



# Middle School Student Handbook 2024-2025



Revised August 2024

## ***Destination School District***

*Big Lake Schools has reinvented itself over the past decade to become a destination school district. We have families moving into the community because they see the value our district brings to their student's future.*

## ***Top Rated Preschool***

*Little Learners Preschool earned the highest rating possible from the state of Minnesota - a 4-Star Parent Aware Rating.*

## ***Focused On Technology***

*In 2015, we passed a technology levy and continue using those funds to transform our classrooms and buildings into technology-driven learning environments that prepare our students for college and careers.*

### **WELCOME TO BIG LAKE SCHOOLS!**

Whether you are new to the school district this year or have been with us your entire academic career, we are so excited that you have chosen to be a part of our Hornet community!

This student handbook encompasses policies, procedures and required notices for Big Lake Middle School.

Policies are reviewed on a three year cycle or as needed for legislative changes. The most up to date district policies and procedures can be found in their entirety on our website, [biglakeschools.org](http://biglakeschools.org).

The policies and procedures included in this handbook help to ensure that students and parents/guardians understand Big Lake Schools' operations, student behavior expectations and disciplinary procedures.

Students and parents/guardians, please take some time to review the contents of this handbook and make sure you fully understand the information conveyed.

Should you have any questions about the handbook contents, please talk with the school principal.

We look forward to a growing partnership between our staff, students and parents/guardians.  
Thank you for choosing Big Lake Schools!

Sincerely,

Tim Truebenbach  
Superintendent

Big Lake Schools



<a href="#">DISTRICT CONTACT INFORMATION</a>	<a href="#">4</a>
<a href="#">SCHOOL CONTACT INFORMATION &amp; HOURS</a>	<a href="#">5</a>
<a href="#">SCHOOL SCHEDULE</a>	<a href="#">6</a>
<a href="#">DISTRICT-WIDE PHILOSOPHIES</a>	<a href="#">7</a>
<a href="#">GENERAL INFORMATION</a>	<a href="#">8</a>
<a href="#">FOOD &amp; NUTRITION</a>	<a href="#">9</a>
<a href="#">ATTENDANCE</a>	<a href="#">10</a>
<a href="#">DATA PRIVACY</a>	<a href="#">12</a>
<a href="#">BUS TRANSPORTATION</a>	<a href="#">13</a>
<a href="#">HEALTH &amp; SAFETY</a>	<a href="#">14</a>
<a href="#">IMMUNIZATION REQUIREMENTS</a>	<a href="#">16</a>
<a href="#">SCHOOL RULES &amp; BEHAVIOR EXPECTATIONS</a>	<a href="#">17</a>
<a href="#">BEHAVIOR POLICIES</a>	<a href="#">18</a>
<a href="#">DISCIPLINARY ACTION</a>	<a href="#">21</a>
<a href="#">ANNUAL NOTICES &amp; INFORMATION</a>	<a href="#">22</a>
<a href="#">MIDDLE SCHOOL-SPECIFIC GUIDELINES</a>	<a href="#">24</a>
<a href="#">MIDDLE SCHOOL HORNET PRIDE</a>	<a href="#">25</a>
<a href="#">BUS BEHAVIOR MISCONDUCT MATRIX</a>	<a href="#">26</a>

# DISTRICT CONTACT INFORMATION

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# SCHOOL CONTACT INFORMATION & HOURS

## LIBERTY ELEMENTARY SCHOOL

School Hours	7:40 AM - 2:25 PM
Attendance Line	763-262-8100 press 2
Address	17901 205th Avenue NW
Main Phone	763-262-8100
Principal	Teresa Smock-Potter <a href="mailto:t.smock-potter@biglakeschools.org">t.smock-potter@biglakeschools.org</a>
Assistant Principal	Casey Young <a href="mailto:c.young@biglakeschools.org">c.young@biglakeschools.org</a>

## INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763-262-2537 press 2
Address	701 Minnesota Avenue
Main Phone	763-262-2537
Principal	Jona Deavel <a href="mailto:j.deavel@biglakeschools.org">j.deavel@biglakeschools.org</a>
Assistant Principal	Scott Pierce <a href="mailto:s.pierce@biglakeschools.org">s.pierce@biglakeschools.org</a>

## BIG LAKE MIDDLE SCHOOL

School Hours	8:30 AM - 3:20 PM
Attendance Line	763-262-2567 press 2
Address	601 Minnesota Avenue
Main Phone	763-262-2567
Principal	Mark Ernst <a href="mailto:m.ernst@biglakeschools.org">m.ernst@biglakeschools.org</a>
Assistant Principal	Cindi Patten <a href="mailto:c.patten@biglakeschools.org">c.patten@biglakeschools.org</a>
Dean of Students	Stephanie Hicks <a href="mailto:s.hicks@biglakeschools.org">s.hicks@biglakeschools.org</a>

## BIG LAKE HIGH SCHOOL

School Hours	8:30 AM - 3:20 PM
Attendance Line	763-262-2547 press 2
Address	501 Minnesota Avenue
Main Phone	763-262-2547
Principal	Bob Dockendorf <a href="mailto:b.dockendorf@biglakeschools.org">b.dockendorf@biglakeschools.org</a>
Assistant Principal	Shallyn Tordeur <a href="mailto:s.tordeur@biglakeschools.org">s.tordeur@biglakeschools.org</a>
Dean of Students	Jacob Klingelhutz <a href="mailto:j.klingelhutz@biglakeschools.org">j.klingelhutz@biglakeschools.org</a>

# SCHOOL SCHEDULE

## MIDDLE SCHOOL

Advisory: M/T WIN: W/Th/F	Period 1	Period 2	<b>Period 3 Lunch</b> A - 11:14 - 12:00 B - 10:40 - 11:26 C - 10:40 - 11:26 <b>Period 4 Lunch</b> A - 12:04 - 12:50 B - 12:04 - 12:50 C - 11:30 - 12:16 <b>Period 5 Lunch</b> 12:54 - 1:40	Period 6	Period 7
8:30 - 8:56	9:00 - 9:46	9:50 - 10:36	10:44-1:40 includes a 30 minute lunch and two 4 minute passing times	1:44 - 2:30	2:34 - 3:20

# DISTRICT-WIDE PHILOSOPHIES

## MISSION STATEMENT

Our mission is to challenge, educate and inspire all students to reach their highest level of achievement in academics, athletics, and the arts.

## BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the five core values of the Hornet Way

## HORNET WAY

It is the philosophy of Big Lake Schools that staff, students, parents and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on five core values:

- **Respect** - be considerate of self, other people and other people's beliefs and property
- **Honesty** - be truthful
- **Kindness** - be caring, friendly and helpful
- **Responsibility** - be dependable and accountable
- **Fairness** - be committed to the just treatment of others



## RESPONSE TO INTERVENTION & POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Big Lake Schools uses the MTSS model as a tool to match instruction and interventions to individual student needs. More specifically, MTSS is used to identify learning and behavior differentiations between an entire grade, a targeted classroom and individuals. Ultimately, the system is used to answer the question, "How does our school ensure all students are learning?" Another behavioral model, Positive Behavioral Interventions and Supports (PBIS), is also being utilized by our schools. Our PBIS programming emphasizes proactive approaches to student behavior, including intentionally teaching students the behavioral and learning expectations for every area and activities in our buildings. If students demonstrate behaviors that contradict school expectations, time is spent reteaching these expectations and when appropriate, we take a restorative approach to resolve misbehaviors. The PBIS model is closely tied and consistent with the MTSS model. These frameworks help teachers and school administration develop an intervention strategy for a student who needs additional learning or behavioral focus, or a student who needs to be academically challenged more. Behavioral and academic intervention time is embedded in a student's schedule as a normal class, but varies in offerings from school to school.

- Differentiated Instruction - Liberty Elementary
- BEE (Best Education for Everyone) - Independence Elementary STEM
- WIN (What I Need) - Big Lake Middle School
- STING (Student Targeted Instruction & Goals) - Big Lake High School

# GENERAL INFORMATION

## VISITOR CHECK-IN

In order to provide a safe learning environment for our students, we require all visitors to check-in at the main office and present ID upon entering a building. This procedure applies during school hours or meetings that overlap into the school day. Anyone who is not a student or staff member is considered a visitor.

## ARRIVAL AND DEPARTURE TIMES

Middle School students should not arrive at school more than 30 minutes before school begins and are expected to leave immediately at the end of the day unless they have appointments to work with a teacher or are involved in an after school activity.

## PARENT/GUARDIAN/STUDENT ONLINE ACCESS

Parents/guardians and students can check grades and attendance, along with provide and change contact information, through the Infinite Campus Parent Portal. The portal can be accessed at <https://goo.gl/AY1wAe> or by visiting our website. To set up an account, contact the main office of your child's school for an access key.

## SCHOOL CLOSINGS

If school is canceled, delayed, or released early, information will be posted on the Big Lake Schools website at [biglakeschools.org](http://biglakeschools.org), on Facebook, and on local TV stations. Parents/guardians who have a Parent Portal account with a valid email address will also receive an email alert (or text message) if school closes. Make sure your child knows your family plans if an early closing occurs. In the event that school closes for inclement weather, students may be expected to engage in online learning. Students and staff are expected to bring their school-issued devices and chargers home if there is a chance school is canceled in the near future. Teachers will post assignments within 90 minutes of the start of the scheduled school day and will be available to students for most of the day with the exception of lunch and their professional learning community meetings.

## REPORT CARDS

Students and parents/guardians will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents/guardians can also contact the school to request a printed report card.

## REVISION NOTICE

This student handbook may be modified at any time throughout the year. The most up-to-date version will always be available on our district website at [biglakeschools.org](http://biglakeschools.org)



# FOOD & NUTRITION

## BREAKFAST & LUNCH PROGRAM

Big Lake Schools is proud to partner with Chartwells Dining Services to serve breakfast and lunch meals that are nutritional, balanced and delicious! For specific information about our food and nutrition program, including the nutritional content of each meal and daily menus, please visit our District website at [biglakeschools.org](http://biglakeschools.org).

## FREE SCHOOL MEALS BILL

Thanks to the new Minnesota Free School Meals Bill, all Big Lake students will be able to receive one free lunch and one free breakfast each day they attend school. This significant legislation was signed into law by Governor Walz on March 17, 2023, and aimed to ensure that all students have access to nutritious meals by providing meal reimbursement to Minnesota districts. Key details you need to know:

- Students automatically receive 1 free breakfast and 1 free lunch each day they attend school
- Students must take a full meal for it to be free
- Additional charges apply for a la carte items or extra meals
- Students must attend in-person school to receive free meals
- Eligible families are still encouraged to submit the Application for Educational Benefits! *Your child(ren) may qualify for other benefits like reduced fees at school, and it helps the district receive additional funding*

For more information and FAQs about the Free School Meals Bill, visit our website [Food and Nutritional Services FAQs](#)

## MEAL ACCOUNT

Students will still have a meal account and will go through the lunch line and enter their pin number or scan their finger each day. Parents/guardians are encouraged to add funds to their child(ren)'s meal accounts if they anticipate purchasing extras such as a la carte items or extra meals. You can monitor and add funds electronically through [MySchoolBucks.com](http://MySchoolBucks.com), or by sending cash or a check to your child's school (you can either drop it off or send it with your child). Students will not be able to purchase extras if their account balance is zero or negative.

## SCHOOL MEALS POLICY

[Click here](#) to view the policy.

## APPLICATION FOR EDUCATIONAL BENEFITS

Should I still fill out the Application for Educational Benefits?

YES! Although no application is required to receive this free meal benefit, filling out the Application for Educational Benefits is still important. Your child(ren) may qualify for other benefits like reduced fees at school. Additionally, your application may help the school qualify for education funds, discounts, and other meal programs.

There are two ways to complete the application:

**1. Online through Infinite Campus:** Your application will be processed faster and more efficiently using the online application. Log into your Infinite parent portal, click on Applications and Forms, and follow the link to the application.

**2. Submit a paper application:** Print out and complete the form and return it to:

Big Lake Schools District Office

Attn: Applications

701 Minnesota Ave

Big Lake MN 55309

# ATTENDANCE

The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. Minnesota State Law requires attendance from age 7 (or under 7 but enrolled in kindergarten) to 17, and establishes valid reasons for excused absences.

**Middle School Attendance Line 763-262-2567 or email [ms.attendance@biglakeschools.org](mailto:ms.attendance@biglakeschools.org)**

## EXCUSED ABSENCES

1. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating dates that the student cannot attend school is a valid excuse.
  - May include pre-approved family trips of short duration at principal discretion.
2. The following reasons shall be sufficient to constitute excused absences:
  - Illness
  - Serious illness in the student's immediate family
  - A death or funeral in the student's immediate family or of a close friend or relative
  - Medical, dental, or orthodontic treatment or a counseling appointment
  - Court appearances occasioned by family or personal action
  - Religious instruction not to exceed three hours in any week
  - Physical emergency conditions such as fire, flood, storm, etc.
  - Official school field trip or other school-sponsored outing
  - Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - Family emergencies
  - Active duty in any military branch of the United States
  - A student's condition that requires ongoing treatment for a mental health diagnosis
  - Consequences of Excused Absences
  - Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher
  - Student make up work will be determined by teacher.

## UNEXCUSED ABSENCES

Any absence that does not fall within the above parameters may be considered unexcused—even if the proper absence procedure was followed. Unknown absences will be marked as unexcused absences after 5 school days.

## EARLY RELEASE/EARLY PICK UP

If a student needs to leave before school is released, a parent/guardian should alert the office and provide a reason for the early release before the start of school. Before leaving for the day, the student should check out with the office. At the elementary and middle school levels, students should wait in the office for an authorized person to sign them out.

## EXCESSIVE EXCUSED ABSENCES

At administrator's discretion, excessive absences (10 consecutively or 15+ in total) due to illness may require a doctor's note or a visit to the school health office to be considered excused.

## MAKEUP WORK

Students are responsible for working with staff to make up missing work due to absences.

See [School Board Policy 503](#) for more information.

## **MIDDLE SCHOOL ATTENDANCE INTERVENTION STEPS**

### **Informational Letter Sent Home**

The school will send home an attendance letter if the student has 3 or more unexcused absences or excessive tardies. If you receive an attendance letter, please call the attendance secretary at your school to clear up any unexcused absences.

**Truancy Process:** Sherburne County has three steps in their truancy process. The first two steps are intervention efforts to prevent a student from being required to appear in court. The steps are:

#### **1. Sherburne County Referral & Mandatory Meeting**

- Child and parent/guardian attend mandatory meeting with Sherburne County Attorney's Office; \$15 class fee charged by county
- 3 or more unexcused absences

#### **2. Referred to County Attendance Review Board**

- Child and parent/guardian referred to Sherburne County Attendance Review Board to address attendance issues. Then student may meet weekly with county truancy social worker at school.
- 5 or more unexcused absences

#### **3. Petition to Court**

- Child and parent/guardian will have to appear in court for truancy on date assigned
- 7 or more unexcused absences

## **ABSENCE/TARDY PROCEDURES**

Parents/Guardians should alert the school of an absence or tardy by either calling or emailing the school's attendance line by 9 a.m. the day of the absence/tardy.

Middle School: 262-2567 or [ms.attendance@biglakeschools.org](mailto:ms.attendance@biglakeschools.org)

Online: 262-5247 or [blonline@biglakeschools.org](mailto:blonline@biglakeschools.org)

# DATA PRIVACY

Big Lake Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

## NOTICE OF STUDENT EDUCATION RECORD PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Big Lake Schools to comply with the requirements of FERPA.

## TENNESSEN NOTICE

An individual asked to supply private or confidential data concerning their self shall be informed of: (a) the purpose and intended use of the requested data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data to a law enforcement officer.

## NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows Big Lake Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent/guardian has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Big Lake Schools to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media's request of information such as the newspaper or online news stories

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/guardian'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 the following information – names, addresses and telephone listings – unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Big Lake Schools considers the following information as directory information:

- Student's name
- Age
- Gender
- Grade level
- Dates of attendance
- Degrees, honors and awards received
- Participation in officially recognized activities
- Weight and height of members of athletic team
- Any photograph, video or recording of a student's likeness

If you would like to opt-out of the release and use of directory information, Big Lake Schools must receive an opt-out form by the end of the first month of a new school year. An [opt-out](#) form is available on the District's website or in the main office of each school.

# BUS TRANSPORTATION

Vision Transportation provides bus services for Big Lake Schools. Vision can be reached at 763-263-7900 with any questions or concerns. Parents/Guardians can also reach Vision about concerns happening on the bus by filling out the [Student & Parent Misconduct](#) form and returning it to the school office.

## PROCEDURES

Buses will drop off and pick up students in designated bus lanes between the back of the high school and middle school. Buses will park in numerical route order and each bus should have a bus number sign posted in the front window. Student arrival time begins at 8:00 a.m. Buses will drop off by 8:15 am. At the end of the day, students are dismissed at 3:20 pm and buses will depart at 3:30 pm. There will be secondary staff assigned during bus dismissal to assist students.

## GUIDELINES

### Taking an Alternative Bus

Students are only allowed to ride their assigned bus. Notes that give permission to ride other buses will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

## WRIGHT CHOICE

Any students attending classes at Wright Choice must ride the school bus provided unless administrator approval has been given.

## RULES & EXPECTATIONS

- Students may only ride their assigned bus
- Be on time at the bus stop (5 minutes early) and wait safely off the roadway
- When crossing the street, wait for the driver to signal and cross where you can be seen
- Follow the directions of the driver
- Sit facing forward and remain seated
- Talk quietly and use appropriate language
- Keep all body parts inside the bus and to yourself
- No fighting, intimidation or horseplay
- No littering or throwing of any object(s)
- No possession or use of illegal substances is allowed on the bus
- No weapons, dangerous objects or metal/ glass containers
- Avoid damage to the school bus and to other people's property
- Avoid any acts that endanger yourself or others
- Avoid bringing band instruments on the bus unless it fits in your backpack
- All school policies apply on the bus and at the bus stop



## CONSEQUENCES:

- 1st Offense: report to parents and/or one day suspension from riding the bus
- 2nd Offense: 1-3 school days suspension from riding the bus
- 3rd Offense: 3-5 school days suspension from riding the bus
- 4th Offense: 5-10 school days suspension from riding the bus and meeting with parent/guardian
- Alternate Consequences: **Consequences are assigned by Vision.** Based upon the circumstances, an administrator may use his/her discretion in applying alternate consequences

# HEALTH & SAFETY

Big Lake Schools is dedicated to ensuring the health and safety of each student and staff member. The District's health and safety committee is responsible for developing, reviewing and revising policies, procedures and regulations regarding health and safety at Big Lake Schools.

## ILLNESS

A child should be kept home from school if they have any of the following:

- A contagious disease, such as chicken pox, strep throat, or impetigo
- Vomiting or diarrhea-children should remain home 24 hours after having vomiting or diarrhea
- Draining ears
- Undiagnosed rash
- Elevated temperature greater than or equal to 100 degrees-children should remain home 24 hours after temperature has returned to normal without fever-reducing medication
- If your child is taking antibiotics or medication for an infection, it is recommended that they have taken the medication for at least 12-24 hours before returning to school.

## MEDICATION

- All medication given in school must be in the original container
- All medication (prescription and non-prescription) brought to school by students must be kept in the health office. Students are not permitted to self-administer medication.
- If your child needs to be on medication for only a few days, a note from a parent is needed.
- If your child will be taking medication daily for the entire school year, a completed "Medication Administration Request Form" must be brought to the health office along with the medication. This form is available either from the school health office or from your clinic, or you may choose to download a form from the school's website. Click on "Departments" then click on "Health & Safety"
- Medication will be administered by designated personnel.

## COVID-19

Please do not send your child to school if they exhibit respiratory shortness of breath; a new onset of a cough, or difficulty breathing. Further, should your child have a cluster of two of the following systems: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea, please consult with your medical provider before sending your child to school. Your child may be at risk for having developed COVID-19.

## INJURY

A student who experiences an injury while on school grounds or during a school-sponsored event is required to report the injury to a teacher, coach or school health personnel.

## CONCUSSION AWARENESS

Big Lake Schools takes head injuries seriously and has procedures in place for notifying parents/guardians if a head injury occurs during school. We ask parents/guardians and students to make sure to notify their school's health office if a head injury occurs outside of school so that we can monitor the student for concussion signs.

## SECTION 504 PLANS

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Federal law defines an individual with a disability as any person who: (1) has a mental or physical impairment that

substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. When a condition substantially limits a major life activity, an accommodation plan should be developed.

If you believe your child may qualify for a 504 accommodation plan, please contact your child's school administrator. They will walk you through the necessary steps to determine eligibility.

### **COUNSELING/SOCIAL WORK SERVICES**

Students may ask for, or staff may suggest, visits to a school counselor or social worker for minor social/emotional guidance. School counselors and social workers may provide information regarding family and community resources, including therapy from a partnering organization.

### **MEDICAL CLEARANCE**

With a parent's/guardian's written approval, students can be excused from a physical education class for one day only. Students needing to be excused for more than a day may need to bring a doctor's note to the health office for approval. In situations requiring a doctor's attention, the child or parents/guardians may be required to present a slip from the doctor stating any limitations or non-participation in physical education or other school activities. A reinstatement permission slip from the physician may be necessary before a student may participate again.

### **NUCLEAR EMERGENCY**

In the event of an emergency at the Monticello Nuclear Generating Plant, students will be evacuated directly from Big Lake Schools to Princeton Schools. Parents/guardians will be notified via email, text and/or television stations. Students at Wright Technical Center or the ALC in Buffalo will evacuate to Rockford High School. Parents should NOT come to Big Lake Schools if an evacuation is in process.

### **SAFETY DRILLS**

Numerous times throughout the year each school performs announced and unannounced safety drills. These drills consist of lockdowns, fire, tornado and bus drills as required by state law.

### **USE OF AEROSOL CANS/SPRAYS**

Due to health conditions of other students, the use of aerosol cans or sprays is limited to maintenance and projects in class with teacher's supervision in all of our buildings.

### **PEANUT ALLERGY**

Based on studies in the United States approximately 1 out of 125 children have a peanut allergy. Allergies to peanuts, shellfish, and eggs, along with other allergies have increased in the last decade. Therefore, it seems that it is likely that we will have students with food allergies in our school system. We have implemented a PEANUT-FREE ZONE in our cafeterias. A table is set aside for students with peanut and other food allergies. Students may sit at this table with friends if their breakfast or lunches do not include peanuts, peanut oil, or other known food allergies. Our goal is to keep all students safe!

### **OTHER**

We ask that students remember that some students and/or employees could be allergic or sensitive to the chemicals or smells of perfumes, colognes, and lotions. Please wear these substances in moderation or avoid wearing them if possible.



# IMMUNIZATION REQUIREMENTS

Per Minnesota State Law, the parent/guardian of any child entering a public school, and/or any student entering the 7<sup>th</sup> grade, must submit a statement from a physician or public clinic that states the child has received adequate immunizations against measles, rubella, mumps, diphtheria, tetanus, polio, chicken pox and hepatitis B. All immunizations must include the day, month and year given.

A parent/guardian may decide not to have their child immunized due to conscientiously held beliefs or for medical purposes. If so, an exemption statement must be submitted to the school.

A form to [report immunizations](#) and immunization exemptions is available on the parent portal on our district website and in each school's health office.

Please see [“Are Your Kids Ready”](#) for immunization requirements.



# **SCHOOL RULES & BEHAVIOR EXPECTATIONS**

All students are expected to follow the District's behavior philosophy of the Hornet Way while on school grounds, at school-sponsored activities and while riding school-appointed vehicles. Any behavior not aligned with the Hornet Way or any of the rules below may result in disciplinary action subject to an administrator's discretion. See district philosophies for information on the Hornet Way.

## **SOLICITATION**

Students are not allowed to sell items of any sort on school grounds or buses without specific approval from the building principal.

## **LOCKERS**

Middle school students are assigned lockers at the beginning of each school year to secure and store personal items. Students should not switch or share lockers without administration's permission. Only school-approved items should be displayed on the outside of lockers. Students are responsible for the condition of their locker; including any content and damage to their locker. Stickers and decals should not be used. Big Lake Schools is not responsible for lost or stolen items.

## **MODES OF TRANSPORTATION**

Bicycles, in-line skates, skateboards, scooters or other wheeled items should not be used inside schools or directly outside of school exits. Bikes should be parked in bike racks provided, and it is recommended to secure your bike to the rack with a locking device. Big Lake Schools is not responsible for lost or stolen items.

## **TEXTBOOKS**

Students are responsible for taking care of textbooks provided to them by the school district. Failure to return a textbook or return a textbook in good condition may result in paying replacement and/or repair costs.

## **GUESTS/VISITORS**

Students should not bring individuals with them to school who are not currently enrolled at Big Lake Schools, unless for a school-wide or classroom event that is approved by administration. While visiting, guests should not take pictures of students due to data privacy.

## **LOST AND FOUND**

Students should report valuable lost and found items to the main office. Students who find item(s) not belonging to them (including money) are expected to turn the item(s) into the office.

## **CLOSED CAMPUS**

All of Big Lake Schools are closed campuses, which means students are not allowed to leave their assigned school unless given permission from administration. Exceptions include class-related activities supervised by a teacher.

## **FOOD & BEVERAGES IN SCHOOL**

Students are welcome to have water containers while school is in-session. All other beverages and food should be consumed in the cafeterias only.

# BEHAVIOR POLICIES

The following are examples of unacceptable behavior on school grounds subject to disciplinary action. These examples are not intended to be an exhaustive list. For definitions of each unacceptable behavior and a more complete list, please see the full [discipline policy](#) on our website.

1. Academic dishonesty
2. Actions causing harm to another person
3. Attire (see dress code regulation)
4. Careless or reckless driving
5. Disrespectful language/verbal confrontations
6. Disruptive acts such as insubordination
7. Excessive public displays of affection
8. False 911 calls
9. Gambling
10. Gang or cult activity
11. Incendiary/ignition device use
12. Possession of nuisance devices/objects
13. Terroristic acts
14. Unauthorized use or tampering of fire extinguisher, fire alarms or AED alarms
15. Violation of school bus and student parking regulations
16. Violations against persons such as assault or fighting
17. Violations against property
18. Willful conduct that disrupts the educational process, endangers others or violates any policies, procedures, regulations or rules

## TECHNOLOGY ACCEPTABLE USE

Big Lake Schools believes the use of technology in classrooms is a vital part of the learning process for today's students. Students cannot use personal technology devices such as tablets, computers, and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. With the use of district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using personal and district technologies to reflect the PRIDE. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents/guardians and students are required to sign a technology use agreement upon enrollment and annually.

For additional information on this topic, please see the [technology acceptable use policy](#) on our website.

## ILLEGAL SUBSTANCE VIOLATIONS

Use, possession, sales, distribution, exchange, and/or physical contact with illegal substances are prohibited on school grounds, at school-sponsored events and in district supplied vehicles. This includes any look-alikes or accessories/equipment that can be used to hold or ingest a substance. Also see the District's policy on the use of medication during school hours.

## DRESS CODE REGULATION.

The purpose of the school dress code is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards

and help students develop an understanding of appropriate appearance in the school environment.

The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

1. does not injure people or damage property;
2. does not materially and substantially disrupt or interfere with the educational process or classwork;
3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
4. does not involve substantial disorder or invasion of the rights of others

Such clothing includes, but is not limited to, the following:

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, with the exception of hoods, are permitted, provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Students may wear headgear for a medical or religious reason.
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists

Students clothing:

1. Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs.
2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

The intention of the school dress code is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

See [School Board Policy 504](#) for more information.

## **HAZING**

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group. [See School Board Policy 526.](#)

## **BULLYING & INTIMIDATION**

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive, repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website. [See School Board Policy 514.](#)

## **WEAPONS**

Any individual entering school grounds shall not possess, use or distribute a weapon except as provided in the weapons policy. A weapon means any object, device or instrument designed as a weapon, looks like a weapon, or is capable of producing bodily harm.

## **RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE**

Any form or infliction of religious, racial, sexual harassment, violence, or anything that has the potential to create a hostile or intimidating environment based on any protected class is not allowed. A student who believes they have been a victim of religious, racial or sexual harassment or violence should report it immediately to the school principal. The student may make this report verbally or in writing by using the harassment [report form](#) available on the district website. Please refer to [School Board Policy 522](#) for sexual harassment definitions and guidelines to file a report. Until Title IX, a report of sexual harassment should be made to the Title IX Coordinator for the district: Sue Schmidt, Human Resource Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, [s.schmidt@biglakeschools.org](mailto:s.schmidt@biglakeschools.org).

## DISCIPLINARY ACTION

It is the general policy of Big Lake Schools to emphasize proactive, instructive, and restorative approaches to the student behavior and to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action is at the discretion of school administration, and may include, but is not limited to:

- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- Dismissal from school
- In-school suspension/monitoring in an alternative learning space
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. “Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
- Exclusion under the Pupil Fair Dismissal Act. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year
- Skill Building or Behavioral Intervention

Parents/guardians may be asked to pick up their child at any time due to unacceptable behavior.

All [school board policies](#) can be found in their entirety on our website.

# ANNUAL NOTICES & INFORMATION

## EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

## PLEDGE OF ALLEGIANCE

Please see [District Policy 531](#)

## RELIGION

Please see [District Policy 609](#)

## SURVEILLANCE

In an effort to maintain the health, welfare and safety of students, staff and visitors, Big Lake Schools uses video surveillance to monitor activity.

## LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any applicable laws.

## USE OF MOVIE CLIPS

From time to time, teachers may use video clips from movies to support their instruction. Any video clips are required to align with both the content standard and the learning target for the daily lesson. Permission forms are needed for PG movie clips for students in K-5. Permission forms are needed for PG-13 movie clips for students in grade 9. PG-13 movie clips are not shown in grades K-8. Permission forms are needed for clips from R-rated movies for students in grades 10-12. No clips from R-rated movies can be used in grades K-9. If a student does not receive permission to view a movie clip being shown, an alternative assignment would be provided. The following procedure has been developed for parents/guardians who object to the content of instructional material:

1. Meet with the teacher regarding the objection, and if issues are not resolved at this level:
2. Take your concern to the school principal, then,
3. A meeting may be held with the teacher, the school principal, and the teaching and learning director to discuss the topic at hand with the goal of resolution.
4. If no resolution is made, an alternative instructional contract will be developed that adheres to state and district academic standards and graduation requirements.

## INDOOR AIR QUALITY MANAGEMENT

Big Lake Schools adopted an Indoor Air Quality (IAQ) management plan that will be used by the district to identify any air quality issues and implement a plan for improvement. The plan contains maintenance procedures, building surveys, policies and procedures for handling indoor air quality concerns. If you have any questions or concerns about indoor air quality in any of our district buildings, please contact the building and grounds manager.

## **PESTICIDE USAGE**

The Parents Right to Know Act of 2000 requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that the public is told that the long-term health effects on children from the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood. If you would like to be notified prior to unscheduled pesticide applications (excluding emergency applications), please contact the buildings and grounds manager.

## **LEAD IN WATER TESTING**

Big Lake Schools conducts periodic testing of all drinking water fixtures in accordance with all state statutes and recommendations. Laboratory results may be found on the district website or by contacting Terrence Zerwas, Buildings and Grounds Manager at 763.262.5148 or [t.zerwas@biglakeschools.org](mailto:t.zerwas@biglakeschools.org)

## **ASBESTOS**

Big Lake Schools has been inspected for asbestos under the Asbestos Hazard Emergency Response Act of 1986 (AHERA). The person designated as Asbestos Program Manager for facilities is Terrence Zerwas, Buildings and Grounds Manager. If you have any questions or would like to review the district management plans or inspection records please contact Terrence at 763.262.5148 or [t.zerwas@biglakeschools.org](mailto:t.zerwas@biglakeschools.org).

## **MN STUDENT SURVEY**

The MN Department of Education in partnership with the MN Department of Health, Safety and Human Services administers the MN Student Survey to students in grades 5-12 every three years. This survey is about various youth behaviors related to personal health, school safety, drug use and violence in the school. As part of Protection of Pupil Rights Amendments, all parents and students are provided notification of the survey distribution. Parents are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

## **STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS**

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below; it was updated in May 2018. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

## **PARENTS/GUARDIANS RIGHT TO REQUEST**

Parents/guardians have the right to request information about whether their student's teacher(s) meet State licensing approval for the grade and subject being taught, is teaching with a waiver, has certification for the field being taught, and/or the qualifications of any educational assistant providing instruction.



# MIDDLE SCHOOL-SPECIFIC GUIDELINES

## SCHEDULE CHANGE REQUESTS

Once a student is enrolled in a class, it is expected that they remain in the class for its duration.

## HORNET PRIDE

Big Lake Middle School follows Hornet Pride as its behavior philosophy. See Hornet Pride behavior expectations on the following page.

## TECHNOLOGY DEVICES PROCEDURES/EXPECTATIONS

- Students will silence and place their phones/smart devices in their academic lockers from arrival on campus until 3:30 p.m.
- Students will keep all phones/smart devices in their assigned locker during the school day. Students will not be able to communicate during the day using their phone/smart device, without permission from school administration for special circumstances only.
- Student to student electronic communication is prohibited during the school day on personal or school owned devices without permission from school administration for educational purposes only.
- Students are prohibited from the use of social media, photography, video, or voice recording while on campus at any time including after school activities, school trips, and buses, unless directed by staff for instructional purposes.
- The asking for, or sharing of, inappropriate content is always prohibited.
- Students are expected to demonstrate positive digital citizenship toward self and others, use technology for educational purposes, maintain the privacy of others, and model positive online etiquette when permitted to use any school electronic device.
- Students are not permitted to wear wired or wireless headphones (i.e. earbuds) that limit their ability to hear in the hallways during passing time unless building administration has given prior approval for use

If a student fails to follow the above expectations, the following consequences will be implemented for phones/smart devices and/or headphones:

- 1st offense: phone/smart device confiscated and placed in the office for parent/guardian pick up
- 2nd offense: phone/smart device confiscated and placed in the office for parent/guardian pick up; school consequence assigned
- 3rd offense: phone/smart device confiscated and placed in the office for parent/guardian pick up; school consequence assigned; student may lose the privilege of having a phone/smart device on campus

## BACKPACKS, CINCH SACKS, PURSES, AND OTHER BAGS

Students will keep bags of all types in their individual lockers. Students will not be permitted to carry bags, except lunch bags during lunch time, throughout the school.

## BEVERAGES

Water is the only permitted beverage throughout the school, including hallways and classrooms. All other school appropriate beverages are to remain in lunch bags and to be consumed only in the cafeteria.

## BEHAVIOR & SCHOOL RULES AT:

### School Dances/Activity Nights

- Outside food and/or beverages are not allowed
- If a student is dismissed or suspended the day of the event, they are not allowed to attend
- Once a student leaves, they will not be allowed back into the event
- Only Big Lake Middle School students are allowed to attend middle school dances/activity nights

### Media Centers

- Students using the media center need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

## CRISIS LINE

Minnesota's suicide prevention and mental health crisis service is available 24 hours a day, seven days a week. People can call, text, or online chat 988 to connect to the Minnesota Suicide Prevention and Crisis Lifeline Centers. More information about Minnesota's 988 Lifeline services can be found on their [website](#).

## VISITORS TO SCHOOL BUILDINGS

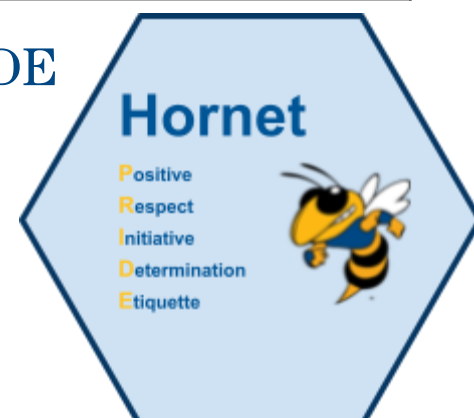
To minimize disruption to our learning environment, we ask that visitors to school buildings are only for educational purposes. Additionally, to create safe spaces, we ask all visitors to check-in at the building office. If you would like to have lunch with your child, please check them out with the front office of each school building for an off-site meal.



# MIDDLE SCHOOL HORNET PRIDE

## BIG LAKE MIDDLE SCHOOL HORNET PRIDE

We follow the HORNET WAY by showing HORNET PRIDE



	POSITIVE	RESPECT	INITIATIVE	DETERMINATION	ETIQUETTE
<b>CLASSROOM MEDIA CENTER COMPUTER LABS</b>	Be friendly Be ready to learn Accept feedback -Respond in an acceptable manner	Honor differences Give your full attention Listen to others Give encouragement Keep hands and feet to self Return items Keep desk free from markings Keep settings on computers as set	Be on time Be prepared with materials Record assignments in planner Engage in productive work Actively participate in class	Complete and turn in work on time Work toward improvement Give your best effort Keep going even when something is difficult	Give everyone a chance to learn Enter and exit calmly Use appropriate volume and vocabulary Keep room organized and clean Remain in room until excused Use technology for academic purposes with teacher permission
<b>HALLWAY/LOCKER S/LOCKER ROOMS</b>	Smile and say, "Hello" Be helpful and courteous to all staff and students	Walk Move slowly on right side Keep hallways clear Keep hands and feet to self Use and lock your own locker Cameras and audio off	Carry planner at all times Return to class quickly Pick up litter Help those who need assistance Take care of restroom needs	Plan ahead for the day Gather necessary materials Make every effort to be on time	Keep your locker clean and free of food Use appropriate volume and vocabulary Ears free and eyes aware when using technology Walk on right side
<b>CAFETERIA</b>	Make others feel welcome Be helpful and courteous to all staff and students Be open-minded about food options	Thank staff for food and service Keep hands and feet to self Stand in line in original spot	Invite people to sit at your lunch table Clean messes that don't necessarily belong to you Ask permission for restroom	Keep food on trays Keep food in cafeteria Clean up own space Return trays and stack neatly	Enter and exit calmly Arrive in a timely manner Use appropriate volume and vocabulary Remain in cafeteria until excused Use technology following school expectations
<b>RESTROOM</b>	Keep conversation positive Be a good example	Respect privacy of others Be considerate of others' property Flush toilet completely Wash hands	Return to class quickly Use during passing time Encourage others to make good choices	Report vandalism Keep area clean	Use appropriate volume and vocabulary Leave phone in classroom Technology free zone
<b>ASSEMBLIES, FIELD TRIPS, CONCERTS, BUS, STUDENT CENTER, OUTSIDE ACTIVITIES</b>	Keep conversation positive Respond in an acceptable manner Be a good example Be helpful and courteous to all	Give your full attention Listen to others Be polite and use manners Keep hands and feet to self Remain under staff supervision	Help those who need assistance Clean messes that don't necessarily belong to you Encourage others to make good choices Participate appropriately	Give your best effort Plan ahead for the day Make every effort to be on time Keep area clean	Give everyone a chance to learn Enter and exit calmly Use appropriate volume and vocabulary Use technology following school expectations

# BUS BEHAVIOR MISCONDUCT MATRIX

## VISION TRANSPORTATION IN PARTNERSHIP WITH BIG LAKE SCHOOLS

### MINOR INCIDENTS:

Disrespectful behavior, minor physical contact or horseplay, taking personal items from others, name calling, not following directions, littering, excessive noise level, leaving seat, inappropriate language or gestures, inappropriate use of cell phone or technology, arguing, disobedience towards driver or monitor, other incidents reported and deemed inappropriate.

### MAJOR INCIDENTS

Major physical aggression (fighting, kicking, punching, etc), profanity and abusive language directed at driver, monitor, or another student, sexual or harassing language, damage or theft of property, intimidating or threatening behavior, insubordination toward driver or monitor, possession or use of illegal substances or related items (tobacco, drugs, e-cigs, weapons), throwing items out of the bus, throwing items at other students.

Response to Bus Referrals				
	1st Incident	2nd Incident	3rd Incident	4+ Incidents
Minors	Verbal Warning, Bus Driver has conversation with Student	Bus Driver has conversation with Student & Vision contacts Parents/guardians	Bus Driver has conversation with Student, Vision contacts Parents/guardians (notifying next incident may result in suspension from the bus), & Assigned Seat	Bus Driver has conversation with Student, Vision contacts Parents/guardians, Assigned Seat, as well as some or all of the following: 1. In-School Consequence 2. Bus Suspension, Number of Days dependent on number and nature of incident
Majors	Bus Driver has conversation with Student, Vision Contacts Parents/guardians, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. 3-Day Suspension from the Bus	Bus Driver has conversation with Student, Vision Contacts Parents/guardians, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. 5-Day Suspension from the Bus 4. Possible New Bus Assignment	Bus Driver has conversation with Student, Vision Contacts Parents/guardians, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. 7-Day Suspension from the Bus 4. Possible New Bus Assignment	Bus Driver has conversation with Student, Vision contacts Parents/guardians, as well as some or all of the following: 1. Assigned Seat 2. In-School Consequence 3. Possible New Bus Assignment 4. 10-Day + Suspension from the Bus, Number of Days dependent on number and nature of incidents and may result in loss of bus privilege.
<p>*Please note that a suspension from transportation includes all forms of transportation during that time period, including but not limited to, to and from school, after school activities, in school activities, and field trips.</p> <p>*In the event that there is a reported threat that could result in possible harm, the alleged student may be removed from the bus until an investigation can be completed.</p> <p>*Both Vision or Big Lake School Administration may impose other consequences, longer bus suspensions, and/or other school discipline as deemed appropriate on a case by case basis. Driver has the authority to assign seats at any time.</p>				