

**Bigfork School  
100 Huskie Blvd  
Bigfork, MN 56628  
218-743-3444**

**Student Handbook  
2010-2011**



**This agenda belongs to:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**PLEASE NOTE THAT SIGNIFICANT CHANGES FROM THE PREVIOUS YEAR IS HIGHLIGHTED**

## WELCOME

Policies in this handbook support the mission of Independent School District #318: Together, teaching and learning for life...to achieve excellence. All policies and guidelines support at least one of four aims: ***Highest student achievement*** which is the primary aim of School District 318; ***Safe environment***; ***Effective and efficient systems***; and, ***Partnerships***.

## SECTION 1 –STUDENT ACHIEVEMENT

### ATTENDANCE POLICY

Attending school is not only the law, it is an investment in a successful future! The Bigfork School staff believes strongly that if a student is absent from school, he or she misses out on the opportunity to develop academically and socially. We are asking all students to attend school regularly and all parents to support them in their effort.

According to Minnesota State Statute (260C007, Subd 19) truancy is defined as being absent from one or more classes, seven or more times during a school year.

In accordance within the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, M.S. 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

Independent School District 318 believes that regular attendance is directly related to academic success and builds fundamental habits of responsible behavior critical to the future experiences of the student. This policy promotes regular school attendance and creates an environment of accountability. Part of the truancy prevention plan is the legal requirement for the school to petition the court system after 7 unexcused absences. Any student exceeding **11 absences** in a class will not earn semester (1/2 year) credit for that class. All absences will count toward the absence limit with the exception of absences which fall in the exempt category. **Credit earned by students at Bigfork School can be considered unearned if the student exceeds their (11) days.** Parents or guardians will be notified after the 8<sup>th</sup> absence in any one class. Parents or guardians will be informed of loss of credit when the 11<sup>th</sup> absence has been exceeded in any one class. Any student losing credit based upon attendance has the opportunity to appeal to a committee no later than five school days after the notification.

### Absences

Absences are **Exempt** or **Nonexempt, Excused** or **Unexcused**. All absences except **exempt** absences count toward the 11 absences allowed per semester. Parents must always give their permission for any student absence from school for an absence to be **excused**. This permission must be given in advance or on the day of the absence. The best time to call the school with attendance issues is between 8:00 a.m. and 8:30 a.m. Any absence without school or parent permission is considered **unexcused** and will result in a referral to the principal. Students may not be eligible to receive credit for make-up work following unexcused absences.

***It is important to note that the final determination of whether a student is excused or not is a decision made by the school.***

Please refer to the chart on the following page for examples of **exempt, excused and unexcused & non exempt absences**.

### Absence Reporting

On the day of an absence, preferably in the morning, a parent or guardian must call the school (218-743-3444 extension 2503). Upon returning to school after an absence, students must report to the office before classes begin to get an admit slip showing if the absence is excused or un-excused. Show this slip to each teacher for their initials and return it to the office. The STUDENT is responsible to get make-up work and

complete it. Students that are absent from school can not attend after school activities as a participant or as a spectator without prior approval.

Some examples of the different classifications of absences and, their definitions are listed below:

**EXEMPT ABSENCES** (do not count towards allowed 11 days per semester) include:

- College visits approved by administration (maximum of one per year)
- Court dates/appearances
- Funerals of immediate family
- Medical appointments or illness verified by a doctor's note
- School supported extra/co-curricular activities
- School suspensions
- Others as pre-approved by administration

**EXCUSED ABSENCES** (count towards allowed 11 days but are not treated as disciplinary absences)

- College visits beyond one day (as described in EXEMPT absence section)
- Driver's training instruction
- Emergency family matters
- Family trips (must be pre-approved by administration with proper advanced make-up form)
- Medical appointments or illnesses not verified by a doctor's note
- Religious observations approved by parents or church
- Others as pre-approved by administration

**UNEXCUSED ABSENCES** (count towards allowed 11 days and are treated as disciplinary absences with possible consequences)

- Babysitting for friends or family
- Leaving campus without following proper check-out procedures in the office
- Missing the bus
- Oversleeping
- Personal appointments or activities (shopping, hair cuts, tanning, etc.)
- Transportation problems
- Truancy (skipping class)

### **Activities**

A student must attend a minimum of half a day in order to be allowed to participate in or attend after school activities that day. If a student misses all day with an excused absence, they MAY be allowed to participate if the absence was approved in advance or permission was received from a principal. A student must be in good standing academically, behaviorally, and with attendance to participate in sports.

### **Appointments**

Students with an appointment must stop at the office and pick up an off campus pass. Passes should be requested by a written note or by a phone call from a parent. Appointment passes will not be issued without a valid excuse. Appointment passes are **not** sent to a student in class unless it is an emergency. Appointments are to be scheduled during a study hall, when possible.

### **Make Up Work**

Absences may require make up work which would be assigned by the teacher. The responsibility for completing this work rests with the student. **Students must have missed three days or more before the office will request homework and contact the parent to pick up these assignments from the school office.**

### **Tardiness**

The classroom teacher will explain to students what will constitute a tardy in their classroom. Classroom teachers should inform students when they have been marked tardy. Teachers detaining students after class should write a late pass. Tardies in excess of 10 minutes will be considered unexcused absences.

**Three (3) tardies** to a class will result in **one (1) unexcused** absence. More than **eleven (11) unexcused** absences in a class will result in loss of credit.

### **Truancy**

A truancy from even one hour of class will be considered an unexcused absence. The parents will be notified and the student will receive additional consequences. A student with chronic truancy problems may be dismissed from their classes and referred to the Area Learning Center. A child under 16 years of age must attend school (Minnesota Statute 120A.22, Subd.5). A child 16 or 17 years of age may not drop out of school without the permission of their parent. (Minnesota Statute 120A.22, Subd.).

### **COLLEGE VISITS**

Students are strongly encouraged to visit colleges on a weekday when school is not in session, such as fall holiday, teacher workshop day, etc. Bigfork School will exempt one college day per year for juniors and seniors. If additional days are taken, they will be excused, but not exempt. Please make arrangements in the office prior to missing school for college visits.

### **EXTRA-CURRICULAR ACADEMIC ELIGIBILITY**

Bigfork High School is committed to high student achievement in both academics and activities. Students will be expected to perform to the best of their ability in both areas. Coaches, parents and staff will have the opportunity to refer any student-athlete to the Teacher Assistant Team in order to identify poor academic performance. The Teacher Assistance Team is authorized to implement strategic interventions to increase academic and behavior performance. This may include declaring students ineligible from extra-curricular activities.

### **GRADE PROMOTION**

In Grades 7 and 8, students are expected to complete all courses before being promoted. Students who fail more than two classes will be recommended for retention for the following year. At-risk students will meet with the counselor to plan interventions and monitor the student's progress.

### **GRADING SYSTEM**

Letter grades will be issued for most subjects. The grading system points are:

- “A” is worth 4 points
- “B” is worth 3 points
- “C” is worth 2 points
- “D” is worth 1 point
- “F” is worth 0 points

A grade with a “+” is worth an additional .25; a grade with a “—” is worth .25 less.

### **GRADUATION CEREMONY**

Participation in commencement exercises is not a right but a privilege. In order to earn this privilege a student must complete the credits and course requirements outlined in the graduation requirement chart in this handbook. Students lacking graduation requirements will not be allowed to participate in the graduation ceremony.

### **GRADUATION REQUIREMENTS**

In order to meet the graduation requirements of Bigfork School, a student must successfully complete 23 credits and pass state required tests in reading, math and writing. Credits are accumulated in grades 9-12.

## State of Minnesota High School Graduation Requirements

<u>Subject Area</u>	<u>State of Minnesota Graduation Requirements*</u>
<b>English/Language Arts</b>	<i>4 credits</i>
<b>Math</b>	<i>3 credits (encompassing at least algebra, geometry, and statistics and probability)</i>
<b>Science</b>	<i>3 credits (1 credit in biology and 2 credits of the student's choosing)</i>
<b>Social Studies</b>	<i>3 credits (Bigfork students required to have 4 credits—see Addt'l Bigfork Credits below)</i>
<b>Arts</b>	<i>1 credit (visual arts, music, theater, dance or media arts)</i>
<b>Electives</b>	<i>7 elective credits Local school board determines configuration of elective credit requirements</i>

**\*A credit is the equivalent of the successful completion of an academic year of study, or student mastery of applicable state standards.**

### Additional Bigfork Graduation Requirements

- 1 Credit Physical Education
- 0.5 Health
- 0.5 Economics (also counts towards State Social Studies 4 credit requirement)
- 0.5 Personal Economics (also counts towards State Social Studies 4 credit requirement)
- Total =23 Credits

### **GUIDANCE AND COUNSELING**

Bigfork School offers counseling services to help students be successful by assisting in developing career goals and in preparing for those goals. The counselor is also available to provide support and seek additional services needed to solve emotional or crisis situations. The staff is trained to work in a professional and confidential manner. Students and parents are invited to schedule conferences with the counselor at any time during the school year. Students should try to see the counselor during study halls if at all possible. You may reach the counselor at 218-743-3444 ext 2544.

### **HONOR ROLL**

The honor roll is calculated each grading period. To make the "B" Honor Roll, a student must receive a grading period grade point average of 3.0 to 3.499; To be on the "A" Honor Roll the grade point average must be 3.5 or higher.

### **INCOMPLETE GRADES**

Incomplete grades are for students who have severe extenuating circumstances that prevented completion of work and will not be given to students that have merely failed to complete course requirements. A grade of “incomplete” will only be issued upon student request and teacher and administrative approval.

### **INDEPENDENT STUDY**

Independent study course work is designed for students that have completed their normal course load and wish to pursue advanced study. All independent study work must be coordinated with the school counselor. Requests for independent study to make up failed courses will not be approved.

### **PASS/NO PASS GRADES**

Pass/No Pass grading is intended to be used with students on Individual Education Plans or 504 plans. Pass/No Pass grades are counted towards credits but are not weighted for a student’s GPA (examples: student aides and work experience). In some cases, pass/no pass grading may be used when students enroll part way through a semester. All other requests for pass/no pass grading must be submitted to the principal for approval.

### **PSEO (POST SECONDARY ENROLLMENT OPTION)**

The deadline for enrolling in the Post Secondary Option at Itasca Community College is April 1. A placement test is required. Minimum GPA is 3.2 for entering High School Juniors and 3.0 for entering High School Seniors. Any student who chooses to enroll in the Post-Secondary Education Option needs to adhere to the following guidelines:

1. It is the responsibility of the PSEO student to be in contact with the Bigfork School personnel (principal, counselor or secretaries) if he/she wants to be involved in Bigfork School activities. These include, but are not limited to: Homecoming, Prom, National Honor Society, scholarships, graduation events, and awards ceremonies.
2. It is the responsibility of the PSEO student to be in contact with the school counselor regarding his/her grades. The PSEO student should call each semester to be sure that grades from the post-secondary school have been received and added to his/her high school transcript.
3. It is the responsibility of the PSEO student to take any state-mandated tests (MCA II’s) at Bigfork School and to ask for a calendar for when those tests will take place.
4. It is the responsibility of the PSEO student to inform Bigfork High School of any failed courses or lost credit.

### **REGISTRATION PROCESS**

Registration for the following school year will be done in the spring. Students will receive a curriculum guide from the counselor. This guide will give information about courses that may be offered in the coming year. Students will also receive a registration form from the counselor in which they are to list the courses they would like to take. Parents will give permission by signing the registration form and returning it to the school. Upon receipt of the signed registration form, students will complete their registration requests on-line at school under the direction of the counselor. Final schedules will be mailed during the summer.

### **REPORT CARDS/PROGRESS REPORTS**

Student grades will be reported via the Infinite Campus Parent Portal at the mid-quarter and quarter end periods. Grade reports will be mailed at the written request of the student or parents. Year-end report cards will be mailed to all parents.

### **SCHEDULE CHANGES**

Following are guidelines when making schedule changes.

- Students have two weeks after the start of a semester to drop a course and make a schedule change with parent, teacher and administration permission.
- Students requesting to drop a course after two weeks (with parent, teacher and administration permission) but before mid-quarter will receive a “W” on their transcript for course withdrawal.

- Students requesting to drop a course after mid-quarter (with parent, teacher and administration permission) will receive an “F” on their transcript.
- Students who are removed from a course for behavior issues will receive an “F” with a comment of “Removed for disciplinary reasons” in the comments section.

### **SCHOLARSHIP INFORMATION**

Scholarship information is available through the School Counselor. Scholarship information is posted in the hallway, in classrooms, in the counseling office and on the announcements. Information is available at Parent-Teacher conferences, in mailings to parents and in individual meetings with students. Students are encouraged to contact their particular college for scholarship information as well.

### **STUDENT LEADER REWARDS PROGRAM**

The purpose of the Bigfork High School Student Leader Rewards Program is to create incentives for students in Grades 11 and 12 to develop and model leadership qualities. These qualities will benefit both the individual and school as upper-class students hone skills that prepare them for their future and underclass students see positive leadership displayed by older peers.

To qualify for the Student Leader Rewards a student must meet all of the following criteria:

1. Must be a junior or senior.
2. Must have a cumulative grade point average of 3.5 or higher; or, shown an improvement in Current Marking Period G.P.A. of .25 or more for two consecutive quarters. A minimum G.P.A. of 2.0 is required.
3. Must be in good standing in one extra-curricular or co-curricular activity per year.
4. Must have no more than 1 discipline referrals that resulted in a warning or consequence in the past year.
5. Must have 0 unexcused absences in the previous quarter to application.
6. Must receive the recommendation of staff at Bigfork High School.

Student Leaders will be rewarded with a pass that provides for the following:

1. A pass that grants off-campus privileges during the lunch period.
2. Free admission to Bigfork athletic events (excluding post-season tournaments).
3. Community/Business discounts and rewards.

To manage and monitor this program the following components will be organized and administered:

1. Students will complete an application to be considered for the Student Leader Rewards Program. A new application will be completed at the beginning of each new school year.
2. Applications will need to be verified by school administration.
3. Applications need the approval of a committee of staff members who will recommend approval or denial based on the applicant’s character.
4. Any violation of the criteria used to qualify a student at any time will result in a forfeit of Student Leader Rewards privileges. Students forfeiting such rights will need to apply the following year if applicable.

### **STUDENT PROGRESS/GRADE PROMOTION**

In Grade 7 and 8, students are expected to complete all courses before being promoted. Students who fail more than two classes will be recommended for retention for the following school year. At-risk students will meet with the counselor to plan interventions and continued monitoring of the student’s progress.

In Grades 9 – 12, students should earn approximately 6 credits per year to be on track for graduation. The school counselor will help students monitor their progress and will recommend a plan for credit recovery (such as retaking a course or summer school) should a student fail his/her classes.

### **VALEDICTORIAN AND SALUTATORIAN**

The valedictorian and salutatorian for the graduating class will be selected after the 1<sup>st</sup> semester grades from 12<sup>th</sup> grade are calculated. Students must be enrolled at Bigfork School during their junior and senior years (or enrolled in Post-Secondary Enrollment Option) to be eligible for these honors.

## **SECTION 2 – SAFE ENVIRONMENT**

### **AFTER SCHOOL HOURS - STUDENTS IN BUILDING**

Any student not here for a scheduled activity should be out of the building by 3:30PM. However, students may be in the building if they have permission from a teacher to stay for some special reason and are under the direct supervision of that teacher. Any student who is caught simply loitering after school hours will be asked to leave the building and will have their name turned into the office. Students refusing to follow this policy may be charged with trespassing.

### **ASSEMBLY EXPECTATIONS**

To assure quiet and courteous attention at assembly programs, students are requested to observe the following rules:

1. Students should be respectful of all performers and invited guests.
2. There should be no talking while the person on stage is speaking or performing.
3. Laughing or applause is in order when they occur as a natural response to the performance.
4. Whistling, booing, or harassing behavior is never acceptable.
5. There is no food or beverage allowed in The Edge Center.
6. Climbing over seats and putting feet up on the back of seats is not allowed in The Edge Center.

### **BULLYING**

ISD #318 has a zero tolerance bullying policy. All bullying behavior (name calling, teasing, threats, verbal and physical intimidation, and harassment) will not be tolerated. Students who are being bullied should first tell the person to stop and then report the details to a staff person (bus driver, teacher, playground supervisor, principal, etc.). Bullying behavior will be investigated by school administration with appropriate consequences issued when necessary.

### **COMMUNICATION/ELECTRONIC DEVICES**

Cell phones and electronic device use in the classroom will be permitted at the discretion of each classroom teacher. Teachers will communicate their policy on electronic devices and cell phones in their course syllabi. Devices with photo capabilities are not allowed in locker rooms. Due to the brief passing times between class periods, cell phone use will not be permitted in the hallways and the commons area other than before school begins, during lunch and after school has ended. Phones and devices in violation of this policy may be confiscated and delivered to the office. Confiscated items will be returned on the following schedule: 1<sup>st</sup> offense – returned to student at the end of the school day; 2<sup>nd</sup> offense – 3 day hold, conversation with parent; 3<sup>rd</sup> offense – 5 day hold, parent conference.

### **DATA PRIVACY**

Personally identifiable student data will not be disclosed from the student's education records without the parent(s) or student's (if 18 years old or older and thus an "eligible student") consent, except to the extent that FERPA and/or the Minnesota Government Data Practices Act authorizes disclosure without consent. One such exception is disclosure to school officials with a legitimate educational interest. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff; a person serving on the School Board; a person or company with whom the School District has contracted to perform tasks; or a parent or student serving in an official capacity, such as committees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review and/or access educational data/students records in order to fulfill his or her responsibilities.

## DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a federal law, requires that School District 318, with certain exceptions, obtain parents written consent prior to the disclosure of personally identifiable information from the students education records. However, School District 318 may disclose appropriately designated "directory information" without written consent, unless parents have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow School District 318 to include this type of information from the student's education records in certain school publications. Examples include:

- A playbill, showing the student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents do not want School District 318 to disclose directory information from their student's education records without parent's prior written consent, parents must notify the District in writing. School District 318 has designated the following information as directory information.

- |                                  |   |
|----------------------------------|---|
| • <b>Student's name</b>          | <b>Dates of attendance</b>  |
| • <b>Address</b>                 | <b>Grade level</b>  |
| • <b>Telephone listing</b>       | <b>Participation in officially recognized activities and sports</b> |
| • <b>Electronic mail address</b> | <b>Weight and height of members of athletic teams</b>               |
| • <b>Photograph</b>              | <b>Degrees, honors, and awards received</b>                         |
| • <b>Date and place of birth</b> | <b>The most recent educational agency or institution attended</b>   |
| • <b>Major field of study</b>    |   |

## DRESS CODE

Any student dressed inappropriately for school will be required to change. Parents may be called to bring in appropriate clothing to the school. Please remember that Bigfork is a PreK-12 school and older students are expected to set a positive example for the younger students.

- Clothing advertising alcohol, tobacco, drugs, profanity, gangs or violence is not allowed.
- Hats, hoods, and bandanas are not to be worn in school during school hours.
- Offensive or indecent decals, pictures or language is not allowed.
- Immodest dress resulting in overt exhibitionism will not be permitted.
- Bare midriffs, spaghetti straps, halters, tank tops or cut out garments are not to be worn.
- Extremely short skirts are not to be worn. As a minimum guide, skirts and shorts need to cover over half the thigh to knee area when sitting down in a chair or desk. Do this self check at home to avoid a possible embarrassing situation at school.
- Bare feet are not permitted.
- No item of clothing which might be used to damage school property, injure other students or may be unsafe to any student will be allowed. This includes but is not limited to chains. Heavy chains are not allowed around the neck due to the health issue of choking.

### DISCIPLINE MATRIX

Below is a summary of the violations of school rules and the consequences that may be imposed should the student choose not to abide by these rules. Please remember that it is virtually impossible to list every unacceptable behavior. This chart is a guideline and consequences may be adjusted by the principal to fit specific situations. Actions deemed severe may impose more severe consequences.

<b>Violation</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Alcohol/Drug Use or Possession	3-5 day suspension Police referral	5-10 day suspension Police referral	5-10 Day suspension; Expulsion/Alternate placement considered Police referral
Alcohol/Drug Tobacco Sales/Distribution	10 day suspension; Expulsion/Alternate Placement considered Police referral		
Tobacco Use	3-5 day suspension Police referral	5-10 day suspension Police referral	5-10 day suspension Police referral
Tobacco Possession	1-5 day suspension Police referral	3-5 day suspension Police referral	5-10 day suspension Police referral
Fighting/Assault	1-3 day suspension Police referral	3-5 day suspension Police referral	Expulsion considered-- Police referral
Terroristic Threats	Suspension/expulsion pending investigation Police referral	Suspension/expulsion pending investigation Police referral	Suspension/expulsion pending investigation Police referral
Theft	1 day suspension Restitution Police referral	3 day suspension Restitution Police referral	Expulsion considered-- Police referral
Vandalism	1 day suspension Restitution Police referral	3 day suspension Restitution Police referral	Expulsion considered-- Police referral
Fire Equipment Misuse / Destruction	Restitution w/suspension Police referral	Restitution w/suspension Police referral	Restitution w/suspension Police referral
Weapons Possession	Suspended/expulsion pending investigation Police referral	Suspended/expulsion pending investigation Police referral	Suspended/expulsion pending investigation Police referral
Bullying/Intimidation	1 day suspension	3 day suspension	5 day suspension
Disruptive Conduct	Detention/Work duty	In-School Suspension	Suspension
Insubordination	1 day suspension	3 day suspension	5 day suspension
Public Display of Affection	Warning	In-School Suspension	Suspension
Sexual Comment/Gesture	1 day suspension	3 day suspension	5 day suspension
Truancy	One detention for each class period missed	One detention for each class period missed	One detention for each class period missed
Skipping Detention	Double detention	In-School Suspension	Suspension

### **DISTRICT ALCOHOL, DRUG, AND TOBACCO POLICY**

Under District policy and by state law, students are not allowed to use drugs and alcohol. Violations of this policy will be reported to the district and to the legal authorities. Possible steps include: suspension, expulsion, required attendance in Drug Awareness Classes, as well as other options. Reports to police are mandatory. Alcohol, drugs and tobacco products are not allowed on school grounds by any person, student or visitor. Violators may be referred to law enforcement.

### **FIRE DRILLS, LOCK DOWNS AND TORNADO DRILLS**

State mandated drills are held periodically during the year. When the fire alarm sounds, students are to follow posted directions and exit the building until “all-clear” is sounded and teachers send students back into the building. Lock downs will be signaled by a specific alarm over the P.A. system. Tornado drills will be activated and called off using the school’s P.A. system.

### **GANGS, GRAFFITI, AND ZERO TOLERANCE**

District 318 has a zero tolerance policy concerning any type of gang affiliation or activities on school property during school sponsored events. Students who knowingly wear gang colors, use gang language or signs, or place gang graffiti on personal or school property will be suspended pending a parent conference and investigation.

### **HAZING**

It is the policy of the school district to maintain a safe learning environment for students and staff: free from hazing. “Hazing” means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated into, or affiliated with, an organization, or for any other purpose.

### **INTERNET ACCESS**

Students using school district internet access must abide by the Netiquette Policy of ISD #318. This policy is posted in computer labs and classrooms. Violation of the Netiquette Policy will result in disciplinary action and revocation of internet access.

### **LAW FOR 18 YEAR OLD STUDENTS**

Minnesota State MSA 120.06 reads as follows: “The Board of Education of any school district shall provide free educational services to any persons between ages 18-21 years, and may require of that person, adherence to rules and regulations applicable to students under the age of 18.” This mandates that ALL students regardless of age MUST adhere to school policies. A student who is 18, and considered an independent, will be asked to sign a contract stating knowledge of this mandate. Parents must also sign verifying independent status.

### **MEDICATIONS**

State law and ISD 318 policy require that all prescription medication must be brought to school in the pharmacy labeled container. Prescription medications must be accompanied by a request signed by a parent and physician to be given in school. Over-the-counter medication must be brought to the nurse’s office in the original container labeled with the student’s name. It should be accompanied by a request from the parent. **At no time are students allowed to distribute any type of medication to another student.**

### **NOTICE OF VIOLENT BEHAVIOR**

This policy addresses staff notification of violent behavior by students. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

**No form of physical contact (PDA’s) between students is acceptable on school grounds. Hand holding is allowed.**

### REASONABLE FORCE

A teacher, school employee, school bus driver or other agent of a school district may use reasonable force in compliance with Minnesota Statutes 121.582 and other laws.

### SCHOOL BUS SAFETY

All students in our school system who ride the bus to and from school are subject to bus regulations. Any misbehavior which distracts the driver jeopardizes the safety of all passengers. Listed are bus rules that will be enforced:

- |  |   |
|--|---|
| Follow driver's directions                         | No fighting, harassment, intimidation or horseplay  |
| Students should face forward in their seat         | No throwing of any objects                          |
| No profanity                                       | No alcohol, tobacco or drugs on the bus             |
| No weapons   | All items brought on bus must be able to fit in lap |
| Do not touch other students                        | Students will not damage the bus                    |
| Students should keep all body parts inside the bus |   |

Bus drivers will enforce rules and administer consequences. All reports will be forwarded to school administration. Students may be suspended from riding the bus. Students responsible for damaging the bus will pay for damages. Any criminal conduct will result in legal action and reports being filed with the district superintendent and the Department of Public Safety.

### TRANSPORTATION TO AWAY ACTIVITIES

Any student who attends a school activity on school sponsored transportation shall return on that vehicle unless a written request from a parent or guardian has been approved by a school administrator prior to the event. Please do not request exceptions to this policy from coaches the night of an event. **Under no circumstances will students be allowed to ride with another parent or student.**

### SCHOOL NURSE

Nurse services are provided for students. Any student wishing to see the nurse must have teacher permission to leave a class. In case of an emergency, there are First Responders in the building to help. Students who become ill or injured, must check with the nurse, principal, or office before leaving school.

### SPORTSMANSHIP

The behavior of Bigfork Students shall at all times be a positive reflection of themselves, their school and their community.

#### Be a good sport....

##### Do:

- Cheer with vigor and enthusiasm
- Support your team and cheerleaders
- Be a gracious host or a courteous visitor

##### Do Not:

- Boo Officials or players
- Display rowdy behavior
- Stomp on bleachers or throw objects
- Bring noisemakers to the game

### SUSPENSION AND EXPULSION

Students suspended from school are not to appear or loiter on any school property during suspension. This includes after school activities, athletic events, dances and other school programs. Expelled students lose all rights and privileges of membership.

### TITLE IX, SEXUAL HARASSMENT GRIEVANCE PROCEDURE

It is the policy of Independent School District 318 not to discriminate on a basis of sex, color, religion, age, disabilities, or national origin in its educational programs, activities, or employment practices as required by Title IX of the 1972 Educational Amendments. Furthermore, ISD 318 believes that all individuals should be treated with respect and dignity. The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment. Sexual harassment violates Section 703 of Title VII of the Civil Rights Act of 1964, 363.01-14, Minnesota Human Rights Act.

Inquiries regarding compliance with Title IX or sexual harassment may be directed to Colleen Schussman, Compliance Office, 820 NW First Ave., Grand Rapids, MN 55744, telephone (218) 327-5708; Susan Myers, Bigfork School, PO Box 228, Bigfork, MN 56628, telephone number (218) 743-3444; or to the MN Department of Human Rights, 190 E. 5<sup>th</sup> St. Suite 700, St. Paul, MN 55101, telephone (651) 296-5663. The first week of school, all students in District schools will be presented information on the District's policy regarding harassment. Harassment reporting procedures will be discussed. Zero tolerance will be emphasized. Disciplinary action will be taken.

#### **VANDALISM AND THEFT**

Theft against staff, school, or fellow students may result in suspension until parents meet with the principal. Proper law enforcement authorities will become involved. All cases will be prosecuted through legal authorities. Any student found guilty of maliciously destroying school property will be required to pay for damages incurred.

#### **VIDEO SURVEILLANCE**

Outdoor parking lots, hallways, computer labs, etc., may be monitored via digital video to help ensure student safety.

#### **VISITORS**

Bigfork School welcomes visitors. However, all visitors to the building during school hours must report to the office for permission and receive a visitor's badge. Parents wishing to visit with a teacher should coordinate through the office. Under no circumstances should a parent or other visitor go directly to a classroom. Student visitors will not be allowed to attend classes.

#### **WEAPONS**

The Minnesota Legislature enacted legislation in 1993 that makes it a felony for anyone to possess, handle, or transport any object that can be reasonably considered a weapon, on school property. District 318 policy includes objects that are used as weapons, or resemble more dangerous weapons. Students will be suspended while police/school officials conduct investigation. Expulsion may be recommended.

### **SECTION 3 – EFFECTIVE AND EFFICIENT SYSTEMS**

#### **BUILDING AND GROUNDS USE BEFORE OR AFTER REGULAR HOURS**

Bigfork School is open from 8:00 a.m. until 3:30 p.m. on scheduled school days. Students permitted in the building before or after these hours will be allowed in the commons area only. The school will be open at 4:30 p.m. on game nights. Locker rooms will be available for games at 5:00 p.m. Unless participating in an approved activity, outside facilities and grounds are closed from dusk to dawn. Any student referred for discipline outside of regular hours may be banned from school grounds.

#### **CAFETERIA**

Students will eat their lunch in the cafeteria area of the commons. All waste and recycled materials should be placed in the containers provided in the commons area. Do not throw food or waste in the restroom trash containers. Tables should be left clean. Students may not go off campus during the lunch period.

#### **CAMPUS POLICIES**

Bigfork School has a closed campus. Students may not go off campus without permission. Students leaving campus with permission will exit through the main entrance. The elementary area is off limits to secondary students (except elementary teacher aids). Students out of class during normal class hours must have a pass. Necessary off campus passes for appointments must be requested by a parent or a teacher. An off campus permission slip will be picked up in the office in the morning before school begins.

### **CLOSING OF SCHOOL**

In the event Independent School District #318 Schools which includes Grand Rapids and Bigfork needs to close school due to inclement weather or other school emergencies, the following for notification will be used: radio and television stations, instant alert and postings on Bigfork School and School District #318 web pages.

### **DETENTION GUIDELINES**

- Student, parent and detention supervisor will receive copies of detention (date, reason for detention, and the number of periods of detention assigned).
- Students will be in the detention room with study materials from 3:15 p.m to 4:00 p.m. Homework, library books, or other appropriate materials are required.
- Work duty may be requested in lieu of detention. Work duty sessions are from 3:15 p.m. to 3:45 p.m. and are assigned with a custodian or teacher.
- Students may request the opportunity to serve their work duty in the morning.
- Students missing detention will receive additional time according to the discipline matrix.
- Talking will not be allowed.
- Misbehavior during detention forfeits time spent.
- Detention may be rescheduled only by the building principal for valid reasons. Reschedule detentions at least a day in advance.

### **GREEN TEAM**

The Green Team at Bigfork School is comprised of 5 – 8<sup>th</sup> grade students who are interested in helping with the school recycling program and making our school more energy efficient. The Green Team meets on an as needed basis and is largely student driven.

### **LEAVING SCHOOL**

If students must leave the school building for any reason, students must receive permission from the office. No student will be allowed to leave unless approved by a parent. **If students leave school without notifying the office to obtain permission, the absence will be noted as unexcused.**

### **LOCKERS**

A locker with a combination lock is assigned to each student for the year. These lockers are the property of ISD 318 and as such, they are available for inspection at any time by appropriate school personnel. Personal locks from home are not allowed on lockers. Please note that fines may be assessed for damage to lockers. Students are reminded not to give their combinations out to other students or to share lockers with another student.

**Minnesota Statute 121A.72 Subdivision 1** states: “School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

### **BEVERAGE AND CANDY MACHINES**

Beverage and candy machines are located on the north end of the commons as a privilege for students and staff. However, Federal Law prohibits the sale of these items when it interferes with the Federal Lunch Programs. Machines are intended for use before and after school only and may be turned off completely on days when the commons area is left in a mess.

## PROM

Prom is sponsored by the Junior Class. Prom will be scheduled from 9:00 -12:00 midnight. When Prom is off campus, those attending Prom must take a bus to and from the event. Any exception to this must be approved by the Site Base Committee. Prom is for Grades 11 and 12. A 10<sup>th</sup> grader may be invited by a 11<sup>th</sup> or 12<sup>th</sup> grade student. A Bigfork School Student may sign up one guest to attend the dance with them.

- A.) Students are responsible for their guest. If the guest creates a problem, both will be removed from the Prom and their guest will not be allowed to attend any future dances at Bigfork School
- B.) If the guest is removed from a Bigfork School Prom, students will only be allowed to bring a Bigfork School student as a date for any future dances.

## SCHOOL DANCES

All school dances will be sponsored by school organizations. All other dances need approval from the administration two weeks in advance. A Building Use Form is required. All dances should be scheduled from 9:00 p.m. to 11:00 p.m. Exceptions are: Homecoming, Sweetheart, and Prom. These dances will be scheduled until 12:00 Midnight if desired. The advisor will be required to assist the students in finding two school staff (one male and one female) and two other adult (25 years of age or older) chaperones. Students attending the dance must be at least in 9<sup>th</sup> Grade, but less than 21 years of age, and a student of Bigfork School, or a guest of a Bigfork School student. Exceptions to the age will be at the discretion of the administration. A Bigfork School student may sign up one guest to attend the dance with them.

- A.) Students are responsible for their guest. If the guest creates a problem, both will be removed from this dance and their guest will not be allowed to attend any future dances at Bigfork School.
- B.) If the guest is removed from a Bigfork School dance, students will only be allowed to bring a Bigfork School student as a date for any future dances.

All chaperones and guests will be established no less than one day prior to the dance and are subject to administrative approval. A DJ/Music will be obtained no less than two days prior to the dance and prior to signs being posted concerning the dance. Local law enforcement should be notified of the dance by the advisor. The advisor will obtain a cash box from the secretary in the office complete with starting cash, dance policy, guest list, incident report forms and dance checklist.

## Dance Procedures

1. Outside doors will be locked one hour after the dance begins.
2. Students who leave the dance before its end will sign out (name, time, destination), and will not be permitted to return to the dance after the doors have been locked.
3. No beverages are allowed in any area other than the Commons.
4. No one is allowed to go into the closed areas of the building.
5. In the case of a serious incident that requires assistance (suspected alcohol use, fighting, insubordination, etc.), 911 should be called by designated school staff.
6. For student problems, an incident report should be submitted to the administration.
7. There are NO group rates for dances.

## SCHOOL LUNCH

Bigfork School offers a nutritious and appetizing meal each day. Students are encouraged to participate in the program. Food purchased from the kitchen, machines, or brought i to the building from outside, is to be consumed in the commons. **Students may not have food delivered to the building unless cleared by the principal.** This violates federal policy which restricts the sale of food items at school during the lunch hour. Vending machines are turned off during the lunch period. Bigfork School has a closed campus policy and students cannot leave the school grounds for lunch. Students found off campus without authorization will be considered truant and will receive detention.

## STUDENT PARKING

Parking in the student parking lot is for students who have filled out a student parking application. Parking permit applications are available through the office. All motorized vehicles, ATV's, and snowmobiles must be registered in the office. The parking policy will be strictly enforced by the school liaison. Student consequences may be the loss of parking privileges in the student parking lot.

## **SECTION 4 - PARTNERSHIPS**

### **RELEASE TIME CLASSES**

Public schools do not sponsor religious activities. Students may be excused for religious release classes upon the written consent of the parent. Students who do not attend will do regular class work.

## BIGFORK HIGH SCHOOL BELL SCHEDULE

REGULAR SCHEDULE			
PERIOD	START	END	TIME
1	8:30	9:19	:49
2	9:23	10:11	:48
3	10:15	11:03	:48
4	11:07	11:55	:48
Lunch	11:55	12:20	:25
5	12:24	1:12	:48
SSR	1:12	1:27	:15
6	1:31	2:19	:48
7	2:23	3:12	:49

ALTERNATIVE SCHEDULE B AFTERNOON PROGRAM			
PERIOD	START	END	TIME
1	8:30	9:14	:44
2	9:18	10:02	:44
3	10:06	10:50	:44
4	10:54	11:40	:46
Lunch	11:40	12:05	:25
5	12:09	12:45	:36
6	12:49	1:25	:36
7	1:29	2:05	:36
Program	2:09	3:12	1:03

**\*No SSR**

ALTERNATIVE SCHEDULE A MORNING PROGRAM			
PERIOD	START	END	TIME
1	8:30	9:11	:41
2	9:15	9:56	:41
3	10:00	10:41	:41
Program	10:45	11:45	1:00
Lunch	11:45	12:10	:25
4	12:14	12:55	:41
5	12:59	1:40	:41
6	1:44	2:25	:41
7	2:29	3:12	:43

**\*No SSR**

ALTERNATIVE SCHEDULE C PEP FEST			
PERIOD	START	END	TIME
1	8:30	9:19	:49
2	9:23	10:11	:48
3	10:15	11:03	:48
4	11:07	11:51	:44
Lunch	11:51	12:16	:25
5	12:20	1:04	:44
6	1:08	1:52	:44
7	1:56	2:40	:44
Pep Fest	2:40	3:12	:32

**\*No SSR**