that students have a wellness exam every year. A physical is required every three years for those involved in interscholastic sports.

Nutrition Services

9.1 Contact Information

The main office phone number is 763-753-7060. Contact information is available on the [Nutrition Services](#) website.

9.2 School Meals Policy

[Policy 534](#), School Meals, provides information about payments, district participation in the free school meals program, low or negative account balances, and unpaid meal charges.

9.3 School Meal Program

The district participates in the Minnesota Free School Meals program for students. The state-funded program reimburses districts for students who do not qualify for free or reduced-price meals, so all students receive the meals at no cost. Participating schools must participate in the National School Lunch Program and School Breakfast program and adhere to the regulations of those programs. Certain restrictions apply; for example, students must attend onsite and students in online schools are not eligible to participate.

Students who participate will receive their first breakfast and first lunch for the day at no cost to them if they select a reimbursable meal. If they select an incomplete meal, students will be asked to make additional selections to complete the meal or be charged a la carte prices for the items on their tray. A phone call will be made to the parent or guardian, so they understand their student has refused to participate in the free meal program because they didn't select a reimbursable meal.

Second meals will ring up at the full adult meal price. Extra milk and milk being purchased to go with a lunch brought from home will be charged for the milk.

9.4 Menus

All menus are posted at [Nutrislice Menus](#). Menus are subject to change and may change with little notice. We will do our best to serve our regular items and choose suitable alternatives when faced with out-of-stock items.

9.5 Meal Requirements

USDA Requirements for Reimbursable Meals: A meal unit that offers all of the USDA daily required meal pattern components for each age/grade group served in the minimum required amounts:

Breakfast Components:

- ½ cup fruit or vegetable and 1/2 fruit juice (5 cups offered per week). Regulations require students to take ½ cup at a minimum for the meal to be reimbursable.
- 1 serving whole grain (7-10 servings per week offered) (Note: a serving of meat or meat alternative such as yogurt or string cheese stick can be substituted after one grain has been offered)
- ½ pint of milk (5 cups offered weekly) flavored/unflavored offered

Lunch Components:

- 1-2 oz meat or an approved meat alternate like beans, yogurt or cheese (8-12 ounces of protein offered per week)
- 1-2 servings whole grain (8-12 servings of whole grains offered per week)
- ½ -1 cup fruit (2 ½ cups - 5 cups offered weekly). Regulations require students to take ½ cup of fruit or vegetable at a minimum, for the meal to be reimbursable
- ¾-1 cup vegetable (3 ¾ cups - 5 cups offered weekly). Regulations require students to take ½ cup of fruit or vegetable at a minimum, for the meal to be reimbursable
- ½ pint of milk (5 cups offered weekly) flavored/unflavored offered

Offer Versus Serve (OVS): OVS allows students to decline some of the foods offered in a reimbursable lunch or breakfast and select the foods they prefer to eat. The goals of OVS are to allow student flexibility to decline some of the foods offered and to reduce food waste.

- A breakfast with 3 items, including ½ cup fruit and/or vegetable, is a reimbursable meal!

- For a lunch to be reimbursable, students must choose three full portions of the five components offered, with at least one choice being ½ cup of fruit or vegetable. (lunch portions vary depending on age/grade group)

Nutrition Standards: Nutrition standards for school meals feature meal components listed above which include complex carbohydrates such as whole grain bread products, fruits and vegetables, lean protein, and low-fat dairy. Saturated fat content is reduced to less than ten percent, zero trans fat, and lower sodium products are sought out. We choose items that fit these requirements and many of the products we procure for our program have a Child Nutrition (CN) label. For example, the pizza we procure has a CN label, which means it meets the nutrition standards for school meals: lowered sodium, whole grain crust, and lean protein source when compared to regular pizza you purchase for home consumption.

Fruit and Veggie Salad Bars: Meal regulations require students to take ½ cup of fruit or vegetable at a minimum, for the meal to be reimbursable. To achieve this end we offer fruit/fruit juice choices at breakfast and feature fruit and vegetable salad bars at lunch meal service which have a variety of choices for the students to choose from daily. These salad bars feature fresh, canned, and frozen fruits and vegetables in a variety of subgroups.

Vegetable Subgroups: The National School Lunch Program meal patterns for grades K-12 require weekly servings of 5 vegetable subgroups. Vegetables are organized into 5 subgroups based on their nutrients: dark green; red and orange; beans, peas, and lentils; starchy; and other vegetables.

9.6 Payments

Application for Educational Benefits: Financial assistance is available for those who qualify. Parents can easily and confidentially apply by completing an Educational Benefits Apply online at the [Infinite Campus Parent Portal](#). Applications are available in other languages on the [Nutrition Services](#) website. Applications may take up to ten business days to process. To be eligible for Educational Benefits, families must reapply each school year, excluding direct certification families.

Why Apply for Educational Benefits? Although no longer required for your student to receive free or reduced-priced meals, families are encouraged to apply for Educational Benefits. Please apply any time during the school year to receive discounted fees for activities or athletics, adjusted internet or WIFI fees, S-EBT as well as increased school funding and resources for student programs at your child's school. Apply at [Infinite Campus Parent Portal](#).

Meal Accounts: Students who eat school meals will access the program via the prepaid meal account system. Students pick up their food items and then either scan their pin card or enter their four or five-digit PIN number into a keypad located on the cashier stand at the end of the meal line. Every meal will be recorded in each student's individual account. If your student only selects reimbursable breakfast and lunch meals each day, they wouldn't need to have money in their account, since reimbursable meals are at no cost to the student.

An account must have money in it BEFORE à la carte food items are charged to the account. The account cannot fall below zero funds when purchasing à la carte. Students will not be able to purchase a la carte without money in their account to cover the purchase.

Students may deposit funds into their accounts in the morning after arriving at school. Sending cash with students is discouraged and at your own risk. Please send checks to school or go online to use Visa, master card, electronic check, or debit card to apply money to your child's prepaid meal account. Visit [Nutrition Services](#) then meal payment options or directly at the [Infinite Campus Parent Portal](#). Allow 1-2 school days for your payment to update the account balance at the school. A convenience fee will be charged when using online payments.

What is my child's pin number? Elementary teachers will hand out pin number scanner cards to students on the first day of school to use in the meal line. This is so the meal lines can run smoothly before the students have memorized their pin numbers. Secondary students will be expected to memorize and know their pin number but will be given assistance if they have forgotten their pin. Encourage your student to keep their pin number to themselves, students will keep the same pin number their entire K-12 enrollment.

Parents can look up their student's pin number and account activity by logging into their [Infinite Campus Parent Portal](#), choosing "more" and then by clicking Nutritional Services to view the balance and pin number information. Parents can also call the kitchen at your child's school for information about their child's account. Contact Nutrition Services at 763-753-7060 if you have questions.

Keypad: Students enter their pin numbers into the keypad or scan their pin cards into the keypad at the end of the meal service line.

Collections for Unpaid Charges: The collections process has been approved for negative meal debt. Families should keep their student's meal account positive to avoid meal debt being turned over to collections.

9.7 Closed Campus

Campuses are closed for lunch. Students are not allowed to leave campus for lunch and not allowed to have lunch delivered.

9.8 Kindergarten Snack Milk Program

Kindergarten students participating in the NSLP and SBP can still receive milk at snack time and that milk can be claimed under the Minnesota (MN) Kindergarten Milk Program for reimbursement. The milk must be served at snack time, separately from breakfast and lunch. There will be no charge for this milk, and milk must be unflavored per regulations.

9.9 Snack Line

Healthy à la carte snacks are made available to students at St. Francis High School and St. Francis Learning Center. Examples include low-sugar beverages such as Gatorade, sparkling fruit juice, bottled water, baked chips, beef jerky, granola bars, low-fat/low-sugar ice cream novelties, whole grain cookies or whole grain baked prepackaged items. These snack line items meet USDA Smart Snack standards for foods eligible for individual sale to students. Students must have money in their account to participate in the snack line.

9.10 Special Diet Accommodations

Regulations require lactose-free milk to be available to any student upon parent/guardian written request. Other dietary requests require a doctor's note which indicates the dietary disability. Please return the doctor's note to the school nurse.

9.11 Special Preschool Snack Milk Program

Half-day preschool students at Early Childhood Family Center participate in the Special Milk Program. There is no charge for this milk, and milk must be unflavored per regulations.

9.12 Student Wellness

Nutrition Services supports student wellness by providing healthy school meals, snacks, and beverages to students in a clean and safe environment. Nutrition Services does not provide candy or pop to students and does not use food as a reward or punishment.

9.13 Civil Rights for USDA Meal Programs

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained:

- (1) online: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>; or
- (2) location: from any USDA office; or
- (3) phone: calling (866) 632-9992; or
- (4) mail: writing a letter addressed to USDA:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
- (2) fax: (833) 256-1665 or (202) 690-7442; or
- (3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Activities & Athletics

10.1 Contact Information

Contact information for the Activities and Athletics Department as well as links to relevant websites are available at isd15.org > Menu > [Activities & Athletics](#).

10.2 School Activities

The purpose of the Activities Department is to foster and compliment the overall academic and intellectual growth of students along with the experiences that will enable them to interact with other students, test their own personal limits, and gain from the demands and realities of athletic and academic competition and performance-based activities.

The district is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. All MSHSL rules during the school year and in the summer will be enforced when applicable. Coaches and advisors of MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity.

Participants in school-sponsored activities must responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. Spectators at school-sponsored activities must behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be removed from activities or events and subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

10.3 Participation

1. As a member of the Minnesota State High School League (MSHSL), the district follows MSHSL rules for participation in league-sponsored activities (See MSHSL's Bylaw 104.00 for specific information). Participating students must be fully enrolled in a district secondary school (including St. Francis High School, Saints Academy, Saints Online, and T15) and/or MSHSL-approved online school. Homeschooled children must register with the district to participate.
2. A cooperative may be formed with other school(s), including non-public and charter schools, to offer an activity. The Activities Director will consider whether other schools have a similar activity, if other schools are members of MSHSL, the needs and benefits for the district, whether a cooperative would change classifications, and other factors. An agreement detailing costs must be approved by participating schools and MSHSL.
3. Eligibility for participation may be limited by enrollment status, academic standing, attendance, and disciplinary matters. If you have any questions about eligibility for participation, contact the Activities Director.

10.4 Attendance and Grade Expectations

Coaches and advisors will provide student participants and parents with a written summary of attendance expectations for practices and games. Documentation must include how and when participants notify coaches of upcoming absences, what absences are excused, consequences of unexcused absences, and whether injured players report to practices and games.

10.5 Activity Fees

Each year, the school board approves costs for participating in sports/activities, rental fees for instrumental maintenance fees, and student activity passes. The schedule will be posted on the [Activities & Athletics](#) website.

10.6 Sports Physicals

Student-athletes are required to have a current sports physical on file before they can participate in any practices or games. A sports physical expires after three years. For more information, including required forms, visit the [Activities & Athletics](#) website.

Health and Safety

11.1 Contact Information

Unless otherwise noted, the primary contact for this section is Chris.Lindquist@isd15.org, 763-753-7048

11.2 Accidents

Student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school office or transportation office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact a parent/guardian.

11.3 Asbestos Management

District asbestos management plans can be viewed, without cost or restriction, during regular office hours at the district office. Or, you may view individual management plans at each school's office. Copies can be obtained for 25 cents per page.

11.4 Crisis Management

The district and each school has a "Crisis Management" plan that addresses a range of potential crisis situations and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. Lock-down, fire, and tornado drills are conducted as required by state law.

11.5 Indoor Air Quality

The goal of the district's Indoor Air Quality (IAQ) Management Plan is to provide indoor air quality that contributes to a favorable learning environment for students, a productive work environment for employees, and a healthy environment for everyone.

11.6 Lead in Water Testing

Testing for lead in drinking water is conducted by the district in accordance with Minnesota Statute 121A.335 and the Minnesota Department of Health's "Reducing Lead in Drinking Water: A Technical Guide for Minnesota's School and Childcare Facilities" recommendations.

11.7 Opiate Antagonists

To conform with state law, each school site maintains two doses of nasal Naloxone available on-site and maintains a plan for their use, storage, and administration. Contact the health office at the school for additional information.

11.8 Say Something Anonymous Reporting

Secondary students and their parents may report a possible suicide attempt or serious disciplinary issue (such as bullying, harassment, threat, or weapon), by using the district's Say Something anonymous reporting system:

- Submit a tip 24/7 365 to the Crisis Center:
- Submit a tip through <https://www.p3campus.com/tipform.aspx?ID=3000&HF=1&Logo=0&X=1&H=0>
- Call the 24/7 Crisis Hotline Counselors at 1-844-5-SayNow
- Download the Mobile App at Google Play or Apple Store

11.9 Seizure Action Plan

As per [Minn. Stat. 121A.24](#), when a parent or guardian notifies the district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the district will create an individualized seizure action plan.

Non-Discrimination

12.1 Statement

The district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical or program access for disabled persons), sexual orientation, including gender identity and expression, or age. The district also makes reasonable accommodations for disabled students.

12.2 Designation of Human Rights Officer

The board designated the following individual as the district's Human Rights Officer to handle inquiries regarding nondiscrimination:

Brandon Nelson, Director of Human Resources
St. Francis Area Schools
4115 Ambassador Blvd. NW
St. Francis, MN 55070

763-753-7039

Brandon.Nelson@isd15.org

12.3 Designation of Title IX Coordinator

The board designated the following individual to coordinate the district's efforts to comply with and carry out its responsibilities under Title IX:

Brandon Nelson, Director of Human Resources
St. Francis Area Schools
4115 Ambassador Blvd. NW
St. Francis, MN 55070

763-753-7039

Brandon.Nelson@isd15.org

12.4 Designation of ADA/Section 504 Coordinator

The board designated the following individual to coordinate the district's efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504:

Debra Parson, Director of Student Services
St. Francis Area Schools
4115 Ambassador Blvd. NW
St. Francis, MN 55070

763-753-7046

Debra.Parson@isd15.org

12.5 Title IX Notice

Independent School District No. 15 prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at www.isd15.org.

The school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment

Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The district's Title IX Coordinator(s) is: Brandon Nelson, Director of Human Resources, 763-753-7039, 4115 Ambassador Blvd NW, St. Francis MN 55070, brandon.nelson@isd15.org. In the event the primary Title IX Coordinator is a party to a complaint, or is otherwise not qualified under this policy to serve in that role in a particular case, the Superintendent will serve as the Title IX Coordinator.

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education's Office for Civil Rights, or both.

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Policy 522](#).