



2024-2025
Student & Family
Handbook

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Our School

School Colors:
Green, black, and white

School Mascot
Panther

Co-curricular Activities

Athletics

Fall sports <i>Sept. 9-Oct. 23</i>	Winter 1 sports <i>Oct. 28-Dec. 18</i>	Winter 2 sports <i>Jan. 6-Feb. 21</i>	Winter 3 sports <i>Feb. 24-April 15</i>	Spring sports <i>April 17-May 30</i>
Boys cross country (6,7,8) Girls cross country (6,7,8) Boys soccer (7,8) Girls soccer (7,8) Girls tennis (6,7,8) Girls volleyball (7,8)	Girls basketball (7,8) Wrestling (6,7,8)	Boys basketball (7)	Boys basketball (8) Boys Swim/Dive (6,7,8) Girls Swim/Dive (6,7,8)	Boys track (7,8) Girls track (7,8) Boys tennis (6,7,8)

Activities, Clubs, Fine Arts

The following clubs and activities 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.

Art Spark! (sponsored by and taught by the City of Eagan)

Art Spark! is offered after school twice a month. Art lovers will rejoice at learning new methods and more time to create beautiful art.

Asian American Affinity Club (advisor: Chi Nguyen, chi.nguyen@district196.org)

Asian students and allies come together after school twice monthly to share their love and expand their knowledge of Asian culture.

Band Ensembles (teachers: Josh Anderson, josh.anderson@district196.org and Michelle Hoff, michelle.hoff@district196.org)

A variety of ensembles are offered throughout the year during the school day with occasional meetings before or after school. Ensembles may include Jazz Band, Pep Band, Flute Choir, Clarinet Choir, Percussion ensemble and more.

Battle of the Books (advisor: David Herem, david.herem@district196.org)

Students compete in teams to read 25 books over the course of the year. Students then compete in a trivia competition to win the battle! The winning team gets \$100 in gift certificates to Barnes & Noble. Battle of the Books occurs during the school day.

Board Game Club (advisor: Al Jaeb, allen.jaeb@district196.org)

Uno, Apples to Apples, Pokemon, Monopoly, Risk or a good old-fashioned game of cribbage. Board Game Club meets after school once a week. Students can attend each meeting or come when they are available.

Book Clubs (advisor: David Herem, david.herem@district196.org)

Students who love to read can opt into Panther Time book clubs to meet with Mr. Herem and other students. Usually one book club meeting per month and meetings are by grade level.

Chess Team (advisor: Al Jaeb, alan.jaeb@district196.org)

The Chess Team meets in the winter after school and travels to the other District 196 middle schools for competitions. Students who want to learn the rules of chess and students on their way to grandmaster are welcome! ** fees apply; registration on EduTrack required*

Choir Ensembles/State Choir (teacher: Megan Cox, megan.cox@district196.org)

Do you love to sing? Students who have a passion for singing can join the choir ensembles for more opportunities to grow their voice. Talented singers will have an opportunity to audition for State Choir and sing with a special group.

Disc Golf Club (advisor: Al Jaeb, alan.jaeb@district196.org)

After school in the spring, experts and beginners to disc golf can play a few rounds on the BHMS course and take a field trip to play at one of the other local courses.

Drama - Fall Play (advisors: Michael McCay, michael.mccay@district196.org and Julie Banz, julie.banz@district196.org)

The fall play starts after school at the beginning of the school year with at least three performances in October. Students can obtain a variety of roles on and off the stage: acting, writing, directing and tech crew, where students run lights, build the props and control sound for the shows. Sometimes we have two casts!

** fees apply for actors only; registration on EduTrack required*

Drama - Spring Musical (advisors: Michael McCay, michael.mccay@district196.org, Julie Banz, julie.banz@district196.org, and Megan Cox, megan.cox@district196.org)

Singing, dancing and a whole lot of fun! The spring musical is after school with at least three performances in March or April. The musical has singing and speaking roles and usually requires a larger cast. We run a full tech crew as well, where students have the opportunity to run lights, build props and control sound for the shows.

** fees apply for actors only; registration on EduTrack required*

Essay, Poetry & Writing Contests (advisor: David Herem, david.herem@district196.org)

Students who love to write can enter a variety of contests throughout the school year. Students in the past have won awards, been published in magazines or even created their own ebook.

Geography Bee (advisor: David Herem, david.herem@district196.org)

The geography bee is a school-based, trivia-based competition. Students are narrowed down in various rounds until a final round with the top 10 competitors.

History Day (advisor: David Herem, david.herem@district196.org)

Project-based learning for students with a passion for history. Students can write an essay, make a video, create a website, perform a skit or make an old-fashioned tri-fold board about a topic of their choice. The best BHMS projects advance to the regional and even state competitions.

Math Counts (advisor: Rachel Stang, rachel.stang@district196.org)

The top 10 math students (determined by a Math Counts test) will travel to the regional competition to compete against top math students from other schools. The team qualifications start after winter break and the regional competition is in February.

Math League (advisor: Rachel Stang, rachel.stang@district196.org)

Do you love math and working in a team to solve challenging problems? The Math League has practices starting in September and after school meets against other District 196 schools start in October.

** fees apply; registration on EduTrack required*

Maud Squad (advisor: David Herem, david.herem@district196.org)

Reading the Maud Hart Lovelace nominees throughout the year can have a handsome reward. Students who read all 10 books get invited to a fancy breakfast to celebrate. Students also meet occasionally during Panther Time to discuss the books with other readers.

Monthly Science Challenges (science teachers)

Students in 6th, 7th and 8th grade will have the opportunity to complete a monthly science challenge. Students who complete all of the monthly challenges will get to travel on a fun field trip in May.

Scholastic Scrimmage (advisor: David Herem, david.herem@district196.org)

Students who love trivia will love scholastic scrimmage. Students work in teams of five to beat two other teams by hitting the buzzer first and answering questions covering all subjects. Once a month, the top three teams travel after school to take on the other District 196 middle schools.

Science Olympiad (advisor: TBD)

Black Hawk is the only middle school in District 196 to have not one, but two, Science Olympiad teams. Students meet after school to compete in trivia and building competitions on occasional Saturdays throughout the beginning of the school year. High school mentors support our teams. ** fees apply; registration on EduTrack required*

Ski & Snowboard Club (advisors: Roger Huling, roger.huling@district196.org and Natallia Antanovich, natallia.antanovich@district196.org)

When the snow starts falling, we start planning our trips to Hyland Hills. Usually three trips after school in January and February. Beginners are welcome, and renting equipment is available.

** fees apply; registration on EduTrack required*

Speech (advisor: Alana Pixler, alana.pixler@district196.org)

Students can choose to participate alone or with a partner in a variety of speech categories. Practices are after school during January and February with meets held on three Saturdays.

** fees apply; registration on EduTrack required*

Spelling Bee (advisor: David Herem, david.herem@district196.org)

The winner of the Black Hawk Spelling Bee has an opportunity to qualify for the state spelling bee. Winner of the state spelling bee gets a trip to Washington, D.C., to compete in the national finals. This school spelling bee is held during school hours in January and February.

Unity Club (advisors: Angela Schnobrich, angela.schnobrich@district196.org, and Mary Beck, mary.beck@district196.org)

Our LGBTQ+ friends and allies meet to create positive experiences for everyone at BHMS.

Attendance at Middle School Co-curriculars

- Only parents and families are welcome to attend co-curricular events after school.
- **Student spectators are not allowed due to space constraints and limited supervision.** This includes games, plays and musicals, and choir and band concerts.
- Students may attend with a parent or family member to support a sibling. All students not participating in co-curricular activities after school are to take the bus home or be picked up from school by 3:30 PM.

Be Calm. Be Kind. Be Safe.

The Panther Way

The BHMS Panther Way Community expectations are reviewed and revised by STUDENTS and STAFF each year in order to amplify student voices and support a calm, kind, and safe learning environment.

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

Shared Responsibilities During the School Day

- Students are expected to WALK as they move through the building during the day. There is no need to run.
- General horseplay, physical or verbal unexpected behavior, play fighting, physical pushing, hitting, grabbing, practical jokes, etc. often causes problems.
- Our students are expected to keep their hands and bodies to themselves.
- Identities are respected, we do not insult others identities at BHMS.
- Keep our building clean; clean up after yourself and others. Dispose of trash in the appropriate receptacles, including gum. When you are done chewing gum, wrap it in paper and put it in the trash.
- Be mindful of our school grounds; stay off of the landscaped areas and keep our grounds clean.
- Dropping objects from the upper levels to the lower levels is unsafe and dangerous, doing so can result in disciplinary action.
- Bathrooms are not social gathering places. Use the bathroom, keep it clean, and remember to wash your hands.
- **Remember: BHMS and ALL ISD 196 middle schools are cell phone free zones.**
- Cell phones, iPads, and other electronic recording devices are strictly prohibited in bathrooms and locker rooms at BHMS. Use of these devices in bathrooms or locker rooms can result in disciplinary action.
- No additional personal electronic devices are allowed at school.
- **Eating of food or drinking of beverages is allowed in the cafeteria during breakfast and lunch. There may be designated snack times during the school day; guidance from classroom teachers will be provided.**
- **Food sharing, distribution (including gum), and selling of food is strictly prohibited due to allergies and the distraction it causes during the day.**
- Distribution, sale of food, and eating food outside of designated areas can result in disciplinary action.
- For safety reasons, glass beverage containers are not allowed at school, non-squirtable water bottles are preferred. Unexpected use of squirtable water bottles can result in disciplinary action.
- **For health and safety spray deodorants, colognes, and perfumes are not allowed at school.**
- Use of profanity (swearing) is unexpected, and not 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 can result in disciplinary action.
- Names are important; we use each other's preferred names and pronouns, and we work to pronounce them correctly.

Advisory - Panther Time

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

Panther Time teachers serve as a point person for students and families. Students and families conference with their Panther Time teacher. Parents and families are encouraged to reach out to the Panther Time teacher with any concerns regarding their student.

Academics

6th Grade

Required full-year classes:

English, Math, Science, Minnesota Studies, Reading, Physical Education

Required Trimester Courses:

Art, Technology Education, and Family and Consumer Science (FACS)

Elective Courses:

Band or Choir

7th Grade

Required full-year classes:

English, Math, Science, American Studies, Communications, Physical Education

Required Trimester Courses:

Art, Technology Education, and Family and Consumer Science (FACS), Band, Choir, Spanish

Elective Courses:

Band, Choir, or Spanish

8th Grade

Required full-year classes:

English, Math, Science, American Studies, Communications, Physical Education

Required Trimester Courses:

Art, Technology Education, and Family and Consumer Science (FACS), Band, Choir, Spanish

Elective Courses:

Band, Choir, or Spanish

Academic Honor Code

On all coursework (assignments, exams, projects) undertaken by the students of Black Hawk Middle School, the following commitment is expected: AS A STUDENT, YOU ARE EXPECTED TO SUBMIT ORIGINAL WORK AND GIVE CREDIT TO OTHER PEOPLE'S IDEAS.

ARTIFICIAL INTELLIGENCE (AI): District 196 respects an individual's choice to use generative AI as an educational and/or productivity tool but encourages all community members to follow teacher guidelines.

STUDENT RESPONSIBILITY: I will do my own learning and collaborate with others on graded assignments only when authorized by my teachers.

PARENT/GUARDIAN RESPONSIBILITY: I will actively support my student in understanding and upholding the BHMS Academic Honor Code.

STAFF RESPONSIBILITY: I will promote the BHMS Honor Code by teaching expectations regarding academic honesty and integrity and be prepared to support students if violations of the honor code occur.

Maintaining your academic integrity involves:

- Creating and expressing your own ideas in course work;
- Acknowledging all sources of information;
- Completing assignments independently or acknowledging collaboration;
- Accurately reporting results when conducting your own research or with respect to labs;
- Honesty during quizzes and tests
- Seek out assistance from a teacher when needed

Definitions

Cheating: presenting as your own the work of another, using someone else's work, words and/or ideas and claiming them as your own. Some examples of cheating include, but are not limited to the following:

- copying and/or providing for another person an examination, assignment or other work to be graded;
- the use of unauthorized "cheat sheets" or electronic retrieval devices (calculators, cell phones, computer, etc.);
- buying/selling examinations, tests, papers.
- having another student take an exam, write a paper or assignment for you;
- receiving and/or providing test questions/answers prior to or after taking the examination.

Plagiarism: a form of cheating; taking another's words, thoughts or ideas and representing them as your own. Some examples of plagiarism include but are not limited to the following:

- using all or part of another's speech, paper or ideas as your own;
- using a direct quote without citing the source;
- copying a passage word for word and not using quotation marks;
- substituting words or rearranging the phrasing of a passage without indicating that changes have been made;
- rearranging the order of sentences or ideas from the original passage and presenting it as your own;
- not acknowledging or documenting sources

BHMS HAS INSTALLED A THREE TIER SYSTEM TO DEFINE THE VARIOUS VIOLATIONS OF ACADEMIC INTEGRITY. ALL POSSIBLE EXAMPLES ARE NOT LISTED.

Tier 1

- **Misunderstanding of assignment or action appears unintentional**
- **Inappropriate collaboration on daily learning/formative assessments**
- **Unexcused absence on the day of an assessment/major project/essay/speech/test/presentation**
- **Violation of classroom expectations**
- **Minor examples of plagiarism without documentation**

Tier 2

- **Multiple offenses of T1**
- **Communication of content to another person (asking or telling)**
- **Unauthorized possession of learning including digital copies**
- **Plagiarism, self-plagiarism**
- **Copying work of others on an exam or allowing others students to copy your work**
- **Using unauthorized resources for an exam, paper, or project (or providing such resources to another student)**
- **Fabrication of source material or data**

Tier 3

- **Multiple offenses T2**
- **Distribution of material/test to others**
- **Purchasing work**

Consequences will be considered relative to the student behavior involved in the incident and the initial consequences will focus on the behavior enacted by the student. Academic learning will remain the focus in this determination of student consequences and academic consequences may also be administered. Listed below are the possible consequences for each tier in the case of an offense.

Tier 1

- **Loss of partial or full credit on an assignment or redo**
- **Documentation with administration**
- **Student and parent/guardian conference**

Tier 2: In addition to Tier 1 outcomes the below will be applied as deemed appropriate:

- **ISS/OSS/Detention in addition to notifying coaches, advisors, directors, etc.**
- **Cell phone daycare/Digital restrictions**
- **Behavior contract**

Tier 3: In addition to Tier 1 and Tier 2 outcomes a meeting will be held with the student, family, administration, Panther Time teacher and other teachers as necessary.

School Issued Texts

Textbook, workbooks, and literature from the media center or classroom libraries 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 (as of the 2023-2024 school year)

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

Score	Credit	GPA Value	Score	Credit	GPA Value
A	1	4	C-	1	1.667
A-	1	3.667	D+	1	1.333
B+	1	3.333	D	1	1
B	1	3	D-	1	.667
B-	1	2.667	F	0	0
C+	1	2.333	P	1	<i>**No GPA Impact</i>
C	1	2	NG	0	<i>**No GPA Impact</i>

Makeup Work

Class absences necessitate make up work, which, if not completed on time, may lead to failure or incomplete grade. Teachers will allow students to complete missed works, assignments, tests, and quizzes. It is the students' responsibility to consult their teacher about absences from class and required make-up work. Students generally have two days per day of verified/excused absence in which to turn in make up work. Please see class syllabus and individual teachers for late work guidance.

Attendance

Attendance Matters! School success and good attendance go hand in hand. [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 regular 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.

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.

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 can 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/guardians 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 need to 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 also 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.

Truancy

Dakota County defines truancy when students have missed seven 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 lockers.

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

Per district policy, students are only allowed to ride their assigned bus. This is consistent with district wide practices since the Fall of 2020.

For safety reasons, each student will:

- Obey the bus driver 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 while waiting for buses.
- Cross in front of the bus when crossing the street, not behind 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, and everything inside the bus at all times.
- Stay seated at all times.
- Refrain from yelling and loud talking on the bus.
- Be calm, kind and safe. Do not tease, pull hair, fight, use foul language, throw objects , or do other disruptive things on the bus.
- Report any damage to the driver. Any student vandalizing a bus will be required to pay damages and may be denied the use of the bus.
- Help keep the bus clean and orderly.
- Follow all bus rules. 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.
- Only ride their assigned bus. Visitors are not allowed to ride a district bus.
- Follow bus conduct rules for 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 by 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.

Students riding the activity bus will be required to have a pass to board the bus. Passes will be issued to students by administration or school staff.

Co-curricular Bus

A student riding on a bus to a co-curricular event 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

Black Hawk Middle School Cell Phone Protocol and [District 196 Middle School Cell Phone Protocol](#)

Students have access to technology for learning by the way of the school district-issued iPad. At BHMS, wired headphones/earbuds are required for academic purposes. Students also have access to Chromebooks for learning when circumstances present, such as a forgotten iPad.

Cell phones are distracting to learning and can be highly addictive for adolescents. **Cell phones and wireless headphones are to be put away, turned off, or on airplane mode in backpacks throughout the entire school day, including Panther Time, lunch, and Flex. All district 196 middle schools are cell phone free zones.**

Cell phones should be off and away throughout the school day. This means, phones are turned off or in airplane mode and kept in backpacks, not pockets.

Response to cell phone usage during the learning day:

- **First Occurrence:**
 - The student will be asked to take their phone/wireless device to the office, where it will stay for the duration of the day
 - The student can pick the phone up at the end of the school day
- **Second Occurrence:**
 - The student will be asked to take their phone/wireless device to the office, where it will stay for the duration of the day
 - The family will be notified
- **Third Occurrence:**
 - The student will be asked to take their phone/wireless device to the office, where it will stay for the duration of the day
 - A collaborative meeting with the family and BHMS administration will be scheduled
- **Ongoing Occurrences:**
 - Students may be required to leave their phones/wireless devices in the office each day or be required to leave the phone at home. *Specific decisions will be made in partnership between school and family.*

Family & Student Communication Possibilities:	Student access to personal phones:
<ul style="list-style-type: none"> ● Families may call BHMS at 651-683-8521 and leave a message for their student with a member of the office staff. ● Families may contact their student via their <i>studentid@apps.district196.org</i> account or via Schoology account messenger. <i>(Students can receive this email or Schoology message on their iPad.)</i> 	<ul style="list-style-type: none"> ● Before entering the school building ● After students leave the school building ● <i>If a student needs to access their cell phone during the school day, they should advocate for use with their teacher, counselor, administrator, or student support staff.</i>
<p>Considerations:</p> <ul style="list-style-type: none"> ● Know your student's Panther Time, lunch, and Flex schedule. This is a good time for communication. ● We ask families to limit their contact with students during the learning day. 	

Additional resources for families around cell phone use and middle school students:

- Article: [So your teen wants a smartphone \(npr.org\)](https://www.npr.org/2015/05/14/408111111/so-your-teen-wants-a-smartphone)
- Website: <https://sparkandstitchinstitute.com/>
- Article: [Teach Middle Schoolers About Social Media with fun online sim \(commonsense.org\)](https://www.common Sense.org/teach-middle-schoolers-about-social-media)
- Article: [Middle Schoolers report to be thriving with 'no phone' policy \(Owatonnas People Press\)](https://www.owatonnaspeoplepress.com/middle-schoolers-report-to-be-thriving-with-no-phone-policy)
- Book: [The Anxious Generation](https://www.penguin.com/books/9780316295155)

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 and staff 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 and staff 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 BHMS dress code should not become a barrier to attendance or learning.
- Students and staff are responsible for managing their personal distractions.

Allowable Dress

- Students must wear clothing including a top and 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

- 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.**

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](#)*

Nurse's Office

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

To access the nurse's office students must have a pass from their teacher before reporting to the nurse's office, unless it is an emergency. If a student needs to come to the nurse's office between classes, they 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

Hallway lockers will be issued during the back to school Jamboree. Students are to store their coats and excess items in their locker. Students may choose to use a backpack as they travel from class to class. 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.

PE lockers are to be used only for PE clothing and co-curricular clothing/equipment. Students are required to provide their own lock. Items should be locked at all times.

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 areas: outside 3B tower or the locker rooms. Found clothing will be displayed at conferences near the front offices. Unclaimed items will be donated to charity at the end of each trimester.
- Students may choose or be asked to fill out a lost or stolen item form. Forms can be found in the main office.
- BHMS and District 196

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

- Walk
- No more than eight students at a table
- Keep your body and food to yourself
- Use expected language and volume
- Raise your hand to be dismissed from the table during lunch
- Clear table and floor around the table of all garbage and food/liquids before dismissal
- Students are dismissed by staff and may be held if their area is not clean
- Be calm, kind, and safe. 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
- Students may not bring in food or outside beverages to sell or share (with a serving size larger than two)

Pledge of Allegiance

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

Safety Drills

ISD 196 uses a STANDARD RESPONSE PROTOCOL in response to unexpected or emergency situations.

- We conduct five safety drills and five 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 (SRO) from the Eagan Police Department.
- Cameras are utilized in our building to support student safety and the security of our building.

Stadium/Gymnasium/Arena Conduct at High School Events

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

- Middle school students must attend with a supervising adult.
- Stay seated in the designated 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.
- Leave immediately after the game.
- Once you leave the stadium, you may not return without a supervising adult and new ticket.
- No loitering on school grounds outside of the stadium.

Technology

Parents, families, and caregivers are tasked with engaging in multiple technology platforms to support their students. See the four platforms below and make sure you are able to access all four to support you and your students ability to access what they need on their path to success.

- **EduTrack:** pay for co-curriculars including athletics, arts, activities, and iPad protection plan
- **Paypams:** add extra money to your students' meal account, remember, all students receive one free breakfast and one free lunch
- **Infinite Campus:** UPDATE EVERY YEAR to ensure current contact information (think address, phone number, emergency contact), track your student's attendance, see final grades (transcripts), and obtain the access code needed to create a Schoology account
- **Schoology:** create a parent account to see your students' class work, assignments, and in progress grades

Students should:

- Never disclose your personal password
- Always log off the system network before leaving a computer or Chromebook
- Never install any additional programs on any school device or the system network, it is illegal and strictly prohibited
- Use of district 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 any platform accessible on their school issued iPad (email, Schoology, etc.).
- 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.

iPad Protection Plan

All families are asked to accept or decline the optional iPad Protection Plan at which time a non-response will be considered declining the offer. To make their choice, parents and guardians log into their EduTrack account, do a search for "iPad" and select one of only two options presented: to accept the protection plan or to decline it. Both options include the Student User Agreement for review and acknowledgement. For directions on using EduTrack or creating an account, go to <https://district196.cf.edutrakconnect.com/> For assistance, families should contact their child's school.

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).

No outside food or beverages are to be delivered to school during the school day by delivery services or parents/guardians. Doing so 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 visit students during school hours should contact the student's counselor or grade level administrator.

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!

Title IX

As required by Title IX and other state and federal nondiscrimination laws, District 196 does not discriminate in employment or in any of its education programs and activities, including vocational opportunities, on the basis of sex, race, religion, color, creed, national origin, marital status, familial status,* disability, status with regard to public assistance, sexual orientation, gender identity, membership or activity in a local human rights commission,* age or genetic information.* District 196 provides equal access to designated youth groups.

The Director of Human Resources, Shelly Monson (651-423-7859 –shelly.monson@district196.org) is the designated Title IX Coordinator and has also been designated to respond to employment-related inquiries regarding the district's non-discrimination policies. The Director of Elementary Education, Jeremy Sorenson (651-423-7782 – jeremy.sorenson@district196.org) and the Director of Secondary Education, Eric Hansen (651-423-7712 – eric.hansen@district196.org) have been designated to respond to student-related inquiries regarding the district's non-discrimination policies. The Director of Special Education, Janet Fimmen (651-423-7629 – janet.fimmen@district196.org) has been designated to respond to inquiries concerning the rights of a student with a disability. The mailing address for all directors is 3455 153rd Street W, Rosemount, MN 55068. Title IX inquiries may also be referred to the Assistant Secretary of the US Office for Civil Rights (OCR).

*Asterisked categories are limited to employment-related discrimination and harassment.