

BUFFALO LAKE-HECTOR-STEWART

GRADES 6-12

2020-2021

Parent-Student Handbook



Approved August 17th, 2020

IMPORTANT COVID-19 UPDATE

Our Goal--During this difficult time of a global pandemic our goal is to safely reopen schools under guidance of the Minnesota Department of Health and Minnesota Department of Education. There are 3 possible scenarios:

- *A full return of students for in-person learning**
- *A hybrid model or partial return including both in-person learning and distance learning.**
- *A continuation of distance learning**

****It is likely that more than one of these scenarios or a combination of more than one learning model will be used during the school year as we all respond to the changing dynamic of COVID-19 in our communities. 3 models have been developed to respond to the changing needs of students, staff, and families throughout 2020-2021. The mode will be determined by practices set by the Minnesota Department of Health and The Minnesota Department of Education. We are prepared to adjust based on the changing dynamics of our community during the COVID-19 pandemic. We understand for a variety of reasons some families may choose to have students participate in Distance Learning regardless of the learning model. We are prepared to support students digitally when others are meeting in person. If a parent/guardian chooses Distance Learning, the student would be required to remain in Distance Learning for the entire quarter. At the start of the next quarter, a family may choose to move from Distance Learning into the current learning model being implemented. Families must notify the building's administrative assistant one week prior to the start of the quarter.**

Our plans for each of three models can be found on our district's website. In many instances the COVID-19 plans take precedence over the policies and procedures outlined in the handbook. We will follow all guidance from The Centers for Disease Control and Prevention, The Minnesota Department of Health, and The Minnesota Department of Education. Our district's plans reflect this guidance, and parents/guardians and students are asked to familiarize themselves with the requirements of each plan.

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Buffalo Lake-Hector-Stewart Public Schools | 2020-2021 Final Calendar (8-17-2020)

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY '21						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1, New Year's Day, No School
 4 School resumes
 22 Last day of quarter 2
 25 Begin Quarter 3

AUGUST '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Teacher Inservice
 All Fridays during the school year are Distance Learning days (8AM-12PM) regardless of learning model.
 Calendars for hybrid models will be sent out by each building.

FEBRUARY '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

9 and 11 P/T Conferences
 12 No School
 15 President's Day, No School

SEPTEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1-3 Teacher inservice
 2-3 P/T Conferences
 7-Labor Day
 8 – Quarter 1 begins

MARCH '21						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8-12 Spring Break

OCTOBER '20						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12-13 P/T Conferences
 15-16 MEA, NO SCHOOL

APRIL '21						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 No School, Good Friday
 8 End of Quarter 3 (46 days)

NOVEMBER '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

6 End of quarter 1 (42 days)
 9 Begin Quarter 2
 26-27 Thanksgiving NO SCHOOL

MAY '21						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Memorial Day, No School

DECEMBER '20						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

23-31 Holiday Break, NO SCHOOL

JUNE '21						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

4 End of Quarter 4 (40 days)
 6 Graduation
 7 Teacher inservice

MUSTANG Pride!!
BL-H-S Parent-Student Handbook
P. O. Box 307
Hector, MN 55342
2020-2021

The school board approved this handbook on August 17th, 2020

School Website address: www.blhsd.org

A. DISTRICT MISSION STATEMENT

The Buffalo Lake-Hector-Stewart Schools, a community/school/home partnership focused on learning, will challenge all students to strive for excellence by utilizing effective teaching methods, resources, and application experiences with an emphasis on individual student achievement to enable each to become productive members of an ever-changing society.

B. WELCOME TO BLHS

At BLHS middle and high school we will ensure access, equity, fairness, and opportunity for every child, every day. This begins by building authentic relationships and honoring the stories of our students and families. Each and every child deserves to feel like they belong and are challenged at high levels. The information contained in this handbook is designed to help school activities run smoothly so that you will have a successful experience at BLHS. This document is also available electronically on our school's website.

Daily Bell Schedule **See the District's "Return to School Plans" for 2020-2021 bell schedules in each learning model**

THE SCHOOL DAY 2020-2021 (Monday-Thursday)

PERIOD 1: 8:05-8:55

PERIOD 2: 9:00-9:50

PERIOD 3: 9:55-10:45

6th Grade Lunch: 10:45-11:10

PERIOD 4 (7-12): 10:50-11:40

PERIOD 4 (6): 11:15-12:05

7th and 8th Grade Lunch: 11:40-12:05

PERIOD 5 (9-12): 11:45-12:35

PERIOD 5 (6-8): 12:10-1:00

9th and 10th Grade Lunch: 12:35-1:00

PERIOD 6 (11-12): 12:40-1:30

PERIOD 6 (6-10): 1:05-1:55

11th and 12th Grade Lunch: 1:30-1:55

Period 7: 2:00-2:50

6th		7th and 8th		9th and 10th		11th and 12th	
1	8:05-8:55	1	8:05-8:55	1	8:05-8:55	1	8:05-8:55
2	9:00-9:50	2	9:00-9:50	2	9:00-9:50	2	9:00-9:50
3	9:55-10:45	3	9:55-10:45	3	9:55-10:45	3	9:55-10:45
Lunch	10:45-11:10	4	10:50-11:40	4	10:50-11:40	4	10:50-11:40
4	11:15-12:05	Lunch	11:40-12:05	5	11:45-12:35	5	11:45-12:35
5	12:10-1:00	5	12:10-1:00	Lunch	12:35-1:00	6	12:40-1:30
6	1:05-1:55	6	1:05-1:55	6	1:05-1:55	Lunch	1:30-1:55
7	2:00-2:50	7	2:00-2:50	7	2:00-2:50	7	2:00-2:50

2020-2021 Distance Learning Schedule Fridays

Period	Class Time
1	8:00-8:30
2	8:35-9:05
3	9:10-9:40
4	9:45-10:15
5	10:20-10:50
6	10:55-11:25
7	11:30-12:00

C. ATTENDANCE POLICY

The Board of Education, administration, and staff believe that attendance is a key factor in student achievement. Absences negatively affect student performance. A quality education requires continuity of instruction, classroom participation, and study in order to reach the maximum educational benefit for each individual child. The school recognizes that some absences are unavoidable and that regulations are needed to deal with these absences.

Attendance Participation Grade: A daily participation grade based upon attendance and positive participation is part of each course offered at BLHS Middle and High School. Students who are unexcused absent will lose the opportunity to earn the daily participation points.

Maximum Absence Rule:

- A student may not receive credit for any class in which the student is unexcused absent for more than ten (10) days or for more than fifteen excused (15) days of school (per hour) in one school year.
- Absences (during an hour) are accumulated any time a student is absent.
- Absences due to participation in school activities will not be counted.
- Absences due to illness/appointments will only be excused with written documentation from a qualified medical professional at time of student return.

EXCUSED ABSENCES:

- Illness of the student (Medical verification of illness required)
- Illness of the parent that requires a student's help at home (Medical verification of illness required)
- Medical appointments (Verification of appointment is required)
- EMERGENCY work at home (MUST HAVE PRIOR APPROVAL FROM PRINCIPAL)
- Attendance at school approved activities as a spectator for the activity in which you participate (proof of attendance as decided by administration required)
- College Visit with prior approval of the administration and verification of the college (total of one visit & one orientation)
- School activities are excused and are not counted toward the absence limit. Included are: educational field trips, extracurricular contests or activities for participants, academic competitions or class activities, band or choir lessons, student council, National Honor Society, assemblies, mentoring or support groups, and other special circumstances approved by the administration. Students may be held back from participation in a school activity if they do not have their work completed for classes, if the current grade in a class is an "F", or their attendance is a concern. The Principal, advisor/coach, and classroom teacher will make this decision.
- **Students shall be in attendance for the full day in order to practice or participate in an event (All activities).** The only exceptions will be granted by the Principal, athletic director, and coach PRIOR TO THE ABSENCE. Medical verification will be needed for all appointments to be cleared to participate that day/event.

UNEXCUSED ABSENCES are counted towards the maximum limit per year and may result in detention, in-school suspension, or out-of-school suspension as determined by the Principal based on the amount of time missed and circumstances.

- No parent note or phone call by a parent excusing absence
- Leaving the building without parent and school permission (Truancy)
- Failure to provide medical verification when requested
- Oversleeping or sleeping in
- Car trouble or missing the bus or your ride
- Tardiness for more than ten minutes of a class period
- Staying home to finish a project or study
- Missing a class to work on an assignment, project or activity without teacher permission from class missed and the Principal
- Shopping trips
- Haircuts, tanning, car repair, or other types of non-medical appointments
- Sales and auctions
- Visiting friends
- Taking the day off – “Skip Day”
- Fatigue from participation in an extra-curricular event
- Attending school activities or others as a spectator or participant that are not approved by the administration
- Family Trips (MUST HAVE PRIOR APPROVAL and coursework completed ahead of time – full credit will be given)
- Absences not included in this list will be excused or unexcused as determined on a case-by-case basis.
- **If you have questions** about whether an absence will be excused, please call the Principal before the absence

Compulsory Attendance: Minnesota legislation requires all students to remain in school until age 17. Students age 16 or 17 will be considered truant under the Minnesota Compulsory Attendance Law if they have not lawfully “withdrawn” from school. Lawful withdrawal REQUIRES a school/parent/student meeting and authorized signing of the withdrawal form.

TRUANCY: Truancy is defined as an absence from class or school without the approval of the school. Minnesota law requires students under the age of 17 to attend school and follow the school district attendance policy. Students under the age of 17 who are truant for more than three (3) days or three of the same class periods will be reported to the Renville County Human Services and School Social Worker as an intervention to improve attendance. If the truancy continues, the student will again be referred to the Renville County Human Services. This may result in court proceedings for the student and the parents/guardians.

Procedure for Truant Students

1. Monitor student absences and identify truant students.
2. 1st Parent Letter
 - a. When a child has three unexcused absences, send Parent Letter pursuant to MN Stat. 260A.03.
 - b. There is specific statutory language that must be included in this letter.
 - c. This first letter will not set up a meeting unless requested by the parent.
3. Second Parent Letter
 - a. If and when the child reaches 5 unexcused absences a second letter is sent setting a time for a meeting with the parents, school officials, and a representative from Renville County Human Services.
 - b. Recommendation is that the school set the time for the meeting in the letter and stick to that date and time as much as possible.
 - c. At the meeting parties can explore reasons for failure of the child to be in school and remedies to get the child to school.
 - d. Parties may sign a School Attendance Contract.
4. Third Parent Letter
 - a. If parents fail to respond or attend the meeting, a third letter should be sent that explains that further action can be taken by the County Attorney’s Office.
5. Truancy
 - a. When a child reaches 7 unexcused absences the child should be referred to the County Attorney’s office for prosecution.
 - b. Send the child’s current attendance record.
 - c. Send copies of the above letters and any evidence that the letters have been returned or not able to be delivered.
 - d. Send any signed contracts or other documents showing the school’s effort to assist the child to get to school. A written summary of those efforts is acceptable.
 - e. The County Attorney’s office will also request documents from Human Services where appropriate.
6. Petition
 - a. The County Attorney’s Office will file a CHIPS petition in Court naming the Appropriate School District as the Petitioner.
 - b. Each school district should designate a staff member to sign the petitions in front of a notary and attend Court.
7. Court
 - a. A date is set for an admit/deny hearing. As the School District is the Petitioner it will get notice of this hearing by the Court.
 - b. If the parents and child admit at the first hearing, the Judge will order a disposition (see # 8 below.)
 - c. If parents and child deny the allegations in the petition, the Court may set it for a contested hearing. My recommendation is that a knowledgeable school official be present at the first hearing. This will allow the County Attorney’s Office to prove up the petition at that first hearing, without a setting another date, further delaying the process.
8. Disposition
 - a. The Court will order the child to attend school, and if appropriate, order the parents to make sure the child does attend.
 - b. The Court will also order that the child follow the rules at home and at school, and have no law violations.

- c. The Court has a number of minor sanctions that it can impose on a child, found in 260C.201 (b): fine, community work service, chemical dependency evaluation, etc.
 - d. The Court may warn the child and parents that violations of the Court's order is contempt and ultimately punishable by incarceration. (Hammergren Warning. 294 NW2d 705)
9. Post-Disposition,
- a. The School needs to continue to monitor the child.
 - b. Further unexcused absences or rule violations at school or at home should be reported to the County Attorney's office.
10. Violation of Court Order
- a. If further violations occur, the County Attorney will motion the Court for a violation hearing.
 - b. Again, the school will get notice of the hearing and should have a knowledgeable staff member attend the hearing.
 - c. Court will rule on whether the violation occurred.
 - d. The Court can order further sanctions, including contempt on parents and child, and possible incarceration.
 - e. The Court can hear multiple violations over the course of the school year so. It is the School's discretion whether to ask to file on each violation or wait until a number of violations occur.

Educational Neglect – Children under 12 years old.

For children under the age of 12, parents are legally charged with making sure that their children attend school unless lawfully excused.

- 1. Case by case determination.
- 2. No set procedure - school must attempt to contact the parents to find a remedy to the missed school.
- 3. A CHIPs petition can be filed on a parent for Educational Neglect. Call the County Attorney's Office for guidance on what constitutes Educational Neglect and when and if the School can file a petition.
- 4. Basic Factors:
 - a. Children under 12 years old – could relate to older children depending on the case.
 - i. Follows the presumption in MN 260C.163, subd. 11, in that a child's absence from school is presumed to be due to the parents if the child is under 12.
 - b. High number of parent excused absences, but not enough unexcused to file a CHIPs petition.
 - c. Excused absences are interfering with child's education.

**IN ALL CASES, ATTENDANCE ISSUES MAY AFFECT YOUR ABILITY TO PARTICIPATE IN ALL SCHOOL ACTIVITIES
Administration has the right to make final decision on absences**

HOMEBOUND INSTRUCTION: Students who are or will be absent for ten (10) consecutive days due to injury, surgery, illness, or pregnancy may be placed on home instruction with a medical written verification and prior approval from the Principal.

MAKE-UP WORK: Make-up work for excused absences will receive full credit if it is completed during the time allowed. Two (2) days will be given for the first day of absence and one day for each additional day of absence. Teachers may use their discretion in granting additional time. Absences for family vacations must be completed prior to the absence. Absences due to school activities should be completed prior to the event unless other arrangements have been made with the classroom teacher. Students who have missed a class activity that cannot be made up may be given an alternate assignment to allow them to make up the points from the lab/activity and learn the material. (TEACHERS MAY ASK YOU TO MAKE UP THE ACTIVITY BEFORE OR AFTER SCHOOL). It is the student's responsibility to arrange with the teacher to complete the work. If the student was informed about a test date or project before they were absent, the teacher may require the student to take the test or turn in the assignment on the day they return. **Unexcused absences will receive no class participation credit.**

Work missed must be made up by the end of the quarter. Work that is not made up during that allotted time may result in no credit, unless the administration and teacher grant an extension for special circumstances and an incomplete is given.

Teachers award attendance or participation points on a daily basis. For excused absences, students will not lose participation points. Students will not have to make up the participation points. These will go in as an "x" or "exempt" in the gradebook. However, daily participation points are not earned for any unexcused absences.

COLLEGE NOW courses through SMSU have a different attendance requirement that teachers may enforce in order to grant full credit. This information will be found in the respective syllabi for each College NOW course. These requirements are set forth by SMSU, not by the BLHS School District.

PERFECT ATTENDANCE: A student will qualify for perfect attendance if they have missed three or fewer periods in one year. School activities and religion absences will not count towards perfect attendance.

SUSPENSIONS FROM SCHOOL: These absences are counted in the maximum absence rule and make-up work is required. **No daily participation grade will be awarded.**

TARDIES: If you are late for class due to an excused reason, such as meeting with a teacher, that teacher will give a pass to class. When you have an unexcused tardy, you should report to the office for a pass. Detention will be assigned if you have **three (3) unexcused tardies** in any class during a quarter. A tardy will become an unexcused absence if you miss more than 10 minutes of a class and will result in detention or in-school suspension depending on the number of classes you missed. **Three (3) tardies are equivalent to one (1) unexcused absence in the class and is counted toward the maximum absence rule.**

THE ATTENDANCE APPEAL PROCESS: An appeal process is for students and parents to present and discuss extenuating circumstances. Any request for appeal for loss of credit shall be made in writing within two days of notification of loss of credit. Parents/guardians and the student will be notified, in writing, by the administration of loss of credit. Students may grieve the loss of credit by appearing before a Grievance Board consisting of teachers, students, administrators, parents and board members.

Attendance Procedures:

REPORTING ABSENCES: If you will not be in school, parents should call the school at 848-2233 and Press 2. Messages regarding student absences can be left on the attendance line 24 hours a day. Another way a parent may contact the office is through email to msandgren@blh.k12.mn.us Parents should give the name and grade of the student and the reason for the absence by 9:00 am on the day of the absence. The attendance office may call the parent/guardian to verify the absence if we are not sure of the caller's identity, emailer's identity, signature on the note, or if the school has not been notified of the student's absence.

Students must have a note, a phone call, or an Email (msandgren@blh.k12.mn.us) from a parent/guardian in order to receive an excused absence. If a parent will be out of town or is unavailable by telephone during school hours, please contact the office to make arrangements for which the school should contact in case of illness or emergency. Students should come to the office by 8:05 a.m. to pick up their admit slip.

- IF YOU HAVE TO LEAVE SCHOOL DURING THE DAY
 - Bring a note from your parent explaining the reason for your leaving and the time you must leave to the office by 8:05 a.m. You will be given a pass to show your teacher before you leave. When you return to school, go to the office to receive an admit slip.

- IF YOU ARE GOING TO BE ABSENT FOR A PLANNED REASON
 - Bring a note from your parent/guardian several days before you will be gone and get an pre-make up slip from the office. ALL WORK SHOULD BE COMPLETED BEFORE YOU ARE ABSENT UNLESS THE TEACHER MAKES OTHER ARRANGEMENTS!

D. Student Behavior

Expected Behaviors & Requirements:

It is the right of every teacher to teach and the right of every student to learn in an orderly environment. Rules are necessary for the day to run smoothly and ensure everyone's safety. Please use common sense in your actions and to treat others with kindness and respect. While we hope that all students will be able to follow the rules and have a successful and enjoyable school year, we do know that problems with student discipline may occur. We want to inform you of the following rules and consequences for inappropriate behavior.

Disciplinary Guidelines:

Disciplinary action may be taken against students for any behavior that disrupts good order, impedes the educational process, or violates the rights of others. The specific disciplinary action and consequences for inappropriate student behavior will be handled on an individual basis. Disciplinary policies within the school shall be enforced within the guidelines as set in this handbook. These guidelines describe the various actions that may be taken for violations of the law and the school district standards for discipline. The goal of all discipline is restitution. The following questions guide this philosophy:

How do we make the situation whole again? How do we restore the property? How do we restore the relationship? How do we restore the student to the class?

The listing of potential actions does not imply or require the principal in dealing with a violation in a "step-by-step" progression of increasing severity. However, there shall be a logical relationship between the severity of the offense and the disciplinary action.

BULLYING PROHIBITION POLICY 514

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy) 514-10
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

ACADEMIC INTEGRITY: We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain these standards and strive for continuous improvement. We expect our students to take responsibility for their actions and thus maintain academic integrity and a respectful learning environment for our school. Students may not copy or turn in work that is not their own. Published information used in assignments should acknowledge all copyright rules. Students that allow students to copy their assignments will also receive consequences. Teachers will have the right to give students no credit for work that does not represent an honest effort by the student.

DANGEROUS / TERRORISTIC THREATS: Threats to individuals, property, normal school operations or school activities will not be tolerated. This includes pulling fire alarms, bomb threats, or other behavior, which create a dangerous or hazardous situation that endangers or scares people and/or damages property. Law enforcement will be contacted.

DISRUPTIVE BEHAVIOR: Any behavior that disrupts the rights of others to an education or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

Dress Code:

BLHS Administration and teachers expect students to present themselves in a manner that is respectful and appropriate. Students' clothing should not offend others, cause embarrassment to them, present a health hazard, or create a disruption in classes. Please note: The building principal will make the final decision on dress code violations including items that are inappropriate for school but not mentioned in this policy. If necessary, parents will be notified and asked to come to school to either pick up their student or bring proper attire.

The following expectations will be enforced:

- Student clothing is required to cover a student's "personal and private" areas--including the chest, midriff, groin, and buttocks.
- Students are not to wear clothing that is provocative in nature, reveals undergarments, or worn in a manner which is offensive or distracts from the educational process. No low-cut backs, low-cut fronts, bare midriffs, or bare stomachs are allowed. Some examples of inappropriate clothing may include, but are not limited to, halter, tube or transparent tops, high slit dresses/skirts, and dresses or shorts of inappropriate length (needs to be longer than the student's fingertips at very shortest)
- Skirts and shorts may not be worn during the school day (except shorts for PE class) from November 1st-March 31st.
- Students are not to wear clothing that includes words, graphics, or innuendo which are obscene, vulgar, abusive, or discriminatory (some examples may include, but are not limited to, ethnic, racist, sexual, or sexist remarks/images), or which promote or advertise weapons,

alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Examples: Confederate flag, swastika, guns or ammunition, Playboy bunny, tobacco/alcohol logos.

- Apparel for school sponsored activities will be allowed. These need to be approved first with administration.
- Students are not allowed to wear hats, caps, jackets, or any headgear during the instructional day 8:05AM-2:55PM.
- Students are not allowed to have backpacks in the classroom unless previously approved by the building principal.
- Students are not allowed to have bare feet. Teachers of lab classes may require closed-toe shoes due to safety.

DRESS CODE FOR COMMENCEMENT: Participants in commencement must have appropriate school attire to participate in the ceremony. Participants must wear a graduation gown of the same color and style of the class, or if a student chooses not to wear a graduation gown, they must wear formal clothing.

ELECTRONIC DEVICES: Students may have electronic devices on their person during the school day, **however, electronic devices must be turned off and put away during the academic school day (8:05-2:55).** A violation of this policy may result in the device being confiscated and turned into the office. The following is a guide in the event the device is turned in to the office:

- The first offense will be a (1) detention.
- A subsequent second violation results in a detention and confiscation of the device by the Principal for two (2) school days.
- A third violation results in a detention and a three (3) school day confiscation of the device by the Principal.
- A fourth violation results in a detention and a complete loss of privileges for electronic devices for the remainder of the school year.

A Parent/Guardian must retrieve the device at the completion of the confiscation of the electronics device after the first offense.

FIGHTING/ ASSAULT: Physical assault is intentionally inflicting or attempting to inflict bodily harm on another person. Students may not be involved in physical intimidation, harassment, fighting, or other inappropriate physical contact with another person. Any student who has physical contact with another students will have disciplinary consequences **regardless of who started the fight.**

HARASSMENT AND VIOLENCE (POLICY 413)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Age" means the person is over the age of 25 years.
2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
6. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
8. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

The report will be investigated by the administration and/or Human Rights Officers appointed by the school board. Appropriate disciplinary action will be taken and the school district will also discipline any individual who retaliates against a reporter or witness. The grievance procedure for this district is as follows: Any student of the district who believes he or she has been discriminated against, denied a benefit, or excluded from participation, in any district federally aided education program or activity, may file a written complaint with the superintendent of schools.

HAZING (POLICY 526)

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

- Legal References: Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
- Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 413 (Harassment and Violence)
Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 525 (Violence Prevention [Applicable to Students and Staff])

INAPPROPRIATE LANGUAGE:

Verbal Assaults, abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct, which degrades people because of their race, religion, ethnic background, gender, sexual orientation, physical or

intellectual/developmental disability. Direct abusive, profane, or disrespectful language toward any person will not be tolerated. This includes “mean,” “funny” or “implied” comments or notes written to other students. You will be expected to treat staff and students with courtesy and tolerance.

INSUBORDINATION:

Not following reasonable directions, requests, or instructions of a staff member. If you have a problem with the request, report to the office and the principal will discuss it with the student and the staff member. Not telling a staff member your name or giving an incorrect name or grade when asked is unacceptable. Failure for reporting to the office, when sent out of class or refusing to go to the office could result in a suspension.

PARKING LOT/CARS:

Students should park in the parking lot on the south side of the building within the designated parking areas or on Cedar Avenue by the Methodist Church. Students will not park in front of the school on Birch Avenue and Third Street. Students are expected to park in a reasonable and courteous fashion. Do not park in the yellow striped areas. These areas are the fire lane, handicapped and delivery/drop off areas. If you are not parked appropriately, you will be asked to move your vehicle. Repeat problems with parking will result in a consequence or towing of your vehicle at your expense.

The speed limit in the parking lot is ten (10) mph. Students are expected to drive safely and not put others in danger. Students who speed or drive carelessly will be reported to the police. Accidents, thefts, or vandalism should be reported to the office immediately. Trash should be put in trash containers to help keep the parking lot clean and safe. Students are not allowed to be in the parking lot during the school day without permission from the office (includes lunch hour). Driving the vehicle during school hours without a pass to leave will result in disciplinary action for the driver and those students that may be riding.

PASSES:

Please have a pass from a teacher when leaving a classroom and do not interrupt or bother classes when you are at your locker or in the hallway. Passes should be limited and students should return to class in a very short time.

PUBLIC DISPLAY OF AFFECTION:

Public displays of affection between students are not appropriate during the school day or at activities. Students will receive a warning first and parents will be contacted. Further consequences will be assigned if the problem continues.

THEFT:

A student caught stealing school or private property while on school property, in a school vehicle, or at a school related event is a violation. “FOUND” items should be turned in to the office or the students will be considered to have taken the item. Students who hide/take another student’s or staff member’s things as a “joke” will also receive a consequence. Students should not be in lockers, classrooms, or office areas without permission. Do not take items from a teacher desk or classroom or other student lockers or personal property without their permission. Students who are missing items or who see students in lockers or classroom areas without permission should report this information to the principal. Law enforcement may be contacted.

TOBACCO & DRUG POLICY: (Policy 418)

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician’s prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location including e-cigs.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. “Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. “Toxic substances” includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
- F. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the

jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the State of Minnesota and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.
Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal or other designated staff member. The school district's licensed school nurse, trained health clerk, principal or teacher will administer the prescribed medication in accordance with school district procedures.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
 - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees
 - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
 - 2. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, termination, or discharge as deemed appropriate by the school board.
 - 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district and at the employee expense. Any employee who fails to satisfactorily participate in and complete such a program is subject to non-renewal, suspension, or termination as deemed appropriate by the school board.
 - 4. Sanctions against employees, including non-renewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- C. The Public
A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

- Legal References: Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds) 41
U.S.C. §§ 701-707 (Drug-Free Workplace Act) 20
U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act) 21
U.S.C. § 812 (Schedules of Controlled Substances) 21
C.F.R. §§ 1308.11-1308.15 (Controlled Substances) 34
C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)
- Cross References: Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
Policy 416 (Drug and Alcohol Testing)

Policy 417 (Chemical Use and Abuse)

Policy 506 (Student Discipline)

Policy 516 (Student Medication)

VANDALISM:

A student who damages or destructs school, student, staff or visitor property, including any property that our student damages while at or participating in a school related activity.

Weapons Policy (POLICY 501)

Possession of a weapon may result in (1) an initial suspension for five (5) days; (2) confiscation of the weapons; (3) contact the police department; and (4) a recommendation to the Superintendent of Schools for expulsion of the student. The administration and school board will address incidents on an individual case basis for determination of consequences. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property, or at a school activity (home or away), at/near a school bus stop during bus loading and departure. This includes weapons, sporting or otherwise, that may not be stored in student vehicles, under any circumstances. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death. Some examples of weapons are: guns (pellet guns, look-alike guns, and non-functioning guns), knives, clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, and ammunition. Laser pointers that are used in a manner for which they were not intended will be treated as "weapons" according to this policy. Also considered as a weapon will be any device, instrument or substance that is used to threaten or cause bodily harm, or death, any combustible or flammable liquid or other explosive device or instrumentality that, in the manner it is used, is calculated or likely to produce bodily harm, or any fire that is used to produce death or great bodily harm. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. The Minnesota legislature has declared the area surrounding school property, park property, and public housing projects as DRUG-FREE & WEAPON-FREE ZONES. Sale or possession of illegal drugs/dangerous weapons within 300 feet or one block of the school will be subject to increased penalties for committing the crime in one of these zones. (M.S. 152.01, 152.021-.024)

BLHS CONSEQUENCE RUBRIC

The following Rubric will be the guide in the event of unacceptable behavior by students:

**Be REAL - Responsible, Encouraging, Accepting Learners
BLHS 6-12 Middle and High School Behavior Guidelines**

Unacceptable Behaviors or Offenses		
Level 1	Level 2	Level 3
A Teasing/Making Faces/Eye Rolling	A Spreading or Starting Rumors	A Fighting
B Name Calling	B Purposely Embarrassing Others	B Assault
C Dress Code Violation	C Profane, Vulgar, or Abusive language or gestures	C Insubordination
D Throwing Food/Objects	D Academic Integrity	D Sexual Harassment
E Classroom Disruption	E Disrespectful to staff/students/property	E Racial, Religious, Disability Harassment
F Electronic Devices/Cell Phone Violation	F Insubordination	F Verbal Threats
G Inappropriate language		G Touching Private Areas
H Invading others privacy		H Stealing
I Excessive Tardies/Skipping Class		I Vandalism
		J Drug and Alcohol Use/Impairment/Possession
		K Bullying/Cyberbullying
		L Bring a Weapon To School
		M Disorderly Conduct

Possible Consequences at the Discretion of BLHS Administration may include but not limited to.....

Staff Handle Behavior
 Parent Contacted
 Verbal Warning
 Clean up his/her mess
 Perform Directed Task(s)
 Written Referral
 Office Visit
 Detention
 In School Suspension (ISS)

Staff Handle Behavior
 Parent Contacted
 Behavior Contract
 Written Referral
 Office Visit
 Detention
 In School Suspension (ISS)
 Out of School Suspension (OSS)

Staff Handle Behavior
 Parent Contacted
 Behavior Contract
 Written Referral
 Office Visit
 In School Suspension (ISS)
 Out of School Suspension (OSS)
 Law Enforcement Contacted

Out Of School Suspension (OSS) - Immediate Removal by Guardian/Parent and Mandatory Meeting with Administration

***Mandatory Reentry Meeting* *Possible Behavior Contract *Possible law enforcement contact**

(Please note that this is NOT a comprehensive list. It is important to recognize that each incident will be dealt with individually and all circumstances and consequences may vary. These are guidelines.)

DETENTION:

Classroom Teachers will assign detention on the basis of their classroom rules. These detentions will last 30 minutes and must be served within 48 hours (two scheduled school days) of the assignment. These detentions assigned by the classroom teacher can be served either before or after

school, but cannot be broken up in any fashion (student must serve all 30 minutes at one time). Students who do not appear for this detention will then be referred to the Principal. Detention sets precedent over all other activities. Students must find their own ride home. Students must leave the building following detention.

Detentions assigned by the Principal or Dean of Student will be held on Tuesdays and Thursdays from 3:00-3:30 and Wednesday mornings from 7:30-8:00. **Detention sets precedent over all other activities.** Students must find their own ride home. Students must leave the building following detention. More than 1 detention may be assigned depending on the severity of the infraction. If a student misses a detention, additional detentions, ISS, or other disciplinary consequences may be assigned.

Detention Room Expectations:

1. Detentions will be 30 minutes in length and must be served within 48 hours of the assignment.
2. Students will be notified of location
3. Students are not allowed to leave room for any reason.
4. Students will have acceptable work. Students who do not have work should bring something to read.
5. Students will work on some task(s) for the entire detention period.
6. Any disruptive or uncooperative behavior will result in an additional detention or other disciplinary consequences.
7. No visitors are allowed and no messages will be delivered to detention.
8. No sleeping, card playing, electronic devices (unless it is on school approved devices for homework)
9. Students will be allowed one day to arrange transportation and inform parents of their detention before it is served. Work or activity practices will not be an acceptable reason to miss detention.
10. Teachers shall not provide music, TV, video or other distractions that may reduce the due diligence of detention.

IN-SCHOOL SUSPENSION (ISS):

Students may be assigned to in-school or out-of-school suspension for any behavior that is deemed as serious and/or habitual by the Principal. The Principal will determine the length of any suspension.

Students who are on in-school suspension will do their homework in the assigned area. Students will receive full credit for their class work.

Students on in-school suspension will also eat lunch in the office. Refusing to serve In-School Suspension, lack of cooperation, or disruptive behavior while serving In-School Suspension will result in Out-of-School Suspension. The student will not earn daily attendance or participation points.

OUT-OF-SCHOOL SUSPENSION(OSS):

Suspension is the short-term exclusion of the student from class and the student is not allowed on school property or at school events. Suspension, exclusion, and expulsion will be done in accordance with the Pupil Fair Dismissal Act of 1974 as amended. Suspension length is determined by the principal, and may not be appealed. A violation of the pupil fair dismissal act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice because of the violation.

Out-of-School Suspension may be used in the case of fighting or assault, weapons, dangerous or terrorist threats, assault of a staff member, and any other serious infractions of the discipline policy, or when a student is a threat to the safety of himself or others as determined by the principal. Students may not attend or participate in school functions or be on school property during a suspension. **Students will receive credit and will be able to take tests and quizzes when they return to school. The student will not earn attendance or participation points.**

Expulsion:

School board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Exclusion:

Action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Alternative Educational Placement:

The district has the right to alter the educational setting of any student including, but not limited to: Special tutoring, modified curriculum instruction, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework or enrollment in another district or in an alternative learning center selected to allow the student to make progress towards meeting graduation requirements.

E. ACADEMIC INFORMATION

A wide variety of course offerings are available to the students of Buffalo Lake-Hector-Stewart High School. A listing of these course offerings and a description of these courses can be found in the registration guide that is given to each student prior to registration. Students enrolled in courses where projects are made for the student's personal use will be charged for the material. Costs will be discussed with the student before the project is started. Buffalo Lake-Hector-Stewart Schools will not deny access to programs because of financial hardship. Any student wishing to enroll in any of these courses and cannot afford the fee associated with that course should meet with the instructor or principal to discuss the situation at the start of the course. Students not doing this prior to beginning the course will be expected to pay the fee or the cost of the project upon completion of the course or project.

Academic Letter Requirements:

In order to qualify for an Academic Letter and/or Certificate, a student must maintain a B+ average (3.333 during the first three grading periods of a given year. Students in grades 9-12 will receive an academic letter. Students earning an academic letter are eligible to purchase a school letterman's jacket.

Advanced Standing Credits:

Are available through Ridgewater Technical College in the Agriculture and Business program. Credit is granted if a student successfully completes course requirements with at least a "B" average and receives a certificate of completion from the BLHS instructor. These certificates will be presented at the time of registration at college and possibly allowing a student to receive credit for the class they completed in high school. Certificates may be accepted at other Colleges in Minnesota.

Class Rank:

At the end of each semester, ranking is done for all grades 9-12. For seniors, the ranking at the end of the third quarter will determine the valedictorian, salutatorian, and honor students for graduation purposes. Students that have been on a modified grading scale shall not be eligible for class rank due to the modified grading scale provisions.

Conferences:

The faculty and administration are happy to have conferences with each student and their parents/guardians. Feel free to talk over your plans and concerns with any member of the staff. A visit with your parents/guardians will often help us understand the student better and be of more help. Students are encouraged to attend conferences with their parents/guardians.

Counseling:

Guidance counseling services are available to all students through the school social worker and principal. The main purpose of the guidance department is to aid students with problems they are concerning personal and academic issues. We urge parents/guardians to make appointments any time regarding school or future planning for their students. Books, catalogs, and other materials that may be beneficial to students in educational planning are available in the Guidance Office.

English as a Second Language: English as a Second Language (ESL) is a K-12 program that teaches the English language to students whose native language is not English. Students are taught by an ESL teacher using methods similar to that of teaching a foreign language to a native English speaker. For more information about the ESL program, please contact Erin Tollefsrud, coordinator at 320-848-2233 ext 1313 or 320-833-5311 ext 243.

Students who qualify for the ESL program if they meet the following requirements:

- The student's first language is not English as indicated on the Minnesota Language Survey (MNL) at registration.
- The students qualify for services based on student language scores using the WIDA Screener or ,WIDA MODEL, or ACCESS 2.0 or ALTERNATE ACCESS assessments.
- These student's scores on a nationally normed English reading or English language achievement test are significantly below the average district test score.

Failures:

Most failures are due to lack of application and effort, not lack of ability. Students can avoid failure by doing their work regularly and completing their work on time, including make-up work due to absence. Students encountering difficulty are advised to see their instructors immediately to find out the cause of their problem.

Required high school courses must be made up following the failure of a required class. Parents/guardians should ask their child about their academic progress from time to time and contact instructors regarding any problems or concerns.

Graduation Policy:

To graduate from Buffalo Lake-Hector-Stewart High School, a student must earn a minimum of 24 credits in grades 9-12. These credits include a minimum of 4 credits in English/Language Arts, 4 credits in Social Studies, 3 credits in Mathematics, 3 credits in Science, and 2 credits in Physical Education, Health, Careers.

- **Additional Requirements:** In grades eleven and twelve, a student must take an additional credit in Science which must be either chemistry or physics and in grades nine through twelve a student must take one credit of arts (visual art, music, theater, dance, or media arts). In grades eleven and twelve, a student must also take personal finance.

Honor Roll: Buffalo Lake-Hector-Stewart High School uses letter grades of A, B, C, D, or F on report cards. The grade point average is determined using a 4.000-point scale and is as follows:

- A...4.000
- A-...3.667
- B+...3.333
- B....3.000
- B-...2.667
- C+...2.333
- C.....2.000
- C-...1.667
- D+...1.333

D...1.000
D-...0.667
F...0.000

Weighted Grading Policy:

It is the policy of the school district that students that enroll in upper level courses (College Credit Courses, (a.k.a. Dual Credit Courses) while attending BLHS #2159 are graded on college level expectations. Due to this, a separate grading (GPA) scale is established to acknowledge these higher expectations and to reward these students that successfully complete upper level courses. A list of these courses will be made available each year in the course registration handbook.

The weighted grading scale for upper level courses shall be as follows:

A ~ 4.335	B ~ 3.333	C ~ 2.333	D ~ 1.333
A- ~ 4.000	B- ~ 3.000	C- ~ 2.000	D- ~ 1.000
B+ ~ 3.667	C+ ~ 2.667	D+ ~ 1.667	F ~ 0.000

Grading Scale:

In order to maintain consistent grading processes, BLHS has adopted the following grading rubric that is incorporated into all courses. Through the use of this rubric, consistency between grades will be throughout Grades 6-12 and shall be more consistent for students, parents/guardians, and instructors. In the cases of 504 Plans and Individual Education Plans (IEP), those plans may have variances from the following rubric as granted by IDEA and FAPE.

100-92.5	A	82.4-79.5	B-	69.4-66.5	D+
92.4-89.5	A-	79.4-76.5	C+	66.4-62.5	D
89.4-86.5	B+	76.4-72.4	C	62.4-59.5	D-
86.4-82.5	B	72.4-69.5	C-	59.4 and Below	Failing

Students will be recognized for scholastic achievement by a published honor roll. To be included on the "A" honor roll, students must achieve a grade point average of 3.667 or above. To be included on the "B" honor roll, students must achieve a grade point average from 3.000 to 3.666. All modified grades will be counted the same as regular grades. **Students who have a D, F, or an I are not eligible for the honor roll.**

Honor Students:

Students will be designated as High Honor and Honor Students. To be High Honors these students must have cumulative grade point average of 3.667 or higher; **Honor students** are those students with a cumulative grade point average of 3.000 to 3.666.

Incompletes:

Incompletes are to be given only for illness or if unusual circumstances have made it difficult for the student to complete the work within the regular deadline of the course. Permission from the principal is required before granting an incomplete for any other reason. A student will be given 2 weeks from the date of the end of the quarter to complete the work, or the incomplete becomes a failing grade. Students and parents should be informed of the student's progress before the end of the quarter and when report cards are issued. Incompletes are not given at the end of the year unless it is for medical reasons. **Students with incompletes will not be included on any honor roll list.**

Independent Study:

This program is designed to expand the curriculum to include courses to the community and expand our curriculum beyond the limits of the traditional small school system. It is not meant to replace courses already being taught by members of the faculty or to be used in lieu of required offerings. Only students in grades 11 & 12 who meet pre-determined criteria could register for courses offered through independent study. A listing of course offerings will be available through the office.

In order to participate in the Independent Study Program:

1. A student must have maintained a "C" average in all of his or her classes over the past three quarters and must be approved by the principal. Students, who have less than a C average wishing to take remedial courses, must have a recommendation from a classroom teacher (from the area in which the work is to be done) and approval by the principal.
2. Students will be required to pay all costs for any independent study course.
3. The school district will pay the costs of the independent study courses taken under the guidelines set forth in the Post Secondary Options Act.
4. Students will follow all guidelines set forth by the district and center supervisor. Failure to do so may result in dismissal from the program.
5. No students may take more than one independent study course per semester.
6. For additional information regarding independent study, contact the principal at 848-2233.

Mid-Quarter Reports:

At the middle of each grading period, a progress report will be sent to parents or guardians. These mid-quarter reports are intended as a means of communication to report superior or satisfactory progress to parents or guardians.

Dates of Mid-quarter and End of the Quarter Grading Periods are as followed:

Quarter 1

- Mid-quarter **October 8th**
- End Qtr. **November 6th**

Quarter 2

- Mid-quarter **December 10th**
- End Qtr. **January 22nd**

Quarter 3

- Mid-quarter **February 25th**
- End Qtr. **April 8th**

Quarter 4

- Mid-quarter **May 6th**
- End Qtr. **June 4th**

PARTICIPATION IN COMMENCEMENT:

The commencement ceremony honors students who have earned a diploma or certificate of attendance. The successful students have met the standards of the Minnesota Department of Education and the graduation requirements established by the Buffalo Lake-Hector-Stewart Board of Education. Students who have not completed graduation requirements may not participate in commencement exercises. Students who have not yet completed all requirements are invited to the commencement in the year they earn a diploma by completing all requirements.

BLHS PHYSICAL EDUCATION 2020-2021: **Activities may need to be modified due to COVID-19.**

Physical Education is a state and local requirement for students to complete through the tenth grade. Students should follow appropriate safety rules in the gym and locker rooms to avoid injury. No student is to use any of the facilities in the gym until the PE teacher or another supervisor is present. Participation and best effort in all assignments and activities are not only encouraged but required. Students will be excused from physical education only with a valid parent request, written doctor's note or at PE teacher discretion. The student's doctor note should outline what physical activities may be done such as walking, participating in non-contact or strenuous activities, etc.

1. Written assignments or projects may be as assigned by the physical education teacher for extensive time missed.
2. Make-up time missed before or after school or at another assigned time as scheduled with the PE teacher.
3. Individuals are encouraged to be proactive and contact the PE teacher with what they missed while absent.
4. Switch to the adapted PE class as determined by valid medical diagnosis and meeting with the principal, PE staff and parents.
5. A failure in PE for the year will require the class to be repeated.

Post Secondary Enrollment Options (PSEO):

Students in grades 11 and 12 may enroll in a program at post secondary institutions for high school credit if they meet college admission requirements. There is no charge to the student for the classes. If the student returns to the same post-secondary institution after graduation, that institution may grant college credit for the courses that were taken for high school credit. Some colleges do not accept PSEO credits into programs and may grant a student elective credit and may make them repeat individual courses at the college the student enrolls in after high school. Students who are PSEO may not be included in the honor roll printing since the quarter reporting time does not allow the school to receive student grades in time for honor roll calculations.

Transcript credits established by the Department of Education include the following conversion: 1 high school credit equals 4 college semester credits. Students enrolling in PSEO programs must meet credit requirements and graduation requirements at BLHS. Consult with the principal to make sure that the classes you register for at college will meet BLHS requirements. Students involved in PSEO are able to participate in extra-curricular activities, school events and participate in graduation exercises, but they will not receive their diplomas until final transcripts from colleges arrive at BLHS.

SECTION 504 of the Rehabilitation Act of 1973:

BLHS Schools will not discriminate based on disability in admission or access to its programs or activities. The ACT defines a person with a disability as anyone who has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working. Contact the principal for more information.

Special Education:

Special Education services will be provided to students who qualify according to state standards of the Department of Education. Any parent who is of the opinion that his/her child may qualify for special program might enhance the child's educational opportunities or allow the child to be more effectively helped in the pursuit of an education is urged to contact the school for a staffing. Minnesota law provides that school age children with the following:

- Autism Spectrum Disorders
- Deaf-Blind
- Deaf and Hard of Hearing
- Developmental Cognitive Disability
- Developmental Delay
- Emotional or Behavioral Disorders
- Other Health Disabilities
- Physically Impaired
- Severely Multiply Impaired

- Specific Learning Disability
- Speech or Language Impairments
- Visually Impaired
- Traumatic Brain Injury

Parent involvement is essential. The law spells out a process for the school to keep you informed of decisions about the identification, assessment, program planning, placement, and evaluation of your child. Students with disabilities and parents are entitled to at least the following procedures:

- Parents will be informed in writing of the school district's intent to conduct an educational assessment, before a child is placed in a program, removed from the program, or denied a special program or service.
- Parents are provided an opportunity to meet with school officials in a conciliation conference when there is a disagreement about the provisions of special education instruction and services.
- Parents may request a local informal due-process hearing after at least one conciliation conference if the parent continues to object to proposed special education plans.
- Parents may appeal the decision of the local school board or hearing to the Commissioner of Education if they object to the proposed plan for the child. Parents may appeal the decision of the Commissioner of Education to the district courts.

Special Instruction:

Students may receive help with their schoolwork simply by asking the teacher of the subject(s) in which they are having difficulty. BLHS schools are committed in helping students to be successful and are willing to meet with parents/guardians and students to create a plan for improvement. This may include a recommendation of after school tutoring, supervised study halls and suggestions for increased communication between home and school. Please contact the principal if you have concerns.

Statewide Testing:

The following is a link to the Minnesota Department of Education's Parent/Guardian Guide and Refusal for Participation in Statewide testing. (<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>). More information on Statewide testing can be found at; <https://education.mn.gov/MDE/fam/tests/>

Textbooks:

Textbooks are furnished free of charge. All district-owned books and supplies are to be treated with care. Students are responsible for any lost, excessively worn, or abused materials issued to them by the school. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students. This includes any books you may have borrowed to another student, left somewhere in the building or had taken from your locker.

F. CO-CURRICULAR ACTIVITIES

Co-curricular activities are offered and it is recommended that all students participate in at least one activity beyond the school day. Buffalo Lake-Hector-Stewart School is a member of the Minnesota State High School League. On the interscholastic level, baseball, basketball, cross country, football, golf, gymnastics, softball, track, volleyball, and wrestling are offered. Students may choose from the following co-curricular activities: Yearbook, Clay Target, Robotics, Drama, One Act Play, Dance Team, Speech, Visual Arts, Instrumental and Vocal Music, FFA, and other similar activities. BLHS will adhere to all Minnesota State High School League (MSHSL) rules.

Participation in school activities is a privilege and not a right; the principal and activities director have the authority to deny membership in any organization or activity due to scholastic difficulty, unsatisfactory conduct, or other factors for students, which are representing the school. Coaches and advisors have the authority to set rules for their sports and activities. These rules will include all High School League and school district rules and may include additional guidelines that the coach feels are necessary to run a quality program such as dress codes for game days and curfews.

A student may also be removed from an activity when the coach/ advisor (with approval from principal and activities director) feels it is in the best interests of that student, the welfare of other participants, or if appropriate representation of the school/program is not being demonstrated by the participant.

- **Students must earn a letter before they may order a letterman's jacket.**

Physicals, Parent Permit Forms, and Eligibility Forms:

Athletes are required to have a physical examination once every three years, but are encouraged to have one every year. A record of a physical examination, a parent permit form, a MSHSL eligibility form must be on record in the activities office, and have attended or viewed the MSHSL/District Rules and Policy Interpretation meeting before a student is allowed to participate in events.

- **Student/Parent rules meeting will be held before each sports season.**

Spectator Buses:

Fan buses for students will be provided for contests at other sites provided there is enough interest shown. Students going by bus must return by bus, unless their parents have arranged according to the transportation guidelines beforehand with the school. Any reported misconduct on the

fan bus or athletic bus will mean that those person(s) may not be allowed to ride the bus in the future. A reminder to all: whether you are an athlete or fan, remember that you represent not only yourself, but also your school and community.

State Tournaments:

Students involved in a co-curricular activity may attend the MSHSL State Tournament in the specific season they have participated. If you wish to attend a state tournament as a spectator for an activity you are not participating in, you must have prior permission from the principal. Permission may be denied if you are not passing your classes, attendance is a concern, or you have a conflict with an activity in which you do participate. Failure to get prior permission will result in an unexcused absence. Attendance at the MSHSL State Tournament is limited to two school days, if the following requirements have been completed:

1. Student has on file a written and signed excuse for the day from parent or guardian.
2. Student ticket for tournament is turned into office upon return.
3. Curriculum assignments for the day's absence have been completed prior to the absence.

An excused absence will be issued if all of the above requirements are completed on time. No chaperone or transportation will be furnished by the school district and liability for any incident occurring during the one-day absence will be the responsibility of the student and parent. The administration will adjust the above policy in the event that a team or individual qualifies for the state tournament. **Students attending the tournament with their parents will be considered to be on a family trip and must have prior approval.**

Activity Participation Fees:

Students participating in school co-curricular activities will be required to pay a fee for each activity. The athletic sport fee for grades 9-12 will be \$90 per activity. Students in grades 7-8 will be required to pay \$60 fee per athletic activity. The fee for all Jr. /Sr. High golf team members will be \$60. The fee for participating in non-athletic co-curricular activities will be \$48 per activity. These activities include Drama and Speech. The maximum fee per family is set at \$300.00 per year. **All fees must be paid prior to participating in the first contest or activity.**

Sportsmanship / Behavior at Activities:

Students and adults who attend activities at Buffalo Lake –Hector– Stewart or who attend an away event are expected to represent the school and community in a positive manner. This includes standing for both team's school song, plus standing for the national anthem (remove headwear). Work cooperatively with contest officials and supervisors in keeping order. Refrain from crowd booing, foot stomping or making negative comments about officials or participants, and show respect for public property. Treat visitors as guests and remember that the game is played on the gym floor, so please sit and watch the game. Game supervisors have the authority to warn or remove fans not conducting themselves in a manner of good sportsmanship or not observing school rules. Removal from an activity will involve law enforcement if the behavior involves alcohol or tobacco use, fighting or disorderly conduct. Approaching officials before, during, or after the conclusion of a contest is strictly prohibited. Any action or verbally abusive language directed at game officials can result in the removal of that person (student or adult) from the contest. Additionally, a suspension from attendance at all BLHS contests for a period of two (2) weeks or greater may be imposed. This would include home and away contests. The Activities Director will determine the length of the ban from activities.

Tickets:

Students and adults may purchase activity tickets. These activity tickets will be used as a pass to gain admittance to all regularly scheduled home athletic events. The cost of the activity ticket is \$65.00 for adults, \$40.00 for students in grades 9-12, \$35.00 for students in grades 5-8, and \$30.00 for students in grades K-4. Single game ticket prices for the school year will be: Adults - \$6.00, Students - \$4.00 and Preschool-free. Family activity tickets can be purchased for \$125.00, which is good for two (2) Adults and all children in the household. A ten punch card can be purchased for \$50.00. Senior citizens will not be charged admission for any non-MSHSL tournament events.

Athletic Participation and Injuries:

In order to better prevent the recurrence of injury or further damage to an existing injury, students will be required to follow a "Return From Injury" procedure. Following an injury for which a doctor is consulted, whether related to a school activity or not, a student must present to the high school office or activities director a note signed by his or her doctor and stating when the student may begin participation. Students will not be allowed to participate or practice for any event until this requirement is met.

Academic Eligibility:

Mid-Quarter Reports:

1. A student who receives a failing grade at mid-quarter will be ineligible for 2 weeks (14 calendar days). During the two-week period, a student must obtain a "Reporting of Academic Standing" Form from the Activities Office and present to their instructor(s) to obtain a current grade. Once the form is signed by the student's instructor(s), the student must return it to the Activities Director.
2. If the grade is passing, the student becomes eligible to compete in the activity. If the student is not passing and/or has not completed the reinstatement form, the Activities Director will notify the coaches/directors involved of the student's ineligibility which is suspension until the student is passing. It will be the student's responsibility to have the form completed notifying the Activities Director that they are no longer failing.
3. No Early Release Any student who has a failing grade at either the mid-quarter or quarter reporting period is NOT permitted to be released early from the school day to travel with the team/club until they confirm with the Activities Director they are no longer failing.
4. This applies to all Category I and II events.

End of Quarter Reporting Periods:

1. Any student failing at the end of the quarter will be ineligible to compete in the first two scheduled events or the first two weeks whichever is greater following the grading period. The day after the two-event suspension or two-week period, whichever comes first, a student must obtain a "Reporting of Academic Standing" Form from the Activities Office and present it to their instructor(s) to obtain a current grade. Once the form is signed by the student's instructor(s), the student must return it to the Activities Director.
2. If the student is not passing and/or has not completed the reinstatement form, the Activities Director will notify the coaches/directors involved of the student's ineligibility which is suspension from events until the student is passing. It will be the student's responsibility to have the form completed notifying the Activities Director that they are no longer failing.
3. Students who become ineligible to participate in extracurricular activities because of academic standards may attend and participate in practices and scrimmages, but will not be able to participate in competition unless it is part of a class that is intra-curricular involving a grade.
4. This applies to all Category I and II events.

Incomplete Grades:

A student with an incomplete grade at Mid-Quarter or End of Quarter is ineligible until the work is completed, unless the incomplete grade is due to an excused absence

Chemical Eligibility Rules (Alcohol, Tobacco, Controlled Substances)

During the calendar year, regardless of quantity, a student shall not use or possess tobacco (including e-cigarettes). A student shall not consume or have in possession, with the intent to use, buy, sell, or give away, beverages containing alcohol or any substance defined by law as a drug. This includes any substance on a person, stored in a locker, desk, car, etc. It is not in violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his or her doctor.

- A. All students participating in activities associated with MSHSL, the penalty for the first violation will be ineligibility for four (4) weeks or four events, whichever is greatest.
 - a. A second violation will result in ineligibility for six (6) week or six (6) events, whichever is greatest.
 - b. A third violation will result in ineligibility for twelve (12) weeks or twelve (12) events, whichever is greatest. If after the third violation, the student on his/her own volition becomes a participant in a chemical dependency program, the student may be certified for reinstatement in the MSHSL activities after a minimum period of six weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- B. All students participating in other school sponsored activities not associated with MSHSL (FFA, Theater, Pep Band, Robotics, Clay Target, Prom, Dances, Lock-ins, Senior Class Trip, Band/Music Trips, etc.) the penalty for the first violation will be ineligibility for two (2) events.
 - a. A second violation will be ineligibility for four (4) events.
 - b. A third violation will be ineligibility for twelve (12) events.
- C. Penalties shall be cumulative beginning with seventh grade, and throughout the student's participation on a varsity, junior varsity, or C-Squad team or activity.
- D. **Denial Disqualification:** A student shall be disqualified from all interscholastics athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

G. GENERAL INFORMATION

Asbestos Annual Notification:

Accredited inspectors have inspected all district buildings. Based on these inspections, the school district prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. The school district has completed its three year required update inspection. Periodic walkthrough inspections of areas containing asbestos are held every six months. A copy of the Asbestos Management plan is available for review in the District Office in Hector. If you have any questions or concerns, please contact the Superintendent at 320-833-5311 ext 223.

Assemblies: **Activities may not occur or be modified due to COVID-19.**

All students are expected to attend assemblies or pep fest unless the principal has granted prior permission to go to another assigned and supervised area. Assemblies are an opportunity for students to demonstrate mature respect. Students should sit in assigned areas and behave respectfully by being quiet and attentive during the presentation. Students who cannot behave appropriately during assemblies may not be allowed to attend other activities. Pep fests are an opportunity to show your positive support for your school and individual activities.

Announcements:

If there are items you would like to be placed in the daily announcements, please have them to the Administrative Assistant by 2:00PM the day before. The announcements will be emailed and will be read over the intercom system. They will also be posted on the school website. Periodically, there will be announcements made using the intercom system. These announcements will be made at the beginning or end of a class period and these announcements will be kept to a minimum. It is the student's responsibility to pay attention to the announcements.

Change of Address:

Always report a change of address, change of phone number, or employment information to the office or use the parent portal. Changes in work numbers or emergency contact numbers should also be made since these are important numbers in case of illness or a medical emergency with

your child. Please inform us of temporary changes in who is responsible for making decisions for your child regarding attendance if you are going to be gone on vacation or cannot be reached by telephone.

Copy Machine Use:

Students will not be sent to the office to make copies for class.

Directory Information:

Independent School District #2159, according to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act declares the following as "Directory Information" and that information relating to students may be made public if the information is any of the following categories:

- Student's Name
- Address
- Date and Place of Birth
- Year in School
- Photograph in yearbook
- School newsletter/publicity and website
- Participation in officially recognized activities and sports
- Weight and Height of members on teams
- Dates of Attendance
- Grade Levels Completed
- Degrees and Awards Received
- Most recent previous educational agency
- Institution attended by student

A parent may notify the district of their desire that some or none of the directory information is to be released without their consent by contacting the principal. This notification must be given to the district within thirty days of the start of school or by law. Please notify the office if information is incorrect or if changes occur during the school year as soon as possible.

Emergency Evacuation of Building:

When the fire alarms sound or an announcement is made to evacuate the building, students MUST leave their classrooms immediately and follow the emergency exit directions posted in each room. Each class will be given a designated area to report to if necessary so that we can make sure all students are accounted for and so additional instructions can be given. Do not go to your lockers or try to take books with you. Tornado and severe weather shelter locations are also posted in each room and students should report to the cafeteria, locker rooms, or weight room areas and sit quietly on the floor to wait for additional instructions. We will be practicing emergency evacuations throughout the school year. If students need to be evacuated, they will be escorted to an off site location.

Equal Educational Opportunities:

Every pupil of BLHS schools will have equal educational opportunities, regardless of race, color, creed, sex, sexual orientation, national origin, religion, age, marital status, or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in, or having access to, any course offerings, athletics, counseling, employment assistance, and/or co-curricular activities.

Equipment and Buildings:

The school buildings are for student use and should be treated with respect. Anyone caught damaging any school property will receive a consequence and be required to pay for any damages. Please help to keep our school clean; Wastebaskets are located in every room and in the hallways for your convenience. The school building will be open from 7:45-8:30 AM and 3-3:30PM every day school is in session. Students are not to be in the building after 3:15 p.m. unless they are under faculty/coach/advisor supervision.

Fire Drills/lock downs/Tornado Drill:

Minnesota state law requires that every public school conduct a minimum of five fire drills, five lockdowns, and one tornado drill per school year. It further requires that directions to the nearest safe exit be posted in each classroom. All classrooms that, by nature of the class, require other safety precautions will be instructed on the use of fire extinguishers, helmets, and eye protection. When the fire alarm rings, the instructor will direct you to the door and you are to walk along your side of the corridor to the nearest exit. The first student out of the door is to hold the door open until the last student has filed out and we should be able to clear the building completely in less than a minute and a half. All employees and students are urged to conduct themselves in a safe manner, both within the school building and off school premises. Anytime a student is injured while under control and supervision of the school to the extent that they need medical attention needs to be reported to the office as soon as possible.

Gender Equity:

Title IX of the Education Amendments of 1972 states that: No person in the United States, based on gender, may be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. In order to continue receiving federal financial assistance, this district will comply with Title IX and the regulations promulgated through the U.S. Department of Health, Education and Welfare by the Department's Office of Civil Rights.

Indoor Air Quality: The BLHS School District has an Indoor Air Quality (IAQ) Plan in place to address any issues regarding indoor air quality in the buildings. The health, comfort, and learning environment of our students and staff are very important to the District. If you have any questions or concerns, please contact any of the following people to discuss your concern/issue:

Robert TIMM--IAQ Coordinator	320-848-2233 1343
Dr. Michelle Mortensen-Superintendent	320-833-5311 ext 218

A copy of the Indoor Air Quality Management (IAQ) Plan can be obtained at the District Office in Hector. Please notify the school if your child has allergies or asthma conditions we should be aware of concerning your child's safety and comfort in the school building.

Insurance and Accidents:

During the current school year, the Buffalo Lake-Hector-Stewart School will be offering an insurance plan that parents may purchase. An informational pamphlet will be sent, at the beginning of the school year, explaining the cost for such insurance and the benefits that are available through such a plan. The school does not pay for student medical bills for the student injuries at school or activities so the insurance is helpful if you do not have family medical insurance.

Lockers: (Policy 502) **See COVID-19 return to school plan for more details on lockers in 2020-2021.**

School lockers are the property of the school district. At any time, the school district does not relinquish its exclusive control of lockers, in which are provided for the convenience of the students. School authorities may conduct locker inspections for any reason, at any time. Personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school's authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Locker assignments are made at the beginning of the school year to provide students with a place to store their textbooks, materials, supplies and various books and articles of clothing worn to and from school. Students are not to move to another locker without permission from the office. Students are expected to check their lockers frequently to be sure they contain only those articles belonging to them, or properly borrowed to them by the owner. **Do not leave or keep valuable items in your locker!** Such items may be brought to the office for safekeeping until the end of the school day. The school does not assume responsibility for lost articles. Report any locker theft to the principal. Please do not write on or mark any locker. You may use your own lock if you so desire. The combination or second key must be turned into the office.

Locker Rooms:

Students enrolled in physical education classes or participating in athletics may be assigned a locker and a lock at the beginning of the school year or the sports season. The student is responsible for turning in the lock or will be responsible for paying for it; Students may use a personal lock. **Do not leave valuables unattended.** All personal or valuable items should be locked in lockers to prevent theft. Lock your locker and turn all valuables into the P.E. office or coach for safekeeping. Students who are not involved in extra-curricular activities may not be in the locker rooms after school or during events without permission of the principal, coach, or activities director. Students should not be in the locker rooms unsupervised during the school day.

Lost and Found:

Lost and found articles are to be brought to the principal's office. Students should report lost or stolen items to the office. Students are responsible for returning all books, uniforms and school equipment or property at the end of the class, season or school year. Students will be required to pay for any items that are lost, stolen, or damaged while you have them assigned to you. Students are also reminded that backpacks, purses, or gym bags are not secure areas to store items and you should not leave items of value in them while they are in the classrooms or in your locker. **LEAVE VALUABLES and MONEY AT HOME!**

Media Center: **Use will be modified due to COVID-19.**

The media center offers a quiet, comfortable space for school work and recreational reading.

- Hours are from 7:45 a.m. to 3:15 p.m.
- Students must have a pass from a teacher in order to visit the media center if they are coming from a regular class.
- Books may be checked out for three weeks and should be renewed or returned by the date due.
- Students are to return all media center materials before leaving the media center unless they have been checked out.
- Magazines, reference books (encyclopedias, dictionaries, almanacs), and computers are to be used only in the media center.
- Each student is responsible for all books and materials loaned out to them. Lost or damaged materials must be paid for at current replacement costs.
- No food or drink is allowed in the media center
- Students who do not comply with these rules will lose their media center privileges

Pest Control Materials:

BLHS Schools may apply pest control materials inside or on school grounds as needed. An estimated schedule of interior pest control inspections and possible treatments of outdoor applications is available for review at each school office. If you have questions or concerns, please contact the Superintendent at 320-833-5311 ext. 218

Pledge of Allegiance:

The Pledge of Allegiance will be recited on one or more occasions during the school week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect to do so. Students must respect another person's right to make this choice.

Protective Devices:

In accordance with State Law, students participating in certain art, agriculture, and sciences classes using chemicals or dangerous materials and equipment are to wear appropriate safety devices or protective clothing as designated by the instructor. Any student failing to comply with such requirements will be suspended from participating in the class and the student may be dropped from the course by the administration for willful, flagrant, or repeated failure to observe the requirements.

Reasonable Force:

Reasonable force may be used by a teacher, school employee, school bus driver, or other agent of the district, in the exercise of legal authority, to restrain or correct a student to compel compliance with reasonable requirements for the student's safety, control, conduct, or treatment of others.

Rule Changes:

There are times when it is necessary to change or revise rules. The Board of Education and/or the administration have the right to do this if it is felt that the change is in the best interest of the students and the district. Any changes in the handbook will be announced. Students and/or parents may contact the administration directly with concerns.

School Closing:

When there is no school, a late start, or school is closed early due to weather and/or other conditions, an announcement will be made over the following radio and television stations some time shortly after 6:00 am. A message will be sent out to families as well through infinite campus.

- K100-Olivia/Willmar-100.5 FM
- KARE 11 TV-Channel 11
- KARP-Hutchinson-106.9 FM
- KDUZ-Hutchinson-1260 AM
- KNUJ-New Ulm-860 AM
- KQIC-Willmar-102.5 FM
- KSTP TV-Channel 5
- KWLM-Willmar-1340 AM
- WCCO-Twin Cities-830 AM
- WCCO TV-Channel 4

Please remember that if school is two hours late, buses will run two hours later than usual and there will be no morning PALS or ECFE. It is difficult to measure the severity of a storm in all sections of our school district, therefore, the final decision rests with the parents as to whether to send their students to school or keep them home during adverse weather conditions and the absence will be considered excused with a parent call. Provisions will be made by school administration to take care of the students when storms occur during the school day of such intensity that it makes bus transportation hazardous. **If school is called due to weather, distance learning for all students will be implemented as per the distance learning plan.**

Student Surveys:

Students who wish to do a class project that involves surveying the students must have teacher and administrative approval of survey questions, method of distribution, use of class time, and copy the survey before they do any surveys.

Telephone Privileges:

Students may only use the phone in the office to call home during lunchtime or with a pass from a classroom teacher. Once to the office, students must ask permission to use the phone from the Administrative Assistant or Principal. Students are asked to make the calls short and should not be missing class time to use the phone. Students will receive an unexcused tardy if they are late for class. If you need to go home sick, the Administrative Assistant will dial the number and speak with your parent. Messages will be delivered in a timely fashion, but the student will not be allowed to interrupt class or allowed to leave class to take or return phone calls. Please do not have parents, friends, or employers call the school unless it is an emergency.

Transfer/Withdrawal:

Please contact the high school office about procedures for withdrawal from school prior to the date of withdrawal. If a student is withdrawing from school for any reason, they should present a written notice, signed by the parents preferably three days in advance. A checkout sheet will be issued by the high school office. It must be completed and returned before grades will be transferred. If the student belongs to any organization(s), the organization will determine dues or fees required, based upon the amount of activity prior to withdrawal.

Trespassing on School Property:

It is a misdemeanor for an individual, and a gross misdemeanor for three (3) or more persons, to enter or be found in a school building unless the person:

- Is an enrolled student, a parent, or guardian of an enrolled student, or a district employee.
- Has permission or an invitation from a school official to be in a building.
- Is attending a school event, class, or meeting to which the person, the public, or a student's family is invited.

- Has reported to the office and registered as a visitor.

It is a misdemeanor for a person found on school property within six months after being asked to leave the property and not return, by the school administration, unless that person has been given permission to return.

Visitors: Visitors will be limited due to COVID-19.

The Board of Education welcomes and encourages district residents to visit school. However, in order to better plan for your visit, we require that you make an appointment indicating the date, time, and what classes you would like to visit. Check in at the high school office when you arrive. If you would like to meet with a school Principal, please call and make an appointment. If you would like to meet with a particular teacher about an individual or personal concern, contact the teacher and arrange a time to meet when the teacher does not have responsibilities for scheduled classes.

Student visitors/visitors of students:

will be cleared with the Principal at least one day in advance *and are only allowed to meet in the office.* No visitors will be allowed the last two weeks of the school year or a day before a school break/holiday. No Pre-School children will be sent to school with students.

WEBSITE:

Students and parents may access the BLHS website at any time at www.blhsd.org. School information, calendars, registration materials, activity updates, links to educational resources and individual teacher pages can be reached from this site. If you would like to be added to our email directory for informational mailings, please notify the high school office of your email address. Another source of information for parents is the MN State Department of Education website <http://education.state.mn.us>

Online Parent Access: This feature allows parents to access your child’s attendance, grades, report card, and lunch account. Each parent will have a username and an individual password. To receive these please talk with the high school office and they will assign you your individual username and password. This will keep parents informed on how your child is progressing during the year and keep open communication between the parents and school.

H. HEALTH AND SAFETY Please see Health section of the Re-opening plan and may change due to COVID-19.

Health Standards When Your Child is Ill:

The student should stay at home if any of these symptoms is present:

- Has had a fever of 100 degrees or more, and should remain at home 24 hours after the fever returns to normal.
- Has vomited or has had diarrhea, and should remain at home 24 hours after it has stopped.
- Has a rash that is unidentified. (Please contact your family physician)
- Has an open or draining sore. (Please contact your family physician)
- Has inflamed or draining eyes. (Please contact your family physician)

Parents will be contacted by the school to send your student home if they develop any of these symptoms during the school day.

Non-Prescription Medication Procedure:

Non-prescription medication will be administered only if a signed note by the parent/guardian is on file with the school, describing the amount and type of non-prescription medication can be given.

Prescription Medication Procedure:

Parents should inform the principal, public health nurse and/or health aide if a student requires medication. Written authorization from the Physician is required to allow the school to give medications. The parent and doctor must complete a Medical Consent to Administer Medication Forms if the student needs to take medication at school. It is the parent’s responsibility to notify the Public Health Nurse or Principal of changes in dosage. Changes in dosage also require a new Physician written order. Parents or guardians are required to supply the medication in the original container labeled by the pharmacy. The container will be labeled with the student’s name, name of the medication, dosage to be given, frequency and time it is to be given, the name of the prescribing physician, and the date the medication is obtained. A duplicate bottle should be provided to the school so that one is kept at school and one at home.

Supervision of Medication:

The Public Health Nurse and / or health aide or Principal will designate an appropriate school staff member to supervise the student taking the medication. The Renville County Medication Policy will be the guidelines for all medication administration in the school setting. Renville County Public Health staff will be available by phone to give assistance in carrying out the medication policy.

Self-Administration and Storage of Medications:

Self-responsibility for inhalers is permitted. If the student can demonstrate proper administration of the inhaler, and if the parent or guardian and Public Health Nurse and/or health aide agree it is appropriate for the student to self-administer the inhaler, the student will be allowed to carry and self-administer the Inhaler. All medications left in school will be stored under locked protection in a location approved by the principal and Public Health Nurse.

Head Lice Procedure:

Any suspected case of head lice will be checked according to the procedure as follows:

1. All lice checks will be done in a well lit area

2. All checks will be done by two trained persons or the school nurse. These persons will not remove nits but will leave any nits for parents to inspect and remove
3. Students with live lice and/or nits will be removed from the classroom and parents will be notified to get their children from school
4. Information will be given to parents to assist them in clean-up procedure
5. Once hair has been gone through and treatment has been done, the student may return to school.
6. If parents are having a difficult time with a difficult case the school nurse will do best to assist the parents/guardians and student.
7. Follow up checks will be done in 7-10 days by the school nurse or trained school staff with a phone call to the parents.

Immunizations

Minnesota School Immunization Law, Section 123.70 requires that children enrolling in a Minnesota school shall be immunized against Hepatitis B, Diphtheria, Tetanus, Polio, Pertussis, Mumps, Measles, and Rubella. It is the responsibility of the parent or guardian to furnish the school with medically certified compliance. These requirements can only be waived if a properly signed medical or conscientious exemption form is filed with the school.

LUNCH PROGRAM **See the District's "Return to School Plans" for lunch procedures in each learning model******

The school provides a lunch/breakfast program that is available for all students and staff. The menus are listed weekly in the News Mirror and on the BLHS website. The program uses an automated computer system. Students may use their account to purchase a regular school lunch, breakfast (served between 7:45 a.m. and 8:00 a.m.), or alternate lunch options. Snack items are offered for sale after the lunch line is finished and these items ***will be purchased through the student's automated lunch account***. Parents who wish to restrict their children's usage of the account to only regular meals and breakfasts should submit their request to the district office, in writing.

Families can deposit money into their account at either the high school or elementary offices. Your child(ren) will be notified of "low balance" when the account nears the \$10.00 amount. At negative ten (10.00) dollars your lunch account will be frozen until such time as the account is brought above negative. During the time your account is frozen your children will be served a sandwich and milk or they can choose not to eat.

Lactose-Reduced Milk-Lactose-reduced milk will be provided to a student upon written request from the student's Parent/Guardian

MEAL PRICES:

Lunch prices are \$3.15 for a regular meal, \$1.35 for super size lunches (an extra entree) and \$2.10 for breakfast. All checks should be made **payable to Buffalo Lake-Hector-Stewart School** and brought to the high school office in the morning so that the amount can be entered into the account prior to the start of the lunch hour. Please indicate the student's name and account number on the check.

Buffalo Lake-Hector-Stewart Schools has a **closed noon hour policy** and will adhere to the following rules: ****See the District's "Return to School Plans" for lunch procedures in each learning model****

MIDDLE SCHOOL/HIGH SCHOOL:

1. Only five students at the bottom of the stairs at one time, everyone else should wait at the top of the landing. No skipping ahead in line, if caught, you will go to the end of the line. Respectful behavior is expected in the lunch line. Inappropriate behavior will result in disciplinary consequences.
2. Please clean up your mess and put your trays away. No food should leave the cafeteria area including a la carte items.
3. Use the bathroom in the cafeteria. Locker areas are off limits, other classes are in session.
4. Listen to the lunch supervisor at all times! Failure to follow rules and procedures-will result in disciplinary action. All garbage should be picked up.
5. Do not leave until the bell rings or you are dismissed. BE QUIET when you go to your lockers, so you do not disrupt classes.
6. **ABSOLUTELY NO DRIVING ALLOWED!** Students may not be in the parking lot without permission from the office. Driving or being in the parking lot without permission will result in out-of-School Suspension. The same penalties apply for riding with someone.
7. All food or beverage items will be finished before students go to their lockers. Do not keep open containers of food or beverages in your locker. No food items of any kind will be allowed to leave the cafeteria area, breakfast or lunch.

J. ORGANIZATION AND CLASS ACTIVITIES

Dues:

At the beginning of the school year, each class or organization in grades 6-12 who charge dues for membership must follow these guidelines:

- That at least one class or organization advisor is present when this decision is made.
- All class or organization expenditures must be made from a purchase order form and have the signature of the class or organization advisor.
- Class monies will not be used for parties conducted away from the school premises without prior approval by the principal.
- No student will be denied membership in a school organization or class meeting for not having paid dues, however, if because of economic hardship a student is unable to pay their dues, the student or his/her parents should contact the high school principal in writing indicating that an economic hardship exists making it impossible to pay such dues.
- Class dues must be paid before a student may participate in homecoming activities.
- Each class charges dues to the members of the class. This money is used for decorating homecoming floats, parties, gifts, etc. Any money remaining at the end of the year is carried over to the next year. In grades 6-8, the amount of class dues should be kept at a minimum

(\$10.00 or less recommended). Grades 9-12 have the prom and graduation to pay for so dues may be higher (\$20.00 or less recommended)

Grade Level Treasurer:

Each Treasurer will come in to the library before school to collect class dues and a receipt will be given at that time. Turn money into office. Collect dues one or two days during lunch.

Procedures for ELECTING Homecoming Attendants:

- Class lists, 1 per person
- Vote for 1 boy and 1 girl-circle on class list
- Hand into advisor
- Save the ballots until after homecoming
- Disagreements will be referred to the Principal
- Ineligible students are not eligible for such election
- Students currently serving penalties for extra or co-curricular violations are not eligible for such elections

Class Meetings and Dances: **This may not occur due to COVID-19.**

The following is a list of rules:

- a. Class meetings, when necessary, are held by arrangement with the Principal.
- b. Only advisors are permitted to schedule class meetings with the Principal's permission. Meetings are to be scheduled at least one day prior to the meeting unless there is a need for an emergency meeting which will be called by the Principal.
- c. Voting for class officers shall be done by paper ballot and counted by the advisors.
- d. All class meetings are to be approved and attended by an advisor.
- e. Any event planned by a class and approved by advisors must have at least one advisor in attendance.
- f. Class record books must be kept up-to-date. Treasurer's books will be checked periodically with the high school office with a final check at the end of the year.
- g. All supplies are to be requisitioned through the business office. In case of emergency, supplies may be purchased locally by purchase order when approved by the class advisor.
- h. Picnics and social affairs are at the discretion of the advisors with the approval of the Principal.
- i. All school dances must have approval by the principal at least two weeks prior to the dance. Dress code applies to school dances. All guests must be signed up in the office and must be of appropriate age of the dance being held. Dances shall be such that they are Grades 6-8 or Grades 9-12. Student Council/Activities students will be allowed to assist adult advisors/chaperones with dances. Students who bring a guest will be held accountable for the guest's behavior. Alcohol or tobacco violations will include law enforcement involvement. Students who leave the dance may not return to the dance. Your parents may be notified that you have left the dance. Any student causing a behavior problem at a dance may be banned from dances in the future in addition to other school penalties. Administration reserves the right to refuse entrance by any student to BLHS sponsored dances. Guests of students that are either not attending school (private, public, home-school) or are 21 years of age or older will not be allowed to participate in BLHS dances.
- j. Advisors are to see that all properties for any activity sponsored by a group are cleaned up and returned after the activity.

Junior-Senior Prom: **This may not occur due to COVID-19.**

Juniors are responsible for the Prom. The Prom committee is asked to submit a schedule for decorating one week in advance to the principal. There will be no school parties or dances scheduled two weeks in advance of the Junior-Senior Prom.

Homecoming: **Activities may not occur or be modified due to COVID-19.**

The student council will be in charge of coordinating all Homecoming activities. "To Do" Lists for each class or organization will be distributed at the class meetings the first day of school. The Homecoming dance is for high school students and alumni. Dates must follow all school rules.

Graduation: **May be in a modified format due to COVID-19.**

The senior class is responsible for decorating the gym for graduation. They are also responsible for purchasing the flowers for graduation.

Graduation is scheduled for June 6th, 2020 at 2PM.

SENIOR CLASS TRIP: This will not occur in 2020-2021 due to COVID-19.

Student Council:

The advisor and student council members will determine the time of meetings and arrange for any activities that may be necessary. No student council meeting will be held without the presence of the appointed advisor or designee. The student body president will be a senior and be elected by the student body. Each grade will have 4 representatives on the Student Council.

National Honor Society (NHS):

The Buffalo Lake-Hector-Stewart Chapter of the National Honor Society is an honorary organization of students in grades 10, 11 and 12 who have been selected because of their scholarship, character, leadership, and service to the community. The NHS was created to recognize and encourage academic achievement while developing other characteristics essential to citizens in democracy. At Buffalo Lake-Hector-Stewart High School, a five-member committee made up of teaching staff selects students for membership from those who have a minimum cumulative grade

point average of 3.50 and have submitted an application form expressing their interest in membership. Students must also demonstrate leadership, school and community service, and character to meet criteria for NHS membership. Students who are selected as NHS members will participate in a school induction ceremony and will be required to work on school service projects sponsored by NHS.

FUNDRAISERS:

Advisors must complete the fundraising application and submit to the Principal two weeks prior to the sale for approval. Do not order ANYTHING until you have received approval! Forms can be found in the teacher handbook, teacher forms website, or in the office. It is the requirement of the administration and the school board that school sales be held to an absolute minimum. Other organizations such as After Prom Parents or other community organizations who wish to conduct a fundraiser at school activities also need to complete a Fundraising Application. All fundraisers must be on the master calendar in the building office. No more than one fundraiser at a time or more than one per year, except by superintendent permission. The proceeds from any fundraiser, such as the junior / senior pizza sales or the band magazine sales will be considered the property of the student organization even though the amounts are recorded into individual student accounts. As an incentive to promote sales and allow individuals to earn money to pay for their class trip, a class may decide to award prizes for individual efforts. Advisors should remind students involved in fundraising activities that all school rules apply even if the fundraising activity is after school hours or off school property. **Advisors must submit all fundraising money to the office with a reconciliation statement on a weekly basis. Advisors and students should not keep money or fundraising items in their lockers, since you will be responsible for the entire amount even if it is lost or stolen.**

K. SCHOOL BOARD INFORMATION

Procedure for Concerns/Questions/Chain of Communication:

- a. Call the individual teacher or staff member to speak with them regarding the issue or question.
- b. If you have not been able to resolve the situation with the individual teacher/staff member, then contact the principal (or lead teacher at the elementary) regarding your concerns. If the issue/question is about athletics or activities, contact the athletic director.
 - You will be asked to contact the teacher or staff member involved if you have not already done so, but you may request the athletic director or principal to be present for a conference if desired.
- c. If the situation has not been resolved after contact with the teacher and principal or lead teacher, you may contact the superintendent and then lastly, board members regarding the situation.
- d. All board members contacted will follow this procedure to determine that proper chain of command has been followed to resolve all concerns/questions.

Public Participation at School Board Meetings:

In order to assure that persons who wish to appear before the board may be heard and, at the same time, conduct its meeting properly and efficiently, the board adopts as policy the following procedures and rules pertaining to public participation at board meetings. Anyone wishing to speak before the board, either as an individual or as a member of a group, should inform the Superintendent of the desire to do so and of the topic to be discussed as early as possible. This will permit orderly scheduling of public remarks on the meeting agenda. Any individual desiring to speak shall give his or her name and address; and the group, if any that is represented. The presentation should be as brief as possible. Unless an extension of time is granted, a speaker shall have a limit of five minutes. Speakers may offer such objective criticisms of school operations and programs as concern them. In a Public session, the board will not hear personal complaints about school personnel nor against any person connected with the school system. Other channels provide for board consideration and disposition of legitimate complaints involving individuals. The board vests in its chairperson or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above. Persons appearing before the board are reminded, as a point of information, that members of the board are without authority to act independently as individuals in official matters, and answers regarding issues must be deferred pending consideration by the full board.

L. TRANSPORTATION

Buffalo Lake – Hector - Stewart Schools furnishes bus transportation to all students who qualify. Students that need to ride a different bus than normally assigned should bring a note from a parent/guardian giving permission with instructions and give it to the office. Bus drivers will not permit unassigned students to ride the bus. If you know that your student will not be riding the bus for a morning pickup, please call the bus garage at 848-2237 before 6:00 a.m. and leave a message for the driver. The office may be able to let the driver know by radio, but no one is usually present to answer the phone before 7:45 a.m. Riding a school bus is a privilege not a right and any student that is not behaving appropriately will not be allowed to ride the bus.

All small instruments, cases, and gym bags will be placed in areas as directed by the driver. No clothing will be permitted to hang in the front of the bus for any reason. All students must remain in their seats while the bus is moving. This also applies to the students, players/participants and cheerleaders on game buses. Students who are participating in an activity must ride to the activity in school provided transportation unless cleared by the building principal. Nothing is allowed to hang outside of the bus windows. On school-sponsored trips, chaperoned buses are furnished.

BUS BEHAVIOR GUIDELINES AND CONSEQUENCES: The following behaviors will not be permitted on the bus. These behaviors are grouped according to the seriousness of the offense. For all infractions, both minor and major, the transportation supervisor may take other action as deemed necessary. At all levels, parents are always welcome to request a conference with the transportation supervisor or principal.

Minor Violation: Includes but not limited to:

Hitting, Spitting, Inappropriate language, Out of Seat, Obstructing Aisles, Making Loud Noises

- **First Offense:** Driver conference with the student. Identifies the infraction and writes the behavior referral with copies to the parent and the transportation supervisor.
- **Second Offense:** Driver conference with the student. Identifies the infraction, and writes the behavior referral with copies to the parent and transportation supervisor. The parent copy of the referral must be signed by the parent and presented to the driver by the student before they can ride the next day.
- **Third Offense:** Driver conference with the student. Identifies the infraction, and writes the behavior referral with copies to the parent, principal and transportation supervisor. The transportation supervisor notifies the parent, reviews the child's behavior record, and suspends the riding privileges for three days. All succeeding offenses in the minor category will be treated as a Major Infraction-first offense, second offense, and then third offense.

Major Violation: Includes but not limited to:

Assault, Fighting, Vandalism, Insubordination, Possession of a Weapon, Possession/Use of Tobacco, Alcohol, Other Drugs, Throwing objects, Hanging out Windows

- **First Offense:** Driver conference with the student, identifies infraction, and writes the behavior referral with copies to the parent, the principal and transportation supervisor. The transportation supervisor notifies the parent, reviews the behavior incident, and suspends the riding privileges for three days. The parent and student may be required to attend a conference with the principal, transportation supervisor, and the bus driver before riding privileges are reinstated. The next offense will result in a suspension of five days.
- **Second Offense:** The same procedure will be followed as outlined in the first offense. The riding privileges will be suspended for five days. The parent and the student must attend a conference before riding privileges are reinstated. The next offense will result in a recommendation to the Board of Education for expulsion from riding for up to one year.
- **Third Offense:** The same procedure will be followed as outlined in the first offense. However, the riding privileges will be suspended for fifteen days and the student will be referred to the Board of Education for expulsion from riding for up to one year.

Notice of Non-Discrimination

Buffalo Lake- Hector-Stewart Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Sam Schroeder High School Principal
P.O. Box 307, Hector, MN 55342
320-848-2233 Ext. 1304

Dan Krause, Activities Director
P.O. Box 307, Hector, MN 55342
320-833-5311 ext 223

VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION

Buffalo Lake-Hector-Stewart School District offers a variety of vocational opportunities through the business education, technology, industrial technology, and agricultural science departments. The purpose of this notice is to inform students, parents, employees, and the general public that these opportunities are offered regardless of race, color, national origin, sex, sexual orientation, or disability. Admission in the specific courses is determined by grade level, completion of prerequisite courses, past performance of each individual student, and student interest(s).

The District has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972:

Section 504 Coordinator
Sam Schroeder, Principal
220 3rd Street West
Hector, MN 55342
(320) 848-2233 x1304

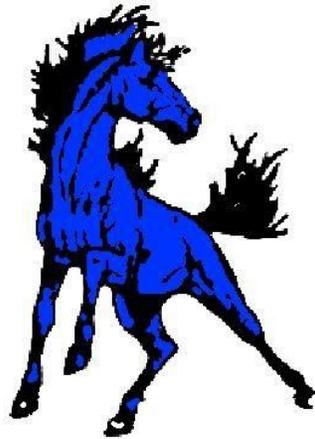
Alt. Section 504 Coordinator
Dan Krause
220 3rd Street West
Hector, MN 55342
(320) 848-2233 x1311

Title IX Coordinator
Dr. Michelle Mortensen
211 3rd Street
Buffalo Lake, MN 55314
(320) 833-5311 ext. 218

BLHS School District #2159

iPad Acceptable Use Policy

Updated May 14th, 2019



1. Receiving and returning your iPad

- 1.1. iPads will be distributed each fall during iPad Orientation. Parents and students must sign and return the “Student and Parent Agreement”, and pay the optional insurance fee before the iPad can be issued to the students.
- 1.2. Student iPads, power supplies, cords and cases must be returned to the Media Center at the end of each year. This RETURN process will take place during the final week of school. If a student transfers or leaves the district for any reason during the school year, the iPad and its accessories must be returned at that time. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at BLHS, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad. Student iPads assigned to students will be labeled and identified with a BLHS Media Center bar code and the serial number recorded.
- 1.3. Students shall report lost, stolen, or damaged iPads to the High School Office as soon as possible. A replacement iPad will be provided if available and the student will be responsible for repairs costs as outlined later in this handbook.

2. Taking Care of your iPad.

2.1. General precautions

2.1.1. iPad screens should be cleaned with a soft clean microfiber cloth. Chemical cleaners or liquids should not be used as they will slowly remove the protective coating Apple places on their screens. You may use a slightly damp cloth, damp with water, to remove smudges that will not come off from wiping with a dry cloth.

2.1.2. Charging cables should be inserted carefully to prevent damage. Cables should not be stretched or kinked and should be disconnected from the charger when transporting.

2.1.3. iPads must be kept in their cases at all times.

2.1.4. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack. The cases should not be used as a folder to carry others items, including any sharp items such as pens or pencils.

2.2. Storing your iPad.

2.2.1. Never expose the iPad to extreme temperatures. The student should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up before use.

2.2.2. Never leave your iPad unattended. The iPad should be in a secure, locked environment when not in the student's possession. Be especially careful when having your iPad with you during after school activities.

3. Using your iPad at school and home.
 - 3.1. iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their instructor.
 - 3.2. If a student leaves their iPad at home, they are responsible for getting their course work completed as if they had their iPad present.
 - 3.3. A replacement iPad will be issued to any students whose iPad is being repaired if one is available.
 - 3.4. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening.
 - 3.5. Screen savers or background photos that are appropriate and follow the school's Acceptable Use Policy may be used.
 - 3.6. Students may upload personal photos and music on their iPads, as long as all content complies with the school's Acceptable Use Policy. The student iPads are the property of the school district and can be inspected at any time. The student should have NO expectation of privacy of materials found on an iPad.
 - 3.7. Students are responsible for downloading to the iPad any documents, material, apps, and app updates deemed necessary by the teacher, building staff or the District. Students are also responsible for all stored documents, worksheets, notes and other files on their iPads.
 - 3.8. District policy prohibits the use of electronic recording devices in a manner that compromises the privacy and interests of other individuals. District policy also prohibits harassment and bullying. Use of the iPad's audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recording obtained with the iPad may not be shared, published, or rebroadcast for any reason without permission. Audio and video recording in locker rooms and restrooms are strictly prohibited and unlawful.
 - 3.9. There is no printing option available at school at this time. Documents need to be emailed or saved to the cloud and downloaded on a computer to be printed. Printing at home requires a wireless Airprint printer. Computer labs and the Media Center computers can be used for printing requirements.
 - 3.10. Students may connect to home wireless networks on their iPad for online access. The school's Acceptable Use Policy needs to be adhered to when using other wireless networks.

4. Connectivity and Saving Work

- 4.1. The district will provide a filtered network environment. iPads will have access to the internet anywhere in the school. The district does not guarantee 100% connectivity
- 4.2. Limited storage space is available on the iPad and it will not be backed up by district staff. It is the student's responsibility to ensure that work is backed up not lost due to mechanical failure or accidental deletion. Students may email documents to themselves for storage on a flash drive, or use available cloud storage(Google Drive). iPad malfunctions are not an acceptable excuse for not submitting work.

5. iOS and Apps

- 5.1. The Apple Store will not be used on district devices to install apps.
- 5.2. Approved apps will either be pushed out to the individual iPads by district tech staff or will be available for individual download from the school app catalog.
- 5.3. If an operating system upgrade is necessary it should be done off campus or during non-school time.
- 5.4. Non-approved apps are not to be installed on district devices.

6. Insurance and repair costs.

- 6.1. Families will insure their student's iPad with the district for an annual fee of \$40 per each iPad. The district will offer a family cap option of \$100 for those families with multiple students. A reduced rate equal to half these options is available for those families on the reduced lunch program and one fourth for those families on the free lunch program. This only covers the iPad, not the iPad cord and charger. New cord and chargers can be purchased from the School. The case is not covered by this insurance and replacement would be the responsibility of the student and parents.
- 6.2. This insurance provides repair and replacement coverage for parts and labor on any hardware failure of the iPad. It also includes coverage for up to two incidents of accidental damage from handling of your iPad, each subject to a \$49 service fee. There is no coverage for lost or stolen iPads. If a lost iPad is returned to the School after student has already paid and as long as the iPad and accessories are in working order payment may be reimbursed.
- 6.3. Families are responsible for any service fees and replacement costs not covered by the insurance.
- 6.4. If the iPad is damaged by an act of "purposely destroying school property" it must be reported to the district staff as soon as possible. Your repair will be processed as quickly as possible but no loaner will be provided. Student discipline will be given to the student following the existing school policies. All costs associated with repairing the damaged iPad will be the responsibility of the student and family. Insurance policies will not be in effect or pay for costs associated with this type of damage.
- 6.5. The following are approximate replacement costs for damages not covered by insurance.
 - 6.5.1.Replacement cost for the provided case \$50
 - 6.5.2.Replacement cost for the provided wall charger \$19

6.5.3.Replacement cost for the provided cable \$19

6.5.4.Replacement cost for the entire iPad which includes cable and charger \$299

6.5.5.Replacement cost for intentionally damaged screen \$299

7. BYOD (Bring your own device) The district does not currently support a bring your own device (BYOD) program. Personal devices will not be supported or maintained by district technology staff or be given access to the district network.
8. Acceptable Use and Responsibilities
 - 8.1. It is the district's responsibility to provide internet and email access to the students. The school will utilize an internet filter to block inappropriate material as required by the state and federal governments. The district will continue to provide staff and students with resources and guidelines for Online Safety, Digital Citizenship and Responsibility, and research guidelines to help student compliance of the Acceptable Use Agreement and copyright adherence.
 - 8.2. It is the parent's responsibility to discuss with your students the values and standards that they should follow on the use of the internet, monitor your students internet activities and become informed about online safety and responsibilities. Parents should consider internet filters on their home online networks.
 - 8.3. It is the student's responsibility to use the iPads in a digitally responsible and ethical manner. The student shall take proper care of their iPad, keep secure, and take steps to protect their work and information. The student must strictly follow the Acceptable Use Policy of the school. The student must follow all timelines for collection and distribution of the iPads at the beginning and end of the school year.

Student Parent Agreement

I acknowledge that I have received:

_____ iPad

_____ Power Supply and Cord

_____ iPad Case

I understand and agree to adhere to the BLHS School District #2159 iPad

Acceptable Use Policy as outlined above:

Students Printed Name: _____

Students' Signature: _____

Parent/Guardian's Printed Name _____

Parent/Guardian's Signature. _____

Date: _____

iPad Barcode # _____

I have wireless internet access at home for the iPad.

_____ YES

_____ NO

Office Use Only

_____ \$40.00 insurance fee has been received

_____ I choose not to pay the fee and am responsible for all repairs

iPad Issued on _____