



2022-2023
Student Handbook

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Our school

School colors

Green and black

School mascot

Panther

Co-curricular activities

Athletics

Fall Session: Sept 8 - Oct 28, 2022

*Cross Country (boys/girls)

Soccer (boys/girls)

*Tennis (girls)

Volleyball (girls)

Winter Season I: Oct 31 - Dec 21, 2022

Basketball (girls)

*Wrestling

Winter Season II: Jan 4- Feb 24, 2023

Basketball (boys)

Winter Session III: Feb 28 - Apr 15, 2023

*Swimming/Diving (boys/girls)

Spring Session: Apr 18 - June 2, 2023

Track (boys/girls)

*Tennis (boys)

*6th graders are eligible to participate only in wrestling, swimming/diving, cross country and tennis.

Activities and Clubs

The following clubs and activities have been offered in the past. Each year these may change depending on student and staff interest. Refer to the school website and announcements for updates regarding activities and clubs offered during the school year along with when they are offered.

- Downhill Ski & Snowboard Club
- DeClam (Speech Team)
- Fall Play (Cast and Tech Crew)
- Spring Musical (Cast and Tech Crew)
- Math League
- Science Olympiad
- Board Game Club
- Chess Team
- Disc Golf
- Yearbook
- Battle of the Books

Be Calm. Be Kind. Be Safe.

The Panther Way

The Panther Way Community Expectations at BHMS have been developed by STUDENTS and STAFF to support a calm, kind, and safe learning environment.

At BHMS we believe all students have the right to feel emotionally and physically safe at school. As a BHMS learning community we focus on safety, relationships, and connectedness to and within our learning community. This helps to ensure ALL students are included, have access, and are able to do their best thinking and learning during the school day.

[Follow the Panther Way](#)

Our shared responsibilities during the school day

- Students should WALK as they move through the building during the day. There is no need to run. Proceed to your classes, and in and out of the building in a calm, kind, and safe manner.
- General horseplay, physical or verbal, (unexpected behavior, play fighting, physical pushing, hitting, grabbing etc., practical jokes, insults based on identity etc.) often cause problems. Please refrain from such activity. Our students are expected to keep their hands and bodies to themselves.
- Be considerate of the cleanliness of the building, clean up after yourself and others. Dispose of trash in the appropriate receptacles - this includes gum. When you are done chewing gum, wrap it in paper, and dispose of it in the trash. Keep our beautiful school clean!
- Be mindful of our school grounds and stay off of the landscaped areas. Keep our grounds clean too.
- Dropping objects from the upper levels to the lower levels is not allowed and will result in disciplinary action as it is unsafe and dangerous.
- Bathrooms are not social gathering places. Use the bathroom, keep it clean, and remember to wash your hands. Cell phones, iPads, and other electronic recording devices are strictly prohibited. They are NOT to be used in bathrooms or locker rooms. Use of these devices will result in disciplinary action.
- Eating of food or drinking of beverages (other than water) is allowed only in the cafeteria during breakfast and lunch. There also may be designated snack times during the school day; guidance from classroom teachers will be provided.
- Food sharing is strictly prohibited due to allergies and the distraction it can cause during the day. Distribution and/or sale of food items will result in disciplinary action.
- For safety reasons, glass beverage containers are not allowed at school.
- For health reasons, spray deodorants, colognes, and perfumes are not allowed at school.
- Use of profanity (swearing) is unexpected, strongly discouraged, and not situationally appropriate at school. Profane remarks directed at another person can result in disciplinary action.
- Insults directed at others based on a person's or group's identity (culture, race, gender, sexuality, ability, etc.) is not tolerated and will result in disciplinary action.
- Names are important, we use each other's preferred names and pronouns and work to pronounce them correctly.
- Please refer to the buildings electronic use policy available on the [Black Hawk website](#).

Advisory - Panther Time

All students are assigned to an advisory class called Panther Time. It meets daily to build relationships in our community, obtain important information, and for academic advising. Students are required to be at Panther Time like any other class, but there are no tests or grades. Engagement is expected and encouraged in games, discussions, and other activities.

Academics

6th Grade

Required full-year classes:

- English, Math, Science, Minnesota Studies, Reading, Physical Education
- Required Trimester Courses
- Art, Technology Education, Family and Consumer Science
- Elective Courses
- Band, Choir

7th Grade

Required full-year classes:

- English, Math, Science, American Studies, Communications, Physical Education
- Elective Courses
- Art, Technology Education, Family and Consumer Science, Band, Choir, Spanish

8th Grade

Required full-year classes:

- English, Math, Science, Global Studies, Communications, Physical Education
- Elective Courses
- Art, Technology Education, Family and Consumer Science, Band, Choir, Spanish

Books and workbooks

Textbooks are furnished by the district. Each student is responsible for their books. Students may be asked to pay for lost or badly damaged books.

Grading Scale

All teachers at Black Hawk Middle School use the following grading scale:

Grade	Percent	GPA Value
A	93-100	4.0
A-	90-92	3.667
B+	87-89	3.333
B	83-86	3.0
B-	80-82	2.667
C+	77-79	2.333
C	73-76	2.0
C-	70-72	1.667
P (Pass)	60-69	1.0
NG (No Grade)	0-59	0.0

Makeup work

Students will have two school days per absence to make-up missing assignments. Students should obtain missing assignments from their teachers for ALL classes on the day they return to school and through Schoology. When students know ahead of time they will be gone, they are encouraged to speak with their teachers and obtain the work they're missing prior to their absence.

Attendance

Attendance Matters! School success and good attendance go hand in hand. Ensure your child succeeds in Rosemount-Apple Valley-Eagan Public Schools by helping them build a habit of good attendance early. [Attendance Matters](#) is an initiative in District 196 that takes a proactive approach to making sure students are in school every day. Having good school attendance is critical not only for students' academic success but also for their interpersonal and social growth. BHMS staff are committed to working with families regarding good school attendance.

Reporting an absence

Parents/Guardians are expected to report absences either through the [Online Absence Notification System](#) or through the following Black Hawk website links.

1. [Attendance](#) (Families>Attendance)
2. [Contact](#) (located on the main page).

If Parents/Guardians are unable to use the [Online Absence Notification System](#), they can call the attendance line at 651-683-8521 or email BHMS.attendance@district196.org.

If the school does not hear from a parent/guardian about the reason for an absence, the student will be marked with an unexcused absence and the school messenger system will send an email and phone call to the parents/guardians. Parents/Guardians will need to reply to the email or call the school office to update the absence.

Daily attendance

Attendance is taken every class period. Students must be seated in their classroom when the final bell rings otherwise they will be marked tardy for that class period. Excessive tardiness is not permitted.

Tardies to class

The expectation is students are in class, seated, and ready to learn when the bell rings. Multiple tardies will result in a conversation with the student and parent/guardian notification. Chronic tardiness may result in disciplinary action.

Arriving late to school

Students who arrive late must check in at the office before going to class. If students are arriving late due to an appointment, parents are expected to report this as a partial day absence using the [196 Online Absence Notification System](#). It is helpful to put the expected arrival time in the notes section. Late arrivals due to oversleeping, missing the bus and late rides are considered unexcused. Parents/Guardians can call the attendance line at 651-683-8521, email BHMS.attendance@district196.org or send in a note with the student if they are unable to use the Online Absence Notification System.

Leaving school early/appointments

If parents/guardians need to pick up a student early for an appointment or other event, they will need to submit their pickup date and time using the [196 Online Attendance System](#) as a partial day absence. Submit this by 9:00 a.m. of the day that you need to pick up the student early. If parents/guardians are unable to use the Online Absence Notification System, they can call the attendance line at 651-683-8521, email BHMS.attendance@district196.org or send a note in with their student. Students need to bring notes to the main office at the beginning of school day.

Students will receive a pass to leave class early from the office. At the pickup time, students will come to the office to check out with the attendance secretary. Students will wait in the office until their ride comes to pick them up. Parents/Guardians will call the office when they arrive in front of the upper school entrance (door 12) and we will send the students out to meet them when we know they are here. Parents/Guardians are welcome to come into the office to pick up students. All students are required to check out in the main office before leaving school for any reason.

Showing up unexpectedly to pick up students without notifying the school office may result in a longer wait time for parents/guardians.

Unexcused absences

An unexcused absence is an absence for reasons not acceptable to school authorities. Examples of unexcused absences include: oversleeping, missing the bus and staying home to babysit. Students who have unexcused absences, with or without parental/guardian knowledge, may require a parent/guardian conference upon the student's return to school.

Truancy

Dakota County defines truancy when students have missed 7 or more unexcused absences. Schools are required to make referrals to the truancy reduction program. Cases of truancy will be handled by Dakota County. Parents/guardians will be notified if their student is truant.

Withdrawing from school

Please report to the main office in advance to withdraw from school. It is helpful to provide advanced notice as students will need to return all school owned materials such as textbooks, library books and iPads. All personal items will need to be removed from the student's physical education and regular locker.

15-day drop rule

Per MN state statute rule 126C.05 Definition of Pupil Units in Subd. 8, "a pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year or for five consecutive school days during summer school or intersession classes of flexible school year programs without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn."

In accordance with state law, if your student needs to miss 15 or more consecutive school days please make an appointment with your student's counselor to discuss the appropriate next steps based on the situation.

Buses

Students will not be allowed to ride an unassigned bus without a pass from the attendance secretary. A note from a parent or guardian is required to receive a pass. Passes will be issued before school from the main office.

For safety reasons each student will:

- Obey bus drivers promptly as they are in charge of buses and pupils in transit.
- Be on time at the designated bus stops. Buses cannot wait.
- Stay off the roadway at all times while waiting for buses.
- Cross in front of the bus when crossing the street, not in back of the bus.
- Board the bus in an orderly manner - pushing and crowding will not be tolerated.
- Wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Keep hands, arms, feet, legs, head, everything in the bus at all times. Do not dangle jackets, scarves, caps, etc. out the windows.
- Do not move around or change seats on buses.
- Refrain from yelling and loud talking on the bus.
- Do not tease, pull hair, fight, use foul language, throw things or do other disruptive things on the bus.
- Damage should be reported to the driver. Any student vandalizing a bus will be required to pay damages and may be denied the use of the bus.
- Keep the bus clean and orderly.
- Students who habitually break the bus rules and regulations may lose their privilege to ride the bus. Parent(s)/Guardian(s) will be notified in such occurrences.
- Visitors are not allowed to ride a district bus.
- Bus conduct rules apply to all school sponsored events.

For transportation concerns from 3:45 to 6:00 p.m. please call 651-423-7685.

After-school Activity Bus

Activity buses are available for students Monday through Friday during the school year. Buses arrive at 4:45 PM and depart at 5:00 PM. Buses are available for students staying after school with a staff member. Three activity buses serve our attendance area. A map is posted where students can see which bus and route to take. Staff will assist students with finding their bus.

Co-Curricular Bus

A student riding on a bus to a co-curricular activity must also return on the school bus unless a parent/guardian communicates directly with a staff member that they will be responsible for the student's return trip.

Cell Phones

Cell phones are distracting to learning and can be highly addictive for adolescents. Cell phones are to be put away throughout the entire school day, including Panther Time Advisory, lunch, and flex.

They are not allowed to be out or in use between 8:20 a.m. - 3:10 p.m. and should be kept in student lockers or put away. The process below will be followed if the student is using their cell phone during school hours:

- First Occurrence: the student's cell phone is in view or in use, they will be reminded to put it away for the remainder of the school day.
- Second Occurrence: if the student's cell phone is in view or in use, teachers will contact parents, and the phone will be kept in the office for the remainder of the school day.
- Third Occurrence: the student has the phone out/in use, parents will be notified and will need to pick up the phone from the office or make alternative arrangements in consultation with administration.

**If there is ongoing phone usage that exceeds the three occurrences and/or has become an established chronic behavioral concern students may be required to leave their phones in the office each day or be required to leave the phone at home. These decisions will be made in partnership between school and home.

Students needing to call home during the school day can ask to go to the office to call a parent in a private space.

Dress Code

Black Hawk Middle School policies and practices are designed to support student engagement in class. BHMS believes that in order to be engaged in learning:

- Students should be able to dress for comfort and self-expression without fear of discrimination, stereotyping, or body shaming.
- The learning environment must be safe which includes dressing for subject/content specific safety needs.
- Students should be treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.
- Enforcement of student dress code should not become a barrier to attendance.
- Students and staff are responsible for managing their personal distractions.

Allowable dress & grooming

- Students must wear clothing including both a top and a bottom (shirt, pants, skirt, leggings, tank top or the equivalent) and shoes.
- Clothing must have fabric in the front and on the sides covering all private parts with opaque (not able to be seen-through) material
- Clothing must cover undergarments (waistbands and bra straps excluded) and must be made of opaque fabric
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Sunglasses are not allowed.

- Sweatshirt hoods may be worn but all head coverings (hoodies/scarves/hats) must allow the student face and ears to be visible to staff (exception for religious head coverings). You may not wear a hat and hood together for safety reasons.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist. Dressing in costumes can be distracting to others in school and are discouraged.

Non-allowable Dress & Grooming

- Clothing may not depict, advertise, or advocate the use of alcohol, vaping, tobacco, marijuana or any other controlled substances.
- Clothing may not depict pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- There can be variability in temperature in the building. Dress in layers. Blankets are not allowed.
- Headphones, earbuds or other electronic devices that could obstruct a student’s ability to hear and follow adult directions are not allowed. However, they may be used with adult permission in academic settings.

When a student’s dress is deemed a concern by a staff member, the student will be referred to a counselor or administrator for support and parents will be notified.

**Supporting materials and language taken from [Oregon NOW Model Dress Code](#) and [Seattle Public Schools Student Dress Code](#)*

Health/Nurse Office

The health office is located in the main office. The nurse’s office hours are 8:00-3:10.

To access the health office students must have a pass from their teacher before reporting to the health office, unless it is an emergency. If a student needs to come to the health office between classes, he/she must obtain a pass from the teacher of the next hour’s class. Students may not leave school or arrange for their own ride home without first reporting to the school nurse. The school nurse will assess the severity of the illness and call home if necessary.

Immunizations

In order for students to enroll or remain enrolled in school, MN state law requires documentation of required immunizations, written proof of exemption, or conscientious objection. Students will not be allowed to start school until this information is returned to the Health Office.

Your child can meet the immunization requirements through being fully immunized, providing a signed medical exemption letter or through a notarized conscientious objection.

<https://www.district196.org/services/health-services/immunizations>

COVID-19

For resources and guidance on COVID-19, please visit the District’s website.

<https://www.district196.org/about/coronavirus>

Medications

All prescription medication must be kept in the office of the school nurse and must be administered by the school nurse or other appropriate school personnel, unless the Authorization for Student Possession and Self-medication with Inhaler, Epi-Pen and/or Insulin form at school has been completed and is on file with the school nurse.

For more information, please visit the District's website.

<https://www.district196.org/services/health-services/medication>

Lockers

Each student is assigned a school locker to use for the duration of the school year. The school reserves the right to inspect lockers periodically. Report losses from lockers to the office immediately.

- Lockers are for individual use only - sharing lockers is not permitted
- Your locker combination is private and not to be shared with others
- Always make sure the door of the locker is completely closed. Turn the dial of the lock after closing the door to ensure it is locked.

Lost and Found

- All items of value (i.e.: phones, headphones, jewelry, purses, wallets and watches) will be kept in the office for retrieval.
- Lost articles of clothing will be kept in the designated lost and found area, outside 3B tower or the locker rooms. Found clothing will be displayed at conferences near the front offices. Clothing will be donated to charity periodically.

Meals at School (breakfast and lunch)

All families are strongly encouraged to complete an [Educational Benefits Application](#), formerly the free and reduced-price meals application. **A new application must be submitted each year.**

Cafeteria Expectations

A few hints to make your meals more enjoyable for you and your classmates.

- Student enter lunch room and sit at a table, 8 student per table
- Students are dismissed by staff to the lunch line
- Pay attention to designated serving lines; different menus are served in different lines.
- Raise hand to be dismissed from the table during lunch to: use the bathroom, fill a water bottle, return to the servery.
- Talk quietly with classmates. Don't shout.
- One person per seat, students should stay seated once in the lunchroom.
- Clear table of all garbage and food/liquids when dismissed.
- Students dismissed by staff to wipe tables and leave lunch room
- Running, shoving, and crowding is not safe and not permitted.
- Students who abuse lunchroom rules and regulations will be assigned to eat in an area supervised by a member of the staff or asked to clean the cafeteria tables.
- Students may not order food from outside restaurants for delivery during lunch

Panther Pride

Select students in grades 6, 7, and 8 are recognized at the end of each trimester for outstanding achievement in the following areas: Attendance, academics, citizenship, co-curricular activities and leadership.

Grade level teachers select students demonstrating strengths, growth, and/or consistency in demonstrating these qualities in our learning environment. Parents/Guardians are invited to attend the end of the trimester ceremony. The award is an important piece in promoting student achievement, creating a positive climate and strengthens Black Hawk student connection to the greater community.

Pledge of Allegiance

In accordance with district policy the Pledge of Allegiance is read daily during the morning announcements.

Safety Drills

- We conduct 5 safety drills and 5 fire drills each year
- Students are responsible for following teacher directions during all drills
- Black Hawk Middle School works in partnership with a school resource office from the Eagan police department
- Cameras are utilized in our building to support student safety and security of our building

Stadium/Gymnasium/Arena Conduct at High School Events

When attending high school events, the following behaviors are expected:

- Stay seated in the designated middle school section except when purchasing food or going to the restroom
- Do not throw anything, anywhere, at any time, and do not bring your own equipment to the game
- Do not at any time cheer using negative or obscene words or statements
- Arrange for your ride to pick you up immediately after the game. all school buildings will be closed
- Once you leave the stadium you may not return without a new ticket
- No loitering on school grounds outside of the stadium

Technology

- Never disclose your personal password
- Always log off the system network before leaving a computer or chromebook
- Installing any additional programs on any school device or the system network is illegal and strictly prohibited.
- Use of technology resources is a privilege which may be revoked at any time for abusive conduct.

Internet use

Independent School District 196 offers students access to a variety of technology resources, including the Internet and electronic mail (email). The Internet is a worldwide telecommunication network that provides access to networks and computers, including local, national and international resources such as libraries, government agencies, universities, k-12 schools, discussion groups, software, technical information, news and weather.

Use of the Internet and other computer networks is a privilege which may be revoked at any time for abusive conduct. In addition to the district's standard consequences for student misbehavior (as described in District Administrative Regulation 503.3AR, Student Behavior Expectations and Consequences for Misbehavior), any network misuse or illegal activities will result in temporary or permanent cancellation of network privileges, contact with the student's parent or guardian and, if a violation of law has occurred, contact with law enforcement authorities.

Students are expected to follow the guidelines listed in District Administrative Regulation 503.6AR, Acceptable Use of Information Technology - Students, including those stated below.

- Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. While on the Internet, students are expected to remain focused on the topic they are researching and are expected to log off the system when the research is completed.
- Any information (including text, software, graphics and images) downloaded from the Internet should be classroom-related.
- It is a privilege to access local area networks and the Internet in District
- 196. Only students who have completed their school's requirements for independent Internet access may receive permission to go online independently under the supervision of a teacher.
- Students are not permitted to use abusive language via email or list servers.
- Students are not permitted to ever give out any personal information such as their address, telephone number, parent's or guardian's name, etc.
- Students are required to always tell a teacher if they come across any information that is obscene, vulgar, sexually explicit or offensive.
- No review or downloading of material that is obscene, vulgar, sexually explicit or offensive will be tolerated. District policies regarding harassment, discrimination and similar issues also apply to the use of computer networks.

Parents and guardians must understand that while Internet use in District 196 is closely supervised activity, the Internet is also a wide open system that does contain information and visual images that are not appropriate for school-age students. Students may encounter material that parents and guardians may consider inappropriate. The student is responsible for not pursuing material that could be considered offensive. Parents and guardians should feel free to call their child's teacher to discuss any concerns they may have about their child's access to the Internet.

Student Deliveries

If students have forgotten items required for the school day these items can be left in the office for students to retrieve (i.e. band instruments, physical education clothing, bag lunches, co-curricular equipment/uniforms).

BHMS asks that no outside food or beverages are delivered to school during the school day by delivery services or parents/guardians as this causes unnecessary disruptions. Special requests can be made through administration.

Visitors

Student visitors from within or outside the district may not accompany BHMS students to school.

Parents/guardians wishing to meet with administration, counseling, teachers, and support staff should make a request by calling, emailing, or reaching out to the front office to set up an appointment. Schools are busy places! If you show up unannounced we will do our best to meet with you in a timely manner. Appointments are preferred so we can provide you the attention you deserve!