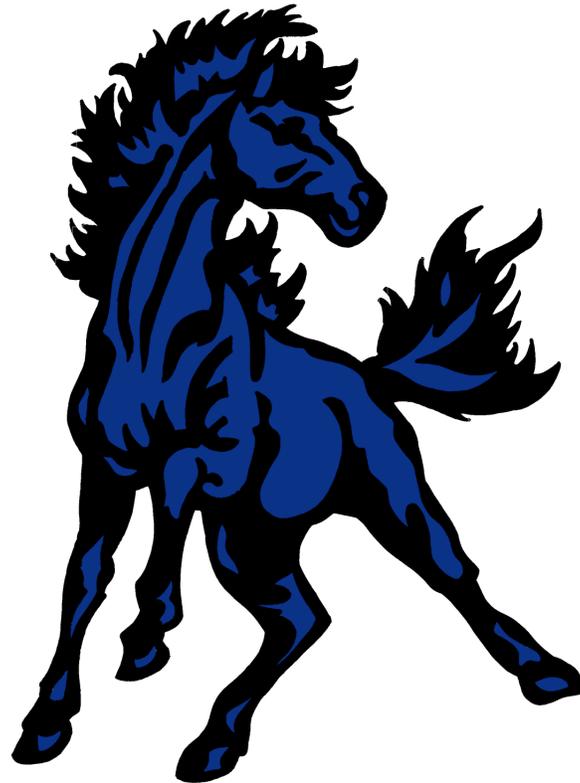


BUFFALO LAKE-HECTOR- STEWART
2025-2026



K-12
PARENT-STUDENT
HANDBOOK

Board Approved August 18, 2025

Table of Contents

BLHS District

Mission Statement/Commitment Statement/Welcome/School Board Members/Administration	3
2021-22 School Calendar	4
Notice of Non-discrimination/Directory Information/Public Participation at Board Meetings	5
Procedure for Concerns/Questions/Student Parent Guardian Concerns	6
Accident Insurance/Age Requirement/Custody &/or Change of Address/Asbestos Notification	6
Pesticide Application/Basic School Day Information	7
Retention Policy/Rule Changes/School Authority/Mandated Reporting	7
School Closings/School Warranty/Student Code of Conduct	8
Health Services/Section 504	9
Special Education/Special Instruction/Statewide Testing/Textbooks	10
Head Lice Procedure/Vision/Hearing/English as a Second Language/Counseling/indoor Air Quality	11
Attendance/Compulsory Attendance/Reporting Absences/Consequences of Unexcused Absences	12
Dress Code/Speech Therapy/Telephone Privileges	13
Tobacco/Nicotine Free Policy/Trespassing on School Property/Valuables in School/Visitors	14
Cafeteria/Mezzanine/Evacuation Locations/Emergency Drills	14
Off Campus Behavior/Reasonable Force/Bus Transportation/Bus Behavior Guidelines and Consequences	15
Field Trips/Assemblies/Social Media/Closed Campus Policy/Extracurricular Events	16
Lost & Found/Bikes and Skateboards/Food in the Classroom/Breakfast & Lunch Program	17
ISS/OSS/Expulsion/Exclusion/Alternative Education Placement/Data Practices Notice	18
Policies/Website	19

BLHS Elementary

Lunch Schedule/Teacher Requests/Parent Teacher Organization/School Safety Patrol	20
Milk Break/Classroom Parties/Recess/Playground Rules/Elementary Library	21
Report Cards/Interim Reports/Incompletes/Instructional Help/Conferences/Attendance	22
Discipline	23

BLHS Middle School/High School

Daily Bell Schedule/Academic Information/Academic Letter Requirements	25
Advanced Standing Credits/Class Rank/Failures/Grading Scale	25
Honor Roll/Weighted Grading Policy/Updating Current Grades/Make-Up & Late Work	26
Incompletes/Midterm Reminders/Reward & Recovery Days	27
Honor Students/Graduation Policy/Academic Integrity	27
Participation in Commencement/Independent Study/Post Secondary Enrollment Options (PSEO)	28
Physical Education/Individual Conferences/Conferences/Special Education	29
Parking Lot/Cars/Passes/Public Displays of Affection/Theft/Dangerous/Terroristic Threats	30
Disruptive Behavior/Fighting/Assault/Pledge of Allegiance/Drug and Weapons Free Zone	30
Messages/Announcements/Electronic Devices/Equipment/Buildings/Lockers	31
Canine Inspections/Perfect Attendance/Tardies	31
Attendance Appeal Process/Maximum Absence Rule/Excused Absences/Unexcused Absences	32
Truancy/Homebound Instruction/Discipline	33
Discipline Matrix	34
Detentions/Detention Room Expectations/Inappropriate Language/Insubordination	36
Prom/Co-Curricular Activities/Physicals, Parent Permit Forms & Eligibility Forms	37
Spectator Busses/State Tournaments	37
Activity Participation Fees/Tickets/Athletic Participation & Injuries	38
Academic Eligibility/Chemical Eligibility Rules	38



Mission Statement

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

Commitment Statement

At BLHS, we believe a positive educational experience goes beyond the classroom. We strive to create a sense of belonging and inclusivity. We are devoted to delivering exceptional, rigorous and engaging instruction. Not only with our highly trained staff, but also through our high standard of academic excellence. We believe in being 100% authentic and are passionate about our commitment to the BLHS students, families and communities. A positive education starts with the choices we make every day.

Motto: #passioninaction

WELCOME TO BLHS SCHOOLS!

Welcome to the 2024/25 school year at BLHS Public Schools. BLHS Public Schools strives to meet the needs of all students by providing excellent educational programming and support in a safe and welcoming environment. Our faculty is highly trained and implements a curriculum that is challenging that engages students and builds a wide array of skills to achieve a lifetime of success. We hope that the coming school year is successful and productive for students and their families.

The purpose of this handbook is to acquaint students and their families with the regulations and rules that govern the school. Students and their families should become familiar with the policies, procedures, rules and guidelines associated with BLHS Public Schools. This handbook is meant to serve as a guide, not every circumstance or event can be anticipated; and therefore the school administration reserves the right to make changes to school policy, procedures and handbook when needed or when required by state or federal statute. Changes to the handbook will be posted on the school website.

The rules and regulations that govern the school’s day to day operations included in this handbook are extensions of the BHLs School Board Policy. Failure to read and become familiar with this handbook does not exclude students from the rules and regulations list within. Personal factors and or contradictory advice from other sources is not acceptable grounds for seeking exceptions from these rules and regulations. This handbook does not contain every school district policy or regulation and a complete list of school board adopted policies can be obtained by contacting the BLHS District Office at 1-320-848-2233.

Our goal for each student is to acquire the skills and knowledge necessary for a lifetime of success. We look forward to working with students and their families and hope that the 24-25 school year is successful.

BLHS Administration

Buffalo Lake-Hector-Stewart School Board Members

- Samantha Best – Chair
- David Vacek - Vice Chair
- Carly Kubesh – Treasurer
- Jennifer Macik– Clerk
- Brian Luthens
- Brad Baumgardt

Administrative Team

- Mr. Logan Swann, Superintendent
- Mr. Jesse Westbrook, K-12 Principal
- Katie Ovitt, Activities Director/Dean of Students

Notice of Non-Discrimination and Equal Education Educational Opportunities

Buffalo Lake- Hector-Stewart Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Every pupil of this district will have equal educational opportunities, regardless of race, color, creed, sex, national origin, religion, age, marital status, or status with regard to public assistance or disability. No student shall be excluded on such basis for participation in, or having access to, any course offerings athletics, counseling, employment assistance, and/or extra-curricular activities. The following persons have been designated to handle inquiries regarding the nondiscrimination policies:

Logan Swann, Superintendent
PO Box 307, Hector, MN 55342
320-848-2233 Ext. 1359

Katie Ovitt, Activities Director
PO Box 307, Hector, MN 55342
320-848-2233 Ext. 1365

Directory Information

BLHS complies with laws relating to educational records that are collected, stored, and disseminated. The laws: (1) limit the amount of data which is collected about an individual; (2) limit access to and release of those records which are collected; (3) provide procedures to insure that the information which is collected is accurate; (4) provide penalties in the event that the statutes are not followed.

Pursuant to the U.S. General Education Provisions Act of 1974, the following items are "directory information" as provided in said act and that information relating to students may be made public by designated school authorities if said information is in any of the following categories:

- Student's name, address, and telephone number, date and place of birth
- Major fields of study
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Dates of attendance
- Degrees and awards received
- The most recent previous educational agencies or institutions attended by the student
- Names of parents/guardians

Parents, as it affects their children, guardians, as it affects their wards, or adult students as it affects themselves, may request that directory information not be given to outside agencies or individuals. In doing, so the parent, guardian, or adult student shall inform the administration of this request in writing. Requests must allow sufficient lead time for the administration to delete or modify the publication of any directory information.

Designated school authorities shall make the decision as to what directory information shall be published and who shall be eligible to receive directory information with the best interests of the students in mind.

Directory information for the Minnesota State High School League shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

Federal regulation provides military recruiters with access to the name, address, and telephone number of all secondary students. Parents and guardians who wish to have the school withhold this information must provide the school with a written notice prior to October 1 of each school year that this information is not to be released to military recruiters without prior written consent. The appropriate forms are available as you register online each year..

Public Participation at School Board Meetings

In order to assure that persons who wish to appear before the board may be heard and, at the same time, conduct a meeting properly and efficiently, the board adopts as policy the following procedures and rules pertaining to public participation at board meetings.

1. Anyone wishing to speak before the board, either as an individual or as a member of a group, should inform the Superintendent of the desire to do so and of the topic to be discussed as early as possible. Complete the online form on the school website. This will permit orderly scheduling of public remarks on the meeting agenda.
2. Any individual desiring to speak shall give his or her name and address and the group if any that is being represented.
3. The presentation will be no longer than 5 minutes, unless an extension of time is granted.

4. Speakers may offer such objective criticisms of school operations and programs as concern them. But in a Public session, the board will not hear personal complaints about school personnel nor against any person connected with the school system. Other channels provide for board consideration and disposition of legitimate complaints involving individuals.
 - The board vests in its chairperson or other presiding officer, authority to terminate the remarks of any individual when they do not adhere to the rules established above.

Persons appearing before the board are reminded, as a point of information, that members of the board are without authority to act independently as individuals in official matters, and answers regarding issues must be deferred pending consideration by the full board.

Procedure for Concerns/Questions

1. Contact the individual teacher or staff member to speak with them regarding the issue or issues.
2. If you have not been able to resolve the situation with the individual teacher/staff member, then contact the Principal regarding your concerns. If the issue/question is about athletics or activities, contact the athletic director. **You will be asked to contact the teacher or staff member involved if you have not already done so, but you may request the athletic director or Principal to be present for a conference if desired.
3. If the situation has not been resolved, you may contact the superintendent and then lastly board members regarding the situation. All members contacted will follow this procedure to determine that proper chain of command has been followed to resolve all concerns/ questions.

Student Parent Guardian Concerns

Parents and family members who have a school concern or issue are asked to first contact their students' teachers or coach when they have a question or concern. School administration recognizes that there are times when alternative contacts are necessary. In those cases, please use the following guideline:

Classroom & Academics	Athletics & Activities
Classroom Teacher	Coach
Building Principal	Athletic Director
Superintendent	Principal
	Superintendent
School Board member	School Board Member

Accident Insurance

BHLS does not provide insurance for all students. The school is only liable for accidents or injury in case of proven negligence. School policy requires athletic participants to have insurance coverage. All accidents must be reported to the supervising teacher/coach, Principal’s Office, and Nurses office as soon as possible. Families may purchase accident insurance coverage through a policy offered by an independent vendor. Insurance information and forms are available in the office.

Age Requirement of Admission

Under the existing state law, a child must be five years of age on or before September 1 of the current school year before he/she can be enrolled in Kindergarten. Likewise, a child must be six years old on or before September 1 before he/she can enroll in first grade. All entering students must be fully immunized according to current State Law.

Custody and/or Change of Address

Always report any custody changes throughout the year. Custody changes should be reported to the school as soon as possible after the change along with a copy of the legal documents. The school will follow court orders that specifically authorize or direct custody or related custodial issues. It is the parent/guardian(s) responsibility to notify the school office if you have a change of address or telephone number without a change of school. **CHANGES IN WORK NUMBERS AND EMERGENCY CONTACTS ARE ALSO IMPORTANT WHEN WE ARE TRYING TO CONTACT YOU IF YOUR STUDENT IS SICK OR THERE IS AN EMERGENCY.**

Asbestos Annual Notification

All District buildings have been inspected by accredited inspectors. Based on these inspections the School District prepared and the state approved a comprehensive management plan for handling the asbestos located within its building safety and responsibility. Our school district has completed the three-year required re-inspection. Periodic walk-through inspections of areas containing

asbestos are held every six months. A copy of the Asbestos Management plan is available for review in the District Office in Buffalo Lake. If you have any questions or concerns, please contact the Superintendent at 320-833-5311 ext. 218.

Pesticide Application

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

Basic School Day Information

High School begins at 7:50am and students dismiss at 3:30pm. Students should not arrive before 7:30 am unless they are participating in an approved activity under the supervision of a teacher/coach/advisor/director.

Elementary School begins at 7:50am and students dismiss at 3:30pm. Students should not arrive before 7:30 am. If they have any particular business to take care of, for example: turning in lunch money at the office, they may do so at this time. Students are dismissed according to bus schedules, beginning at 3:25pm. Those students that are picked up from school by an adult may do so by picking up their child/children at the East entry. In general, all students need to exit the building by 3:45pm on regular school days. **Students are not to be in the building after 3:50 p.m. unless they have permission and are under faculty supervision.** If your child gets dropped off, please make sure they do not have to cross the street to get to the building.

Retention Policy

The Buffalo Lake Hector Stewart School recognizes that each child grows in a unique pattern of physical, emotional, social and academic growth. It believes that students should be placed in an educational setting most appropriate for their developmental pattern. The concept of grade placement is based on the premise that teachers will provide appropriate experiences for children at that particular developmental level.

At times, during the educational process, it may become necessary to retain a student. The retention of a student will be based on a consideration of the student's developmental needs, as well as the student's grades, enrollment record and physical and mental maturity. Whenever retention is being considered, parents or guardians will be notified no later than during spring conferences. After notification the parents will be invited to a meeting with the classroom teacher, the child's other teachers (art music, phy ed., Title 1, etc.), counselor, Principal, special education staff, if appropriate, and any other staff as needed to discuss the issues regarding the possible retention and after careful consideration will make a team decision regarding promotion or retention. All decisions regarding retention will be finalized during the month of May.

When all of the above considerations have been met and retention has been recommended by the school staff, it is the intent of the District 2159 School Board to support the staff's final decision.

Rule Changes

There are times when it is necessary to change or revise rules. The Board of Education and/or the administration reserve the right to make rule changes when it is in the best interest of the students school district or required by state statute. Any changes in the handbook will be announced and placed in the publication. Not all situations and circumstances can be predicted and the

School Authority

All employees of Buffalo Lake-Hector-Stewart Elementary have the responsibility and obligation to enforce school rules, regulations, and procedures. The principal, teachers, secretaries, nurse, librarian, social worker, school psychologist, cooks, custodians, bus drivers, and paraprofessionals have the right to correct students who are violating school rules, regulations, or procedures.

School Surveillance

BLHS Public Schools uses video surveillance to monitor and help maintain a safe and secure learning and working environment. Video evidence of students and staff who are involved in inappropriate activity or violations of school policies may be used in administrative investigations or referred to law enforcement for criminal charges. BLHS Public schools reserves the right to use video monitoring devices within all buildings, grounds and on school buses.

Mandated Reporting

Minnesota statute requires that school employees, as mandated reporters, report to the local Human Service Agency any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee. Once a report has been made, official representatives of the county Human Service department have the right to and may come to the school to interview the child. The Human Service Department need not obtain parent/guardian permission.

School Closings

When school is called off due to inclement weather or early closing due to approaching bad weather, an announcement will be made over the radio and television stations at some time shortly after 6:00 a.m. or as necessary during the day. The school also operates an emergency notification system through Infinite Campus. Parents & Guardians are encouraged to check their respective student's information to ensure accuracy. This can be done by utilizing the Parent Portal from the District website (www.blhsd.org).

WCCO TV	Mpls/St. Paul	Channel 4	KMSP TV	Mpls/St. Paul	Channel 9
KSTP TV	Mpls/St. Paul	Channel 5	KARE 11 TV	Mpls/St. Paul	Channel 11
WCCO Radio	Mpls/St. Paul	830 AM	KNSG	Springfield	94.7FM
KNUJ	New Ulm	860 AM	Country K	Olivia/Willmar	100FM
KDUZ	Hutchinson	1260 AM	KQIC	Willmar	102.5FM
KWLM	Willmar	1340 AM	KARP	Hutchinson	106.9 FM
			BRAT	Sleepy Eye	107.3FM

Please remember that if school is two hours late, buses will run two hours later than usual.

It is difficult to measure the severity of a storm in all sections of our school district; therefore, the final decision rests with the parents as to whether to send your child to school during adverse weather conditions or to keep them at home. Your cooperation in keeping school telephone lines free during emergencies will be greatly appreciated. If school is called due to weather, distance learning for all students will be implemented as per the distance learning plan.

School Warranty

The School Agrees to Provide:

- Qualified and licensed personnel
- An articulated curriculum
- Assignments to develop reasonable progress
- Tests and learning materials
- Individual assistance and extra help when needed
- Regular, systematic and valid assessment
- Regular communication of progress to students and parents

The Student Agrees to:

- Regular attendance except for illness or family emergency
- Reasonable effort in all course work
- Completion of all assignments on time
- Maintain a positive attitude toward other students and staff

The Parent Agrees to:

- Create a positive attitude towards education at home
- Provide a home environment conducive to learning

Student Code of Conduct

All students have the right to a high quality education in a safe and secure learning environment.

Student Responsibilities include, but are not limited to:

- Show proper respect for the authority of all school staff, parents, guardians and adults in general, demonstrating good citizenship at school and at school sponsored events both home and away.
- Be aware of and obey all school rules, regulations, policies and procedures and conduct themselves accordingly.
- Uses proper names to address school personnel.
- Not engage in any behavior that interrupts the learning process
- Refrain from intentionally damaging, stealing, school or private property.
- Attend school daily, be on time to all classes, and actively participate in class activities and completing assignments on time.
- Help keep the school clean from graffiti and other types of vandalism
- Refrain from engaging in behaviors or making statements that insult, intimidate or are disrespectful.
- Wear clothing and accessories appropriate for school
- Conduct themselves in a manner that is appropriate for school, refraining from using profanity, obscene gestures, put downs and other offensive or obscene behaviors and or actions.
- Follow all classroom rules and expectations

- Respect yourself and others
- Recognize and respect the rights of others
- Actively engage in the educational process by completing assignments and projects as well as participating in all class activities and discussions

Health Services

● **Illness/Medication**

Keep your student home when he/she shows signs of illness such as high temperature above 100 degrees, nausea or severe headaches. Students should remain home 24 hours after the temperature is normal or 24 hours after the last episode of vomiting or diarrhea. Colds or upper respiratory infections should be watched with particular care since almost any communicable disease begins with a cough or fever.

● **Medication Procedure**

Under usual circumstances, school personnel should not give medication. The purpose of administering in school is to assist students who require medication during school hours to maintain an optimal state of health and therefore, enhance their educational program. Whenever possible, parents should make alternative arrangements so that it is not necessary for school personnel to administer medications to students.

● **PARENT RESPONSIBILITY FOR PRESCRIPTION DRUGS:**

A student requiring medication shall be identified by the parent or guardian to the Public Health Nurse and Principal. Written authorization from the parent **and** physician is needed to authorize the school to give the medication in the dosage prescribed by the physician. It is the parent's responsibility to inform the Public Health Nurse and Principal in writing of changes in dosages or a termination date for administering medication. Changes must have a physician's signature. Verbal requests will not be accepted.

Parents or guardians are required to supply the medication in the original container labeled by the pharmacy or physician. The container will be labeled with the student's name; name of medication; dose to be given; frequency and time it is to be given; the name of the prescribing physician; and the date the medication was obtained. A duplicate bottle should be provided to the school so that one is kept at school and one at home. The parent will provide a new label when a change occurs. The pharmacy label will be accepted as the written order for medication that is to be administered for two weeks or less. A written statement from the physician shall be required for long-term medication.

1. **NON-PRESCRIPTION MEDICATION:**

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

2. **SELF-ADMINISTRATION:**

Self-responsibility for prescription medication is encouraged. If the student can demonstrate proper administration of the medication, and if the parent and Public Health Nurse agree it is appropriate for the student to self-administer the medication, the student will be allowed to carry and self-administer the medication. Physician prescriptions are required.

3. **STORAGE OF MEDICATION:**

Medication will be stored under locked protection in the school health office or in a location approved by the Principal and the Public Health Nurse.

4. **RECORD OF ADMINISTRATION OF MEDICATIONS:**

A written record of the school's administration of the prescription medication at school shall be kept, including the student's name, medication, date and time given and the initials of the person administering.

5. **SUPERVISION:**

The Public Health Nurse and Principal will designate an appropriate school staff member to personally supervise the student taking the medication. Renville County Public Health staff or the medical consultant will be available by phone to give assistance in carrying out the medications policy.

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



SECTION 504 of the Rehabilitation Act of 1973

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

Special Education

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

- Autism Spectrum Disorders
- Deaf-Blind
- Deaf and Hard of Hearing
- Developmental Cognitive Disability
- Developmental Delay
- Emotional or Behavioral Disorders
- Other Health Disabilities
- Physically Impaired
- Severely Multiply Impaired
- Specific Learning Disability
- Speech or Language Impairments
- Visually Impaired
- Traumatic Brain Injury

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

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

Special Instruction

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

Statewide Testing

Students in grades K-12 take a variety of tests and assessments each school year. We give students the assessments to determine your child's instructional level and to measure academic growth throughout the school year, and from year to year, in a variety of areas. Your child will take some assessments on a computer and some paper/pencil. If you have questions about assessment purposes, time frames or results, please contact your child's teacher directly.

The following is a link to the Minnesota Department of Education's Parent/Guardian Guide and Refusal for Participation in Statewide testing. [Parent/Guardian Refusal Form](#). More information on Statewide testing can be found at; <https://education.mn.gov/MDE/fam/tests/> Parents/Guardians who do not want their student to participate in statewide testing must complete a Statewide Assessment Opt Out/Refusal Form. Parents/guardians can obtain a copy of the Opt/Refusal Form on the Minnesota Department of Education website or by contacting school administration.



Textbooks

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

Head Lice Procedure

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

1. All lice checks will be done in a well-lit area;
2. All checks will be done by two trained persons or by the school nurse. These persons will not remove nits but will leave any nits for parents to inspect and remove;
3. Students with nits will be removed from the classroom and parents will be notified to get their children from school.
4. Information will be given to parents to assist them in the clean-up procedure,
5. Before being allowed to return to the classroom, students will be checked for any possible remaining lice/nits. It is recommended that parents/guardians bring their children to school following treatment;
6. Repeat or difficult cases will be referred to the school nurse for further assistance in removal of lice and the development of a readmission to school plan as necessary.
7. Follow-up checks will be done in 7-10 days by the school nurse or by trained school staff.
8. In situations where 3 or more instances occur within a one-week time frame in any section of class, notification will be sent home to parents of all students in that section.

The Minnesota Department of Health no longer suggests holding students out from class due to a head lice situation. Any/all recommendations by the District for parents to come pick up their student from school in a head lice situation is for prevention of spreading head lice and to get immediate treatment started. Chronic ongoing cases of lice may warrant a referral to the local county public health for assistance. Students with live lice will be sent home for treatment.

Vision/Hearing

Once again Renville County Public Health is pleased to be a part of your student's education. Your school has contracted with this agency to provide health services for your student. Some of the services that you can expect are the routine screenings done by the recommendations of the MN. Dept. of Health as follows:

- Height & Weight Grades: K-6
- Hearing & Vision screenings Grades: K-5, 7 & 9
- Blood pressures Grades: 7 & 10
- Human Growth & Development Grades 4, 5 & 6
- Individualized counseling for students with health needs

(These grades are the minimum recommendations; other grades will be added as time allows or as requested.)

English as a Second Language

English as a Second Language (ESL) is a K-12 program that teaches the English language to students whose native language is not English. Students are taught by an ESL teacher using methods similar to that of teaching a foreign language to a native English speaker. For more information about the ESL program, please contact Valerie Rossow, Coordinator at vrossow@blhk12.mn.us or 320-848-2233 ext 1306. Students who qualify for the ESL program if they meet the following requirements:

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

Counseling

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

Indoor Air Quality

The BLHS School District has an Indoor Air Quality (IAQ) Plan in place to address any issues regarding indoor air quality. The health, comfort, and learning environment of our students and staff are very important to the District. A copy of the Indoor Air Quality Management (IAQ) Plan can be obtained at the District Office in Buffalo Lake. If you have any questions or concerns please contact any of the following to discuss the situation:

Robert Timm – Head Custodian	320-848-2233 ext. 1343
Logan Swann – Superintendent	320-848-2233 ext. 1359
Jesse Westbrook – K-12 Principal	320-848-2233 ext 1304

Attendance

The school district 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, establishes regular habits of dependability, develops responsibility and self-discipline which are important to the future success of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. The state of Minnesota requires all students to attend school and for this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable. Please make every attempt to make medical and dental appointments after school hours or during vacation days. If it is necessary to take a student out of school, parents will need to call or email the office to confirm the absence.

Compulsory Attendance

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

Minnesota Statute requires that all children between the ages of seven and seventeen must receive instruction unless excused according to the law. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minnesota Statute 120A.22, the students of the school district are **REQUIRED** to attend school every day school is in session, unless the student has a valid excuse of absence.

Your child should stay home when they are exhibiting vomiting, diarrhea, and a fever. Students with a fever should stay home until they are fever free for 24 hours without the support of fever suppression medicine (Motrin/Tylenol). Arrangements should be made by the parent with the student’s teacher, administrative assistant, or principal if it is necessary for your child to be away from the classroom during the course of the school day. If you need to pick up your child during the regular school day, please inform the office. We will have your child wait in the office for you to pick up, parents should enter at the South Entrance of the building.

****Special Note:** If a child is absent because of a communicable disease, the school should be notified as soon as possible. Contact the school nurse or main office assistant.

Reporting Absences

If a student will not be in school, parents should call the school at (320)848-2233. Messages regarding student absences can be left on the attendance line 24 hours a day. Another way a parent may contact the office is with a note or through email to msandgren@blh.k12.mn.us or janelson@blh.k12.mn.us. Parents should give the name and grade of the student and the reason for the absence by 9:00 am on the day of the absence. The attendance office may call the parent/guardian to verify the absence if we are not sure of the caller’s identity, emailer’s identity, signature on the note, or if the school has not been notified of the student’s absence. Students must have a note, a phone call, or an Email from a parent/guardian in order to receive an excused absence within 48 hours of the absence. If a parent will be out of town or is unavailable by telephone during school hours, please contact the office to make arrangements for which the school should contact in case of illness or emergency. Also, after 8 absent days due to illness, a doctor’s note will be required to have the absence excused. Each subsequent absence due to illness after the first 8 days will be counted as unexcused.

If a student needs to leave school during the day, it must be verified by the office prior to leaving the building. If a student is going to be absent for a planned reason, the parent/guardian should notify the office prior to the absence.

Any student, regardless of age, who resides with his/her parents, must have parental or guardian verification on all absences and other requests for dismissal from school. No student, regardless of age, may serve as a chaperone for another student. The Minnesota High School League training rules, District 2159 policies and rules are still considered in effect whether the student is over the age of 18 or not.

Consequences of Unexcused Absences

BLHS is required by law to report chronic absences to each of the local County Human Service Agencies in our school district. The parent/guardian will be notified by mail that his or her child has a total of three (3) unexcused absences. After the fifth (5) unexcused absence, the parent will be notified and a meeting will be scheduled involving the parent(s) or guardian(s) and a school official to discuss ways of improving attendance. After the seventh (7) unexcused absence, the county will be notified and the family will be reported to the County Attorney for truancy or the local Human Service Agency for Educational Neglect. A student does not have to be absent for an entire day to be considered truant.

Dress Code

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

The appearance of students is primarily the responsibility of parents. Students are expected to dress and groom themselves in clothes that are appropriate for a school/work environment and weather conditions. Clothing must be in good taste, following community and school standards at all times and not causing a disturbance to the school community. Students are encouraged to bring a sweatshirt or sweater, which will be allowed to be worn in cool areas.

Inappropriate clothing is defined as anything that disrupts or distracts from the teaching, educational process, threatens the learning environment, or endangers the health or safety of students or any other person. Clothing or accessories bearing a message that is lewd, vulgar or obscene is not permitted. Therefore, hats/headgear (unless the headgear pertains to the students' religion or medical condition), bandanas, hoods, spaghetti-strap tank tops and clothing that exposes the navel/midriff/undergarments, short shorts and/or skirts, and jewelry that could be potentially harmful (wallet chains) are not allowed to be worn during normal school hours.

Clothing and accessories promoting tobacco products, alcoholic beverages, illegal drugs/activities, weapons, profanity, racist, sexist, derogatory, or having sexual innuendo is not allowed for school wear. Gang affiliated signs, symbols, jewelry, tattoos, and clothing that represent acknowledged gangs or gang activity is prohibited. Students will be required to change or turn their shirts inside out if they wear improper clothing to school. Parents may be contacted by the principal or school staff to bring appropriate clothing to school. If in doubt, don't wear it. The school administration reserves the right to determine whether the student's attire, or appearance is acceptable. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendations to the administration for approval. Repeated violations of the dress code may result in further disciplinary action.

The following expectations will be enforced:

- Student clothing is required to cover a student's "personal and private" areas--including the chest, midriff, groin, and buttocks.
- Students are not to wear clothing that is provocative in nature, reveals undergarments or skin, or is worn in a manner which is offensive or distracts from the educational process. No low-cut backs, low-cut fronts, bare midriffs, or bare stomachs are allowed. Some examples of inappropriate clothing may include, but are not limited to, halter, tube or transparent tops, high slit dresses/skirts, and dresses or shorts of inappropriate length (needs to be longer than the student's fingertips at very shortest)
- Skirts and shorts may not be worn during the school day (except shorts for PE class) from November 1st-March 31st for Elementary Students. During winter months, closed toe shoes are expected to be worn at school in case of an emergency where going outside is necessary.
- Students are not to wear clothing that includes words, graphics, or innuendo which are obscene, vulgar, abusive, or discriminatory (some examples may include, but are not limited to, ethnic, racist, sexual, or sexist remarks/images), or which promote or advertise weapons, alcohol, chemicals, tobacco, or any other product that is illegal for use by minors. Examples: Confederate flag, swastika, guns or ammunition, Playboy bunny, tobacco/alcohol logos.
- Apparel for school sponsored activities will be allowed. These need to be approved first with administration.
- Students are not allowed to wear hats, caps, hoods, or any headgear in the school building.
- Students are not allowed to wear jackets during the instructional day from 8:00am-3:00pm
- Students are not allowed to have bags, backpacks, duffle bags or purses in the classroom unless previously approved by the building principal.
- Students are not allowed to have bare feet. Teachers of lab classes may require closed-toe shoes due to safety.

Speech Therapy

Speech and language therapy is available to any student who qualifies for services from ages birth through 21 years. Preschool children and others having significant problems should be referred to the Superintendent. A formal testing period is usually conducted to determine what the problem is and what type of remedial service might be helpful for the student. Referrals for Testing may be made by classroom teachers or by a parent.

Telephone Privileges

The phone in the office may be used for students to call home when they are ill or for emergency situations. Students must ask the Administrative Assistant or Principal for permission to use the phone. Students are asked to make the calls short and should not miss class time if possible. Students are allowed to use personal cell phones to contact parents, but must be in the office under the supervision of staff.

Tobacco/Nicotene-Free Policy

The Buffalo Lake Hector Stewart schools are designated as tobacco/nicotene-free. The use of any tobacco products, including e-cigarettes, will not be allowed by anyone on any District grounds including the school related activity areas, parking lot, and school buildings.

Trespassing on School Property

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

1. Is an enrolled student, a parent or guardian of an enrolled student, or a district employee,
2. Has permission or an invitation from a school official to be in a building
3. Is attending a school event, class or meeting to which the person, the public or a student's family is invited;
4. Has reported to the office and registered as a visitor. It is a misdemeanor for a person to be found on school property within six months after being told to leave school property by the school Principal or designee and may not return unless the school Principal/designee has given the person permission to return.

Valuables in School:

Students are asked not to keep money or any other valuables in their lockers. The school is not responsible for lost or stolen items. If a student brings a valuable to school it could be checked in at the office for safekeeping.

Visitors

While visitors are welcome, it is required that they register with the office upon entering the building. Visitors must use the intercom near the door to gain entrance to the building.

Parents are always welcomed at school. You are invited to visit your child's classes and understand what is being taught. Request of a parent must be made to the classroom teacher and Principal 24 hours prior to a visit. Please stop by the office prior to any visit to a classroom to sign in and receive a visitor pass, which must be worn during your visit. School personnel are directed to politely escort or show those visitors without badges to the office. Parents/visitors who are attending large group performances /activities (plays, concerts, Grandparents' Day, etc.) need not report to the office to sign in.

Student visitors are not allowed during school hours except for education type purposes and as approved by administration. Visitors who wish to visit teachers will be restricted to the hours in which teachers are not with students. The administration has the discretion to deny a request to visit the school.

The administration has the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings. Visitors who fail to comply with the Visitors Policy may be denied future visits, detained by the school principal pending arrival of the police, and charged and found guilty of trespassing on school property under Minnesota Statute 609.605, subd 4.

Cafeteria/Mezzanine

Students are expected to show mature conduct and manners. Please be advised that the supervisors have full authority to see that such conduct and manners are being used. If students do not conduct themselves in a mature manner, they may be restricted from eating in the cafeteria/mezzanine. The administration will determine the length of the restriction.

Evacuation Locations

If the students need to be evacuated from BLHS buildings, locations have been arranged and discussed with students. For the safety of our students and your child, these locations are not public knowledge.

Emergency Drills

By law we are required to conduct at least five fire drills, five intruder drills, and one tornado drill each school year. When we have a fire drill and the students are escorted by their teacher outside the building, via the closest exit. The teacher remains with the students until the drill is completed.

In the spring of the year we conduct a tornado drill in conjunction with the statewide tornado drill. The students are escorted to the first-floor hallways for this drill.

Off Campus Behavior

Students may be disciplined for off campus behavior which disrupts, interferes or otherwise causes a negative effect on the school environment, activities or operation of the school.

Reasonable Force

A teacher, school principal, or school employee in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or serious injury. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Bus Transportation

Bus transportation for BLHS Schools is provided by Superior Transportation Services. If you have questions or concerns, they can be contacted by phone at (320)848-2237.

Parents will be contacted in the fall by the school with information about transportation for students. **Children may be allowed to ride the bus if they have permission to do so in the form of a signed note from their parents.** Buses are full with assigned students and the law requires that each student must have a seat and remain seated while the bus is in motion. Students who ride buses in the winter should be dressed for such conditions. Emergencies can be serious if the students are not dressed properly.

Bus Behavior Guidelines and Consequences

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

The bus company and BLHS school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

The school district shall provide students enrolled in grades kindergarten (K) through 5 with age-appropriate school bus safety training of the following concepts:

- a. transportation by school bus is a privilege, not a right;
- b. school district policies for student conduct and school bus safety;
- c. appropriate conduct while on the bus;
- d. the danger zones surrounding a school bus;
- e. procedures for safely boarding and leaving a school bus;
- f. procedures for safe vehicle lane crossing; and
- g. school bus evacuation and other emergency procedures

It is important that students know, understand, and follow all bus rules. The safety of their children on the bus is always the school bus driver's priority. The rules in place assist drivers to allow them to focus on the roadway and monitor traffic conditions.

Administrators and others with disciplinary authority, including teachers and bus drivers, have the responsibility to enforce all policies and regulations.

Riding a school bus is a privilege. Violations of rules set forth by Superior Transportation and BLHS Schools for students riding on a school bus or in any other type of school vehicle will be cause for a referral to a school administrator and shall result in appropriate disciplinary procedures.

Students who become a serious discipline problem on the school bus or vehicle or who consistently demonstrate inappropriate behavior shall have their riding privileges suspended by the principal and may be subject to additional consequences as appropriate. In such cases, the parents/guardians of the suspended student shall be responsible for transporting their child to and from school. The drivers of school transportation vehicles have the authority and responsibility to maintain order and safe conditions while transporting students. The bus company or school district may invoke disciplinary measures for any misconduct which would be considered detrimental to the safety of any passenger or driver of the vehicle.

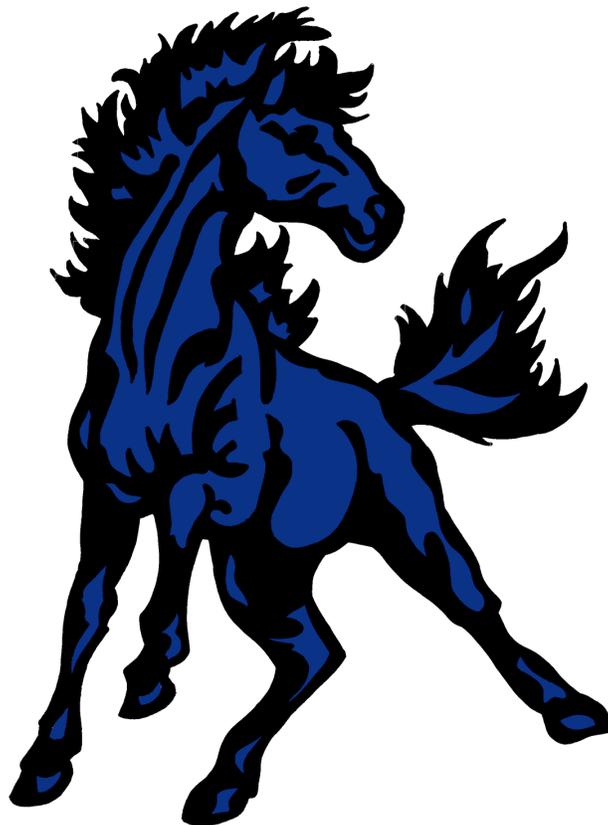
In addition, the following rules must be followed by all passengers on a school bus or in any school vehicle or at a bus stop:

Rules at the Bus Stop

- a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.



Bus Consequences

	Minor Offenses	Major Offenses
Behavior	1st Offense - Warning 2nd Offense - 2 Weeks 3rd Offense - 8 Weeks	1st Offense - 2 Weeks 2nd Offense - 8 Weeks 3rd Offense - Rest of the year

Defiance	MINOR Student engages in brief or low-intensity failure to follow directions and/or expectations	MAJOR Student repeatedly refuses to follow directions and/or expectations
Disrespect	MINOR Student delivers low-intensity, socially rude, or dismissive messages to adults and/or peers	MAJOR Student repeatedly delivers social rude or dismissive messages to adults and/or peers
Disruptive Behavior	MINOR Student engages in low-intensity, but inappropriate disruption	MAJOR Student repeatedly engages in behavior causing an interruption in a class or activity
Language	MINOR Student engages in low-intensity usage of inappropriate language.	MAJOR Student repeatedly delivers messages that include swearing, name calling, or use of words with intent to harm
Technology Misuse	MINOR Student engages in non-serious, but off-task use devices.	MAJOR Student engages in serious misuse of devices. Including material that is sexual, threatening, or intended to harm.
Vandalism	MINOR Student engages in an activity that results in the disfigurement of property.	MAJOR Student participates in an activity that results in destruction and/or disfigurement of property.
Bullying	MAJOR Student delivers direct or technology-based messages that involve intimidation, teasing, taunting, threats or name calling. Bullying is aggressive behavior that is intentional and involves an imbalance of power repeated over time.	
Harassment	MAJOR Student delivers disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.	
Fighting	MAJOR Student engages in actions involving contact with intent to harm (eg. Hitting punching, kicking, hitting with an object, hair pulling, scratching, etc.).	

District administration reserves the right to make final decisions on any and all bus violations, including, but not limited to levels of infraction discipline and consequences. Parents are always welcome to request a conference with the transportation supervisor/administration.

Field Trips

Field trips and related activities enrich the curriculum. All school policies are in effect for such events. Students must use BLHS contracted transportation for field trips and may not transport themselves during a field trip experience. Each grade may have a field trip during the school year. Information will be sent home with students when these trips have been arranged. In some cases, parents may be asked to volunteer to be chaperones. A current background check, paid by each volunteer, is needed and to be on file in order to allow a parent/guardian, family member, or any other volunteer to be in contact with school-aged children.

Assemblies/Pep Fests

Assemblies are programming enrichment opportunities for students that expand the curriculum. Students must demonstrate mature and respectful behavior at assemblies.. Pep fests are an opportunity to show your positive support for your school and individual activities. All students are expected to attend assemblies or pep fests unless the principal has granted prior permission to go to another assigned and supervised area. Students should sit in assigned areas and behave respectfully by being quiet and attentive during the presentation. Students who cannot behave appropriately during assemblies or Pep Fests may not be allowed to attend other activities. We welcome family members to these programs. Assemblies are chosen based on their educational value and entertainment.

Social Media

BLHS Public Schools recognizes that many of our students (as well as staff and parents) are active social media users. In addition, BLHS Public Schools values and encourages the use of technology to engage students in the learning process. However, student online interactions, both inside and outside of school, can disrupt the learning environment as well as affect the overall wellbeing and safety of students. Students are subject to disciplinary consequences if they use social media in a manner that causes or results in a negative learning environment for others, threatens, harms or disrupts the educational process.

Closed Campus Policy

Buffalo Lake-Hector-Stewart Public Schools has a closed campus policy. Students are not permitted to leave the building without school and parent permission. Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. This includes student lunches. Students are not allowed to leave campus during lunch unless it is for a doctor's appointment. In such cases, documentation may be required.

Extracurricular Events

BLHS students are encouraged to attend school functions such as games, concerts, plays and programs. While at these activities, in grades K-5 must be under the supervision of a parent, adult family member or a responsible older brother or sister. Students must conduct themselves in an appropriate manner while attending school sponsored events. Students not conducting themselves appropriately at a school function may be asked to leave the premises.

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

Lost and Found

Be sure to mark your child's name on clothing items and possessions so we can return them if they are lost. Call the school as soon as possible after you notice a missing item. Remind your child to check the Lost and Found area (K-5 in the Elementary Office and 6-12 in the MS/HS office) for lost goods. Many items each year are not claimed. These are donated to a charitable institution at the end of the school year.

Bicycles and Skateboards

Students are required to put their bicycles in racks upon arriving at school and must leave them there until they go home. Students should not give rides to others on their bicycle. The school is not responsible for bicycles and we encourage those students who ride bikes to school to purchase a locking system to ensure their safekeeping. Please remind your child(ren) to walk their bicycles through

intersections and when they are on school property. All students are to cross the street where the safety patrols and crossing guards are located. Students in grades K-1 are encouraged not to ride bikes to school.

Skateboards are not to be ridden or brought to school. If brought, skateboards will be brought to the Principal's office until the end of the day. If it occurs a second time, the skateboard will be confiscated and held in the Principal's office until the end of the school year. Roller Blades are not allowed in the building, on the gym floor at any time, or at recess at any time.

Food in the Classroom

It is at the discretion of the classroom teacher whether or not food is allowed in the classroom. Food items that may be brought into the classroom must be contained in a wrapper and of an individual serving size. Only unflavored water is allowed in the classroom in appropriate containers.

Breakfast & Lunch Program

Lunches will continue to be free this school year. The Free School Meals bill does not include a la carte or extra savings. The Middle/High School Lunch time is closed and students are not allowed to leave campus unless for a pre-planned appointment or absence. An administrator may request a Doctor's note to approve the absence.

The lunch menu is listed on the school website in the daily announcements and in the elementary blue sheet. Your family will have one (1) family lunch account regardless of the number of students. Deposits can be made in any amount at any time in either the Elementary or High School office or by logging in to the school's Parent Portal and making a lunch deposit via Infinite Campus. Students wishing to purchase a la carte items or extra serving must have a positive lunch balance.

1. All lunch checks should be made out to BLHS and be brought to the office in the morning so that the amount can be entered into each family account. If a payment is brought in after 10:00 a.m., it will be deposited the following school day. -A paper notice will be sent home if there is no email access.
2. Students who bring their own lunch are to accompany their class to the lunchroom. They may purchase a la carte milk for a cost of .50¢ per 1/2 pint, students will not be allowed to purchase ala carte milk if their lunch account is at a negative balance.
3. It is assumed that all students take milk with their noon meal each day. Exceptions to this are those students with a request and reason on file in the office from the parent(s) or doctor. The weekly menu is posted in the cafeteria, the school website, and in each classroom. From these lists, you will see the wide variety of foods which are offered. Please encourage your child to eat all the food they receive in the cafeteria. If your child has certain foods that he cannot eat or dislikes, check the school menu beforehand and send a bag lunch on those days when these foods are served. In the offer vs. serve program students take at least three (3) of the five (5) items offered.
4. We have staggered noon hours in order to make the best use of time. If you want your child to come home for lunch, please send a written note with your child requesting this change. We insist that students who eat at school stay on the school grounds during the noon hour break.

*The noon hour schedule may vary or change slightly at times throughout the year.

In-School Suspensions (ISS) & Out-of-School Suspensions (OSS)

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

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

Students who are on in-school suspension will do their homework in the assigned area. Students will receive full credit for their class work. **Students on in-school suspension will also eat lunch in the office.** Refusing to serve In-School Suspension, lack of cooperation, or disruptive behavior while serving In-School Suspension will result in Out-of-School Suspension. The student will not earn daily attendance or participation points.

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

Expulsion

The School Board is the only authority that may exclude or expel a student on the recommendation of the school administration. School board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled. The specific steps will be in accordance as written in the Pupil Fair Dismissal Act.

Exclusion

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

Alternative Educational Placement

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

Data Practices Notice to Students and Parents

Parents and students are advised that:

1. Students attending school in the school district, or their parents, will be asked from time to time to supply information to school personnel in the ordinary course of school business. These instances may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district for many reasons including to evaluate the student's current level of performance with respect to educational programs, to determine compliance with the school district's student conduct policies, to maintain discipline within the school and determine disciplinary consequences, to determine eligibility for extracurricular activities, and to determine the student's needs and preferences relating to the education program. The education program includes clubs, and athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to academic performance, athletic or extra-curricular activities, or behavior. The consequence for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or in the case of a school district investigation into the students behavior, may result in action being taken without information provided by the student.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, including school board members and district representatives, and to state and federal authorities having statutory rights of access to the data.

BLHS Policies:

A complete list of all school policies can be found on the school website.

Web Site

Students and parents may access the BLHS web site at any time at www.blhsd.org. School information, calendars, registration materials, activity updates, links to educational resources and individual teacher pages can be reached from our site. **If you would like to be added to our email directory for informational mailings, please notify the office of your email address.**

BLHS Elementary

Lunch Schedule

Regular Lunch Schedule			
Class	Recess	Lunch	Dismissal
Kindergarten	10:40	11:00	11:25
Grade 1	10:45	11:05	11:30
Grade 2	10:50	11:10	11:35
Grade 3	11:45	12:05	12:30
Grade 4	11:50	12:10	12:35
Grade 5	11:55	12:15	12:40

Early Dismissal Lunch Schedule

Noon Dismissal Lunch Schedule		
Class	Lunch	Dismissal
Kindergarten	11:00	11:25
Grade 1	11:05	11:30
Grade 2	11:10	11:35
Grade 3	11:25	11:50
Grade 4	11:30	11:55
Grade 5	11:30	11:55

Teacher Requests

We know sometimes when a brother or sister has had a great experience with a teacher, we want to replicate that same experience for our next child. However, each child is unique and no experience can be exactly the same for any child. We believe we have assembled the BEST staff - committed to ensuring a successful school year for your child and willing to work with you to help your child have a great learning experience.

Parent Teacher Organization

The mission of the BLHS Elementary Parent Teacher Organization (PTO) is to promote and encourage communication between parents, teachers, administration and the community. The PTO sponsors and organizes BLHS fundraising and school events, which enhances our community spirit and enriches student's education, social, and developmental experiences. For information about joining the PTO, contact the school office.

School Safety Patrol

School Patrol, made up of 4th and 5th graders, will be on duty at school corners before and after school and on the playground. Please remind your child to obey the safety requests of the school patrol.

Milk Break

Students in grades K-5 have a choice to participate in Milk Break. The purpose of this program is to act as a breakfast supplement and will be scheduled during the mid-morning. If you wish to have your child participate in milk break, the cost will be \$0.50 for 1/2 pint for grades 1-5 and at no cost to Kindergarten students. **No charges will be permitted.** The program will begin on the first day of school.

Classroom Parties

Each classroom will have the opportunity to have 3 parties during the school year. They will be at Halloween, Christmas and Valentine's Day. Students will be asked to contribute a minimal amount of money to help offset the cost of these parties. Parents may be asked to volunteer their time to help with the parties. A current background check, paid by each volunteer, is needed and to be on file in order to allow a parent/guardian, family member, or any other volunteer to be in contact with school-aged children.

Any party treats that are brought to school need to be individually wrapped and commercially produced by a licensed vendor. In support of the Wellness Policy, ideas other than food treats would be welcomed. Birthday treats brought to school need to be scheduled with the teacher in advance and must also meet the guidelines set forth by the District Wellness Policy #513.

Recess

All elementary students will go outside for recess unless the temperature reaches -6 below (or discretion of administration).

Playground Rules

Tar Playground

1. Rocks stay on the ground
2. Stay off the fence
3. No Running Games
4. No Football
5. Catch may be played on the street between the tar and school
6. Kickball may be played under Patrol or Adult Supervision
7. All 4-Square type games follow the official rules
8. Sit on the Swings
9. Don't pull students or hang on the monkey bars
10. Students may sit/play on the hill but may not go into the parking lot.
11. Slide down the snow hill feet first and on your bottom.

Football/Baseball Playground

- | | |
|---|-----------------------------------|
| 1. Rocks stay on the ground | 7. Go down slides and up ladders |
| 2. Go down the slide on your bottom | 8. No running on equipment |
| 3. No playing tag on the equipment | 9. Stay out of other grades' area |
| 4. Don't go between street and trees | 10. No balls on equipment |
| 5. Everyone go the same direction in the Annie, Annie Over Game | 11. No tackling at any time |
| 6. Don't go in the street to get balls or equipment | 12. Walk across the street |
| | 13. No candy or gum |

General Rules

1. Be respectful to all adults and students
2. Use appropriate language
3. No Electronic Games or Music Players
4. No Wrestling
5. A patrol or adult will retrieve balls from the street

Consequences

1. Warning (minor offense)
2. Time-Out
3. Sent to Principal's office
4. Demerits for Patrol Members

Elementary Library

The Elementary Library is an educational learning area for children and teachers where instructional materials for the investigation of questions raised in the classroom can be found. Learning is an active process, and the Media Center is a place where children can actively engage in meaningful study, search for Accelerated Reader (AR) material or checkout recreational reading materials. Each classroom has a regularly scheduled library period. Each student is responsible for all library books/materials checked out to them. Any lost or damaged materials must be paid for at current replacement costs.

Report Cards/Interim Reports

Parents of students in grades K-5 will receive a report card at the end of each semester. Report cards will go home within one week after the end of the quarter. Parents or guardians of students who are in danger of not receiving a passing grade in a class at the midterm will be contacted by the teachers to develop a plan of improvement.

Incompletes

Students who have not completed all class work for the quarter will receive an incomplete grade on the report card. A student will be given 2 weeks (10 school days) from the date of the end of the quarter to complete the work, or no credit will be given for those assignments. Students and parents should be informed of the student's progress before the end of the quarter and when report cards are issued.

Instructional Help

Students may receive additional help with their schoolwork by simply asking the teacher. BLHS schools are committed to helping students be successful and will meet with parents and students to create a plan for student improvement.

Students needing additional help may attend Homework Help on Tuesdays and Thursdays until 4:00pm. Teachers and paraprofessionals will guide students as they complete their school work. Parents need to complete a permission form for their child to attend.

Individual Conferences

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

Parent/Teacher Conferences

Whenever possible, we recommend both parents attend these conferences. Please make every effort to attend, as they are a significant part of your child's programming. Conferences make it possible for the school and home to share information, which forms the basis of genuine understanding. Specific dates are communicated on the academic calendar and district calendar on the school website. Dates and times for Elementary and MS/HS Parent/Teacher Conferences are as follows:

Monday, October 13th, 2025 4:00-7:30pm - Fall Conferences
Tuesday, October 14th, 2025 4:00-7:30pm - Fall Conferences
Tuesday, February 10th, 2025 4:00-7:30pm - Spring Conferences
Thursday, February 12th, 2025 4:00-7:30pm - Spring Conferences

Attendance

In Minnesota, if a student is absent from school without a valid excuse, when required to attend, they are truant. A note, email or phone call **MUST** be sent explaining your child's absence.

The following will be the practice of BLHS Elementary School:

Excused Absence Examples:

Valid excuses from attendance at school are limited by the State of Minnesota to the following:

- Illness, verified by the parent of student; the school may require a doctor's note resulting from excessive absences due to illness;
- Medical, dental, or mental health appointments; the school may require a note from the visited professional stating the date and time of visit;
- An extreme family emergency at the discretion of the school Principal (i.e. car accident, a house fire, funeral, etc.);
- Religious observance (i.e., funerals, weddings, religious instruction. etc.);
- Appearance in court, verified with proper documentation.

Unexcused Absence Examples:

- Truancy. An absence by a student, which was not approved by the parent/guardian and/or the school.
- Any absence in which the student/parent failed to comply with reporting requirements of the school district's attendance procedures.
- Failure to present a doctor's note after being notified to do so by the school regarding any further absences.
- An absence excused by the parent, but NOT excused according to the handbooks excused absences.
- Any other absence not included under the attendance procedures set out in this policy.

- Oversleeping, working at home, lacking private transportation, and shopping with a parent during school hours are some examples of excuses that are not valid in the State of MN.
- If a student is in the school building but is not in their class when required to be, they are truant.
- Principal has sole discretion on excusing/not excusing absence.

If a student is assigned to after school detention, in school suspension, or Saturday school/detention, they are required to attend. If they do not, they are truant. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40.

Tardiness

As a safety check, the parent/guardian should call the secretary in the morning on the day of absence to let the school know the student is at home (and not missing on the way to school), at (320)848-2233 and give the reason.

Students are expected to be in school, in their classroom ready for class by 7:50am. A student is considered tardy when:

- Arriving to school after 8:00am (10 minutes after the day begins)

Students must report to the office before going to class when coming late. Parents/Guardians of habitual tardy students will be notified. Excessive tardiness may be counted towards full day absence and handled as unexcused absence(s). The following are examples of excused, unexcused and repetitive tardies; this is not an all-inclusive list:

Excused Tardy Examples:

- Appointments
- Late Bus
- Illness of the student
- Weather conditions

Unexcused Tardy Examples:

- Overslept (student or parent/guardian)
- Missed bus
- Car problems
- Out of class without a pass or permission from teacher
- In hallway or cafeteria rather than classroom at the beginning of class time

Repetitive Tardies

- Defined as 5 or more tardies, students may receive detention, a letter home, and/or parent/guardian conference (please reference BLHS' Discipline Matrix).

Educational Neglect – Children under 12 years old.

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

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

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



Discipline

Students are expected to demonstrate Positive Behaviors. It is expected that parents and school personnel will work cooperatively to help children learn self-discipline, respect for others and property, to control tempers, play and work constructively with peers, and to understand that there are problems which should be solved through compromise and cooperation. Generally, when minor problems occur in the classroom or elsewhere in the school, teachers or other supervisory personnel will handle the situation. In severe cases the School Counselor and/or the Principal will become involved.

ALL Consequences are at the Discretion of the BLHS Administration, possible Consequences may include but are not limited to:		
1st Offense	2nd Offense	3rd Offense
Staff Handles Behavior	Staff Handles Behavior	Staff Handles Behavior
Verbal Warning	Parents Contacted	Parents Contacted
Clean up his/her mess	Behavior Contract	Law Enforcement Contacted
Perform Directed Task(s)	Written Referral	Behavior Contract
Parents are Contacted	Office Visit	Written Referral
Written Referral	Detention	Office Visit
Office Visit	In School Suspension (ISS)	In School Suspension (ISS)
Detention	Out of School Suspension (OSS)	Out of School Suspension (OSS)
In School Suspension (ISS)		

Examples of Restorative Practices that may be used around the school for inappropriate behavior (this is not an all-inclusive list):

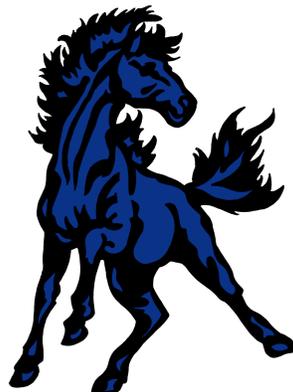
- Writing on walls or desks – Cleaning up area impacted
- Throwing food in the lunchroom – Helping clean off tables in lunchroom
- Destruction of property – Payment may be required or replacement of item damaged

Other possible Consequences:

- Phone call to parent(s) or guardian(s)
- Detention (before or after school)
- Isolated Lunch
- In School Suspension (ISS) - Parents are contacted
- Out of School Suspension (OSS) - Immediate Removal by Guardian/Parent & Mandatory Meeting with Administration
- Mandatory Reentry Meeting after an Out of School Suspension
- Possible Removal by Authorities @ 3:30pm
- Full Conference is a meeting with the Parent(s), Student, Teacher and Administration and is REQUIRED as scheduled.

Parents will be notified in the event a child is to be held after school and given the option to postpone the detention until the next day in case of transportation conflicts.

1. In-school suspension, out of school suspension, or a recommendation for expulsion may result from repeated or major infraction of school policy or rules.
2. The Principal may take other action as deemed necessary.



BLHS Middle School/High School

Daily Bell Schedule

HS	MS
Hr 1 7:50-8:43	Hr 1 7:50-8:43
Hr 2 8:47-9:40	Hr 2 8:47-9:40
Hr 3 9:44-10:37	Hr 3 9:44-10:37
Hr 4 10:41-11:34	MS Lunch 10:37-11:07
HS Lunch 11:34-12:04	Hr 4 11:11-12:04
Hr 5 12:08-1:01	Hr 5 12:08-1:01
Hr 6 1:05-1:58	Hr 6 1:05-1:58
Hr 7 2:02-2:55	Hr 7 2:02-2:55
Advisory 2:59-3:30	Advisory 2:59-3:30

Academic Information

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

Academic Letter Requirements

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

Advanced Standing Credits

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

Class Rank

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

Failures

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

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

Grading Scale

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

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

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

Honor Roll

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

A....4.000
A-...3.667
B+...3.333
B.....3.000
B-....2.667
C+...2.333
C.....2.000
C-....1.667
D+...1.333
D...1.000
D-...0.667
F....0.000

Weighted Grading Policy

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

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

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

Updating Current Grades

Teachers are responsible for updating student grades on Infinite Campus at a minimum of a weekly basis by 8:00am on Monday mornings. A student receiving an "M" Missing score is still able to complete for full earned credit, but this score has not been actively turned in to the teacher for grading. An "M" Missing score is calculated as a zero towards the semester grade. A student receiving a "T" Turned In score has turned it into the teacher, but it has not been appropriately graded. A "T" Turned In score is NOT calculated towards the semester grade until an actual score has been entered upon grading completion.

Make-Up/Late Work

Students will receive full credit for late work until the end of the unit or summative assessment is taken for the unit. Students who are absent for the summative assessment due date will be given two (2) days for the first day of absence and one day for each additional day of absence. This also applies to late work. Students who have an unexcused absence during the summative assessment date will be required to complete the summative assessment on the day they return to class.

An "I" Incomplete will be assigned at the end of a semester for work which was not completed due to excused absence/s. Students will have an additional 2 weeks to complete all "M" Missing grades from these absences which will be calculated as part of the semester grade.

College credit granting courses have different attendance &/or grading requirements which teachers may enforce in order to grant full credit. This information can be found in the respective syllabi for each college course. These requirements are set forth by the respective college and not by the BLHS School District.

Incompletes

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

Midterm Reminders

At the middle of each semester grading period, an email reminder will be sent to parents or guardians. These midterm reminders are intended as a means of communication to report superior or satisfactory progress to parents or guardians.

Dates of Midterm and end of semester grading periods are as follows:

Semester 1

- Midterm November 7th, 2025
- End of Semester January 16th, 2026

Semester 2

- Midterm March 20th, 2026
- End of Semester May 29th, 2026

Reward and Recovery Days

Reward and Recovery Days are designed to reward students completing work and meeting classroom expectations by ending their school day at noon. It is also designed to provide necessary interventions and support for those students who are receiving a D+/D/D- and who have "M" Missing formative or summative assessments or those who are not passing a class. Beyond additional interventions and support, these students are also given opportunities to reassess with additional support. Reward and ~~Intervention~~ Recovery days will take place at approximately the midterm and at least a full week prior to the end of semesters. Dates for Reward and Recovery Days are as follows:

Friday, October 31st, 2025 → Reward & Recovery Day #1
Friday, January 19th, 2026 → Reward & Recovery Day #2
Friday, March 13th, 2026 → Reward & Recovery Day #3
Friday, May 15th, 2026 → Reward & Recovery Day #4

Honor Students

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

Graduation Policy

To graduate from Buffalo Lake-Hector-Stewart High School, a student must earn a minimum of 25 credits in grades 9-12. These credits include a minimum of 4 credits in English/Language Arts, 4 credits in Social Studies, 3 credits in Mathematics, 3 credits in Science, and 2 credits in Physical Education, Health, Careers.

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

Academic Integrity

We hold our students to the highest standards of performance and integrity. We expect that each student and staff member will maintain these standards and strive for continuous improvement. We expect our students to take responsibility for their actions and thus maintain academic integrity and a respectful learning environment for our school. Students may not copy or turn in work that is

not their own. Published information used in assignments should acknowledge all copyright rules. Students who allow other students to copy their assignments will also receive consequences. Teachers will have the right to give students no credit for work that has been plagiarized, copied by the student and does not represent an honest effort by the student.

Academic misconduct includes, but not limited to:

- Cheating on a quiz or test by using concealed answers or by copying another student's work, or through electronic means.
- Copying an assignment, worksheet, or sharing information about an assignment or test.
- Offering to another student the answers to an assignment, worksheet, or test, whether solicited or unsolicited, in written or verbal communications.
- Theft of intellectual property such as assignments, worksheets, notes, notebooks, tests, or test answer keys.
- Lying to a teacher about academic activities.
- Failing to indicate quotations taken from a source or failing to identify sources in writing (plagiarism).
- Use of electronic devices, including phones, or computer media (internet, AI platforms, teacher grade books, etc.) in an academically dishonest manner is prohibited.

With regard to group work, the same policies shall apply, altered by the circumstances of the task involved. Students are to be informed of the limits of cooperation permitted and should seek prior additional information in situations where they are unclear as to appropriate limits. Unless explicitly announced otherwise by the teacher, students are expected to work alone on all assignments.

Participation in Commencement

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

Independent Study

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

In order to participate in the Independent Study Program:

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

Post Secondary Enrollment Options (PSEO)

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

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

Physical Education

All children are required to wear gym shoes, such as tennis shoes, for their indoor physical education classes, which are in addition to their regular street shoes.

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

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

Special Education

Minnesota has made substantial progress during the past years in expanding programs for handicapped children and youth in the public schools. Public schools must provide a free, appropriate education for every child no matter how severe his or her handicap, from birth through age 21 or completion of secondary school. Minnesota law provides that school age children with the following handicaps are eligible for special education: deaf or hard of hearing, blind or partially sighted, having a speech defect, physically impaired, educable or trainable mentally handicapped, having a learning disability, and having a special behavior or emotional problem. When children are in school, teachers and staff members recognize when children are having problems with school. Parents also see these problems or see them from a different perspective. When parents see these problems developing, they may begin the process for possible assessment. Parent involvement is essential because you know your child better than anyone else.

The law spells out a process for the school to keep you informed of decisions concerning the identification, assessment, program planning, placement and evaluation of your child's educational needs.

Students who could qualify for special education services and their parents are entitled to at least the following procedures:

1. You will be informed in writing of the school district's intent to conduct an educational assessment, before a child is placed in a program, removed from a program, or denied a special program or service.
2. Parents are provided an opportunity to meet with school officials, at any time, in a conciliation conference when there is a disagreement about the provisions of special education instruction and services. At this time the appeal process can be discussed, complete with parent rights.

Parking Lot/Cars

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

The speed limit in the parking lot is ten (10) mph. Students are expected to drive safely and not put others in danger. Students who speed or drive carelessly will be reported to the police. Accidents, thefts, or vandalism should be reported to the office immediately. Trash should be put in trash containers to help keep the parking lot clean and safe. Students are not allowed to be in the parking lot during the school day without permission from the office (includes lunch hour). Driving the vehicle during school hours without a pass to leave will result in disciplinary action for the driver and those students that may be riding. Student vehicles may be searched by school administration when reasonable suspicion that the search will uncover a violation of a school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

Passes

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

Public Displays of Affection

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

Theft

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

Dangerous/Terroristic Threats

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

Disruptive Behavior

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

Fighting/Assault

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

Pledge of Allegiance

All public-school students are requested to recite the Pledge of Allegiance to the United States of America one or more times each week. The recitation shall be conducted through the announcements or by each individual classroom teacher. Anyone who does not wish to participate in reciting the pledge may elect to do so and students must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and patriotic exercises throughout the school year.

Drug Free and Weapon Free Zones

The Minnesota legislature has declared the area surrounding school property, park property, and public housing projects as **DRUG-FREE & WEAPON FREE ZONES**. Sale or possession of illegal drugs/dangerous weapons within 300 feet or one block of the school will be subject to increased penalties for committing the crime in one of these zones. (M.S. 152.01, 152.021-024) To report suspected criminal activity, call the local police department at 911.

Messages

Unless there is an emergency, children should not be called to the phone. If you wish to leave a message, the Secretary will see that it gets to your child. Please do so **before 1:00 PM**. Messages about day care, haircuts, birthday parties, piano lessons, etc. should be taken care of at home or be sent on a note to the teacher.

Announcements

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

Electronic Devices

Elementary students who bring an electronic device to school will be collected by the teacher and returned at the end of the day. Middle School students **will not** be allowed to use electronic devices in classrooms or hallways during the academic school day (7:50am-3:30pm), including but not limiting to: Cell Phones, Headphones (wired or wireless), Gaming Devices, Music/Video Players,

Beepers/Pagers, smartwatches, ear buds, or other Communication or Electronic Devices. Cell phones are NEVER to be taken into the locker room or bathroom under any circumstances. All Electronic Device rules apply to High School students, but High School students may be in possession of a smartwatch if it is not being used during the school day. High School students may use electronic devices in the cafeteria during their lunch time only.

If a teacher has an electronic storage location and they have requested you put all electronic devices in this area during their class time, you must adhere to this request. Teachers may request the use of any of the preceding electronic devices in the classroom for educational purposes and, at the teacher's request, they are allowed for the duration of the teacher's request.

Any student seen using any of the preceding electronic devices during the academic school day (7:50am-3:30pm), when not requested by a teacher, will have the item confiscated. Please refer to BLHS' Discipline Matrix for more information on consequences.

Equipment/Buildings

The school buildings are for students to use but should be treated with respect. Anyone caught damaging any school property will receive a consequence and be required to pay for any damages. Please help keep our school clean. Wastebaskets are located in every room and in the hallways; so, do not throw garbage on the floor.

Lockers

Lockers will be assigned to all students. School Lockers are the property of the school district. At no time does the school district relinquish its exclusive control of school lockers. School authorities may at any time for any reason, without notice to students and without student consent conduct a locker search and inspection that includes student personal possession contained in the locker. Locker searches may only be conducted when school authorities have reasonable suspicion that the search will uncover evidence of a violation of school rules, regulations and policies. School authorities will notify students after a locker search has been conducted unless the disclosure would impede an ongoing investigation. See the full policy #502 on the District website.

Canine Inspections

Detection canines for prohibited substances and items are routinely used on school campuses and grounds in order to establish and maintain a safe and secure learning environment. Canine searches may include lockers and personal vehicles parked on school grounds. BLHS Public Schools is not responsible for any damages that may be incurred to vehicles or personal property during canine searches.

Perfect Attendance

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

Tardies

If you are late for class due to an excused reason, such as meeting with a teacher, the teacher will give a pass to class. Detention will be assigned if you have **five (5)** unexcused tardies during a semester. Every additional tardy will be referred to the discipline matrix starting on Page 34.

The Attendance Appeal Process

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

Maximum Absence Rule

A student may not receive credit for any class in which the student's total number of unexcused absences is ~~for~~ more than ten (10) days or for more than fifteen excused (15) days of school (per hour) in one school year.

- Absences (during an hour) are accumulated any time a student is absent.
- Absences due to participation in school activities will not be counted.
- Absences due to illness/appointments will only be excused with written documentation from a qualified medical professional at time of student return.

Excused Absences

- Illness of the student (Medical verification of illness required)
- Illness of the parent that requires a student's help at home (Medical verification of illness required)

- Medical appointments (Verification of appointment is required)
- EMERGENCY work at home (MUST HAVE PRIOR APPROVAL FROM PRINCIPAL)
- Attendance at school approved activities as a spectator for the activity in which you participate (proof of attendance as decided by administration required)
- College Visit with prior approval of the administration and verification of the college (total of one visit & one orientation)
- School activities are excused and are not counted toward the absence limit. Included are: educational field trips, extracurricular contests or activities for participants, academic competitions or class activities, band or choir lessons, student council, National Honor Society, assemblies, mentoring or support groups, and other special circumstances approved by the administration. Students may be held back from participation in a school activity if they do not have their work completed for classes, if the current grade in a class is an “F”, or their attendance is a concern. The Principal, advisor/coach, and classroom teacher will make this decision.
- All absences, even if excused, negatively impact a student’s education. If a student exceeds 10 total absences (excused and unexcused) in a school year, a parent/guardian conference may be required to review circumstances surrounding the absences. Based on the findings of the conference, a doctor’s note to verify condition or other official verification may be required prior to excusing subsequent absences.
- **Students shall be in attendance for the full day in order to practice or participate in an event (All activities).** The only exceptions will be granted by the Principal, athletic director, and coach PRIOR TO THE ABSENCE. Medical verification will be needed for all appointments to be cleared to participate that day/event.

Unexcused Absences

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

- No parent note or phone call by a parent excusing absence within 24 hours
- Leaving the building without parent and school permission (Truancy)
- Failure to provide medical verification when requested
- Oversleeping or sleeping in
- Car trouble or missing the bus or your ride
- Tardiness for more than ten minutes of a class period
- Staying home to finish a project or study
- Missing a class to work on an assignment, project or activity without teacher permission from class missed and the Principal
- Shopping trips
- Haircuts, tanning, car repair, or other types of non-medical appointments
- Sales and auctions
- Visiting friends
- Taking the day off – “Skip Day”
- Fatigue from participation in an extra-curricular event
- Attending school activities or others as a spectator or participant that are not approved by the administration
- Family Trips (MUST HAVE PRIOR APPROVAL and coursework completed ahead of time – full credit will be given)
- Absences not included in this list will be excused or unexcused as determined on a case-by-case basis.
- **If you have questions** about whether an absence will be excused, please call the Principal before the absence

Truancy

Truancy is defined as an absence from class or school without the approval of the school. Minnesota law requires students under the age of 17 to attend school and follow the school district attendance policy. BLHS is required by law to report chronic absences to each of the local County Human Service Agencies in our school district. The parent/guardian will be notified by mail that his or her child has a total of three (3) unexcused absences. After the fifth (5) unexcused absence, the parent will be notified and a meeting will be scheduled involving the parent(s) or guardian(s) and a school official to discuss ways of improving attendance. After the seventh (7) unexcused absence, the county will be notified and, the family will be reported to the County Attorney for truancy or the local Human Service Agency for Educational Neglect. A student does not have to be absent for an entire day to be considered truant. Also, after 8 absent days due to illness, a doctor’s note will be required to have the absence excused. Each subsequent absence due to illness after the first 8 days will be counted as unexcused.

Homebound Instruction

Students who are or will be absent for ten (10) consecutive days due to injury, surgery, illness, or pregnancy will have the option to work from home with a medical written verification and prior approval from the Principal. The student would be provided work from

the school, and staff would be available through email. Students who are suspended for 5 or more consecutive school days will be provided homebound instruction to support the student with their studies. This may include a liaison that is communicates with the student and their teachers.

Discipline

All students are expected to attend school regularly, actively participate in the learning process and make a conscious effort to follow all school and classroom rules. The following guidelines have been established in order to help students, parents, and teachers better understand the behavioral expectations for students. Based on the acting administrator's discretion (safety, security, repeated offenses), a recommendation to the Superintendent of Schools for expulsion can be considered a possible consequence under any circumstance. It is essential for students to understand the importance of discipline and the consequences that come with not following school rules and regulations. By enforcing discipline, we can ensure a safe and effective learning environment for all students. Personal factors and/or contradictory advice from other sources is not acceptable grounds for seeking exemptions from the rule and regulations of BLHS Public Schools.

Following are the guidelines for a violation of this policy and the device (same or new device from subsequent violations) being turned in to the office.

 ISS = In School Suspension OSS = Out of School Suspension Cumulative = Cumulative over a student's 6-12 Career at BLHS					
Misbehavior	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense
General Misbehavior Horseplay, Running in Hall, Dress Code Violations, Swearing, Vulgar/Crude/Sexual Language or Print, Inappropriate Public Displays of Affection, Interfering or Disrupting a staff member or student in an assigned duty, Falsification of Records/Identity/Signatures, Water Balloons, Laser Pointers, fart spray, silly string, etc..	Detention or Warning	Detention OR 2 Detentions, loss of privileges	1 day ISS	1-3 days ISS, Parent/Student Meeting, Student Support Plan	3-5 days OSS
Willful Disobedience/Insubordination - any refusal to follow published school rules and regulations. Willful conduct which materially and substantially disrupts the right of others to an education. Repeated inappropriate behavior that classroom discipline plan procedures have proven to be ineffective in correcting. Continual Willful Disobedience/Insubordination - repeated refusal to follow school rules and regulations after the first violation	2 Detentions	1-3 days OSS	1-3 days OSS	3-5 Days ISS OR OSS, Parent Meeting, Student Support Plan	
Disruptive Behavior in the Classroom. "Disruptive Behavior" is defined as: - Willful conduct which materially and substantially disrupts the right of others to an education. - Willful conduct which endangers school district employees. - Willful violation of any rule of conduct specified in the Discipline Policy adapted by the Board. - Repeated inappropriate behavior that classroom discipline plan procedures have proven to be ineffective in correcting.	Detention or Warning	Detention OR 2 Detentions, loss of privileges	1 day ISS Parent Meeting	3-5 days ISS to 3-5 days OSS Parent Meeting Possible Classroom Removal OR Student Support Plan	

Abuse, Verbal - The use of coarse language that is directed at a staff or student with the intent to cause harm: Abusive, Obscene, Vulgar....					
Toward student	1 day ISS	1-2 days ISS	1-3 days OSS		
Toward staff	1-2 days ISS/OSS	2-3 days OSS	3-5 days OSS	5 days OSS	
Alcohol, Tobacco POSSESSION or USAGE (Includes vape products, MSHSL rules will also apply) **Referral to Law Enforcement- Cumulative	1 day ISS, 2 Page Reflection	3 days OSS	3-5 days OSS		
Alcohol, Tobacco, SELLING or DISTRIBUTING (Includes vape products, MSHSL rules will also apply) **Referral to Law Enforcement - Cumulative	2-5 days OSS, 2 Page Reflection	3-5 days OSS	5 days OSS		
Ammunition, Possession - Possession of bullets, shotgun shells or other projectiles. (Intent is given major consideration. Students should bring any bullets/shotgun shells to the office.) **Referral to Law Enforcement - Cumulative	Warning to 1 day ISS to Consequence Continuum for Explosives				
Arson - Intentionally creating a fire in a district building or on school property with the intention of causing destruction, damage or mischief. (Restitution for damages is expected.) **Referral to Law Enforcement - Cumulative	1-10 days OSS, Parent Meeting, Referral to Law Enforcement				
Assault-Threat/Physical - A threat of bodily harm, stalking, or death to a another person, without physical contact. Acting with intent to inflict serious bodily harm upon another person. **Referral to Law Enforcement - Cumulative	1 day ISS	1-3 days OSS Parent Meeting	3-10 days OSS Parent Meeting		
Upon a student	1-5 days OSS, Parent Meeting, Possible class change	3-10 days OSS Parent Meeting			
Upon any adult staff, employee, volunteer					
Assault, Aggravated - Committing an assault upon another person with a weapon, or an assault which inflicts great bodily harm upon another person. **Referral to Law Enforcement - Cumulative	1-10 days OSS				
Bodily Harm, Inflicting - Committing an accidental act or using poor judgment or through recklessness or carelessness inflicting bodily harm upon another person. - Cumulative	Detention	2-3 Days OSS Parent Meeting	3-5 Days OSS Parent Meeting		
* Intentionally inflicting bodily harm (done with intent to harm)	2-3 Days OSS Parent Meeting	3-5 Days OSS Parent Meeting	5 Days OSS Parent Meeting		
Bomb Threat or Terroristic Plot/Plan/Threat – Devising a plan/plot with the intent of causing significant damage and harm to a person(s), Expulsion property or sense of safety. **Referral to Law Enforcement - Cumulative	5-10 days OSS				
Bullying – targeting another student with deliberate actions or communications that are intended to distress, intimidate, humiliate or harm another student (This includes cyber-bullying)- Affects student's school day or post was made during the school day - Cumulative	Restorative justice, 2 detentions, Cease & Desist Document	3-5 days ISS, Student & Parent Conference	3-5 days OSS Parent Meeting	5 days OSS Parent Meeting	

Cheating/Plagiarism – Unfairly gaining or attempting to gain an academic advantage. This includes copying and pasting content from the internet Or other sources and claiming it as your own work. -Cumulative	Redo Assignment, detention to 1 day ISS	3 days ISS Parent Meeting	3-5 days ISS to OSS, Parent Meeting		
Damage to Property - Committing an accidental act or using poor judgment or through recklessness or carelessness causing damage to property -Cumulative	Detention, Restitution	3-5 days Detention, Restitution	1-3 days OSS, Restitution, Parent Meeting	3-5 Days OSS, Restitution, Parent Meeting	
Disorderly Conduct - Engaging in offensive, obscene, or abusive communication or boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others. **Referral to Law Enforcement -Cumulative	Detention OR 1 Day ISS to 3 days OSS	3-5 Days OSS, Parent & Student Meeting	5-10 Days OSS, Parent Meeting		
Electronic or other Nuisance Devices - Inappropriate usage of objects/communication devices that cause distractions (Cellphone, Smart-watches, Earbuds, etc.) Elementary Middle School High School	Confiscated Item, detention, parent pick up Confiscated Item, detention, parent pick up Confiscated Item, detention, given to student at end of day	Confiscated Item, 2 detentions, parent pick up Confiscated Item, 2 detentions, parent pick up Confiscated Item, 2 detentions, given to student at end of day	Confiscated Item, 2 detentions, device no longer allowed on premises Confiscated Item, 3 detentions, device no longer allowed on premises Confiscated Item, 3 detentions, device no longer allowed on premises		
Explosives, Possession and/or Use - Possessing or using any compound, mixture or device that by design, function or usage creates an explosion or fire. **Referral to Law Enforcement -Cumulative	1 Day ISS to 10 Days OSS				
Fighting - Mutual Combat (striking, kicking, pinching, biting, scratching, pulling hair, choking...) **Referral to Law Enforcement -Cumulative	1 Day ISS to 2-3 Days OSS	3-5 Days OSS, Parent & Student Meeting			
Fire Alarm, False - Intentionally giving a false alarm of fire or tampering or interfering with any fire alarm. **Referral to Law Enforcement -Cumulative	1 day ISS to 10 Days OSS				

Fire Extinguisher, Unauthorized Use - Unauthorized handling or discharge of a fire extinguisher. -Cumulative	Detention to 1-5 Days OSS				
Fire Starting Devices – Possessing or using any device, tool or system that is designed to create fire (matches, lighter...) -Cumulative	Confiscated Item, detention to 1 day ISS	Confiscated Item, 1-3 Days ISS	Confiscated Item, 3-5 Days OSS, Parent & Student meeting	Confiscated Item, 5 Days OSS	
Gang Related Activity - Students are prohibited from displaying currently recognizable gang-related hand signals, clothing, jewelry, written or oral expressions, including graffiti, and body-posturing at school, on school grounds, or at school sponsored events. -Cumulative	Parent & Student Meeting	1-3 Days ISS, Parent Meeting	3-5 Days OSS, Parent Meeting		
Harassment, Including Sexual - Participating in or conspiring with others to engage in acts that are intended to injure, degrade, intimidate, or disgrace other individuals. Photos or videos taken without prior consent of person in photo/video and/or published photos/videos on a social media site. It may include indecent exposure, and words or actions that negatively affects an individual or group based on their racial, cultural or religious background, their sex, sexual orientation, any disabilities. **Referral to Law Enforcement -Cumulative	1-3 Days ISS, Cease & Desist Document	3-5 Days OSS, Parent & Student Meeting			
Leaving Campus (skipping) – Unauthorized leaving campus	1-2 Detentions	1 Day ISS, Parent Meeting	2 Days ISS, Loss of Privileges		
POSSESSION/USAGE Mood-Altering Drugs, Narcotics, Illegal Drugs Prescription Drugs Not prescribed to student in possession, chemicals – Possessing or usage of a controlled substance where possession or use is prohibited by Minnesota or federal law. MSHSL rules will also apply **Referral to Law Enforcement -Cumulative	2 Page Reflection, 1 day ISS to 10 days OSS				
Mood-Altering Drugs, Narcotics, Illegal Drugs Expulsion Prescription Drugs, Chemicals – SELLING or DISTRIBUTING any controlled or illegal substance that is prohibited or controlled by Minnesota or federal law. **Referral to Law Enforcement -Cumulative	2 Page Reflection, 1 day ISS to 10 days OSS				
Sexual Conduct, Criminal - Engaging in non-consensual, unwanted sexual contact with another person, including the clothing covering a person's intimate parts or attempted removal of such clothing. **Referral to Law Enforcement -Cumulative	1-10 Days ISS/OSS				
Tardy to Class/School – Arriving late to class or to school 5 times in a Semester will result in an office referral. Each offense Equals 5 tardies.	Detention	Detention	2 Detentions	1 Day ISS, Loss of Privileges	

<p>Theft or Knowingly Receiving or Possessing Stolen Property – Unauthorized taking of the property of another person, or receiving or possessing such property. Obtaining of property from another where his/her consent was induced by a use of force or a threat of force. The condition and completeness of all returned stolen property will be considered in the determination of consequences. **Referral to Law Enforcement -Cumulative</p> <p>-The unauthorized taking of the property of another. It is the responsibility of students to secure items in their lockers with school approved padlocks. The school district will not be responsible for personal items not properly secured.</p>	1 Day ISS, Restitution	1-3 Days OSS, Restitution	5 Days OSS, Student & Parent Meeting, Restitution	5-10 Days OSS, Restitution	
<p>Trespassing – Being present in any district facility when it is closed to the public. This includes gyms, hallways, link area, etc.</p>	1 Day ISS	3-5 Days ISS, Parent & Student Meeting	1-3 Days OSS	5 Days OSS	
<p>Vandalism (Willful Damage of Property) – Littering, defacing, cutting, or otherwise damaging property that belongs to the school or other individuals while the student is on school property or at a school activity or in a district vehicle, or under the supervision of school staff. -Cumulative</p>	Restitution, Detention	Restitution, 1 Day ISS	Restitution, 1-10 Days OSS		
<p>Weapon or Look-alike Weapon, Possession – Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm; or any other device, instrument, or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. **Referral to Law Enforcement -Cumulative</p>	1 Day ISS to 10 Days OSS (Intent is considered)				
<p>School Device Misuse - Violation to the Technology Handbook.</p>	2 Weeks of Filtered Internet	1 Month of Filtered Internet	8 Weeks of Filtered Internet	Rest of year of Filtered Internet	

Statement:

Based on the acting administrator's discretion (safety, security, repeated offenses), a recommendation to the Superintendent of Schools for expulsion can be considered a possible consequence under any circumstance. It is essential for students to understand the importance of discipline and the consequences that come with not following school rules and regulations. By enforcing discipline, we can ensure a safe and effective learning environment for all students.



Detentions

Detentions can be assigned by classroom teachers or administrators on the basis of classroom or school rules/expectations. Detentions will be held twice a week after school for 60 minutes. The detention must be served at least 5 school days after the incident. Students who do not appear for a detention will be considered insubordinate/disobedient which may result in further consequences or loss of privileges. Detention sets precedent over all other activities. Students must find their own ride to school or home if serving a detention. Students must leave the building following an afternoon detention.

Detention Room Expectations

1. Students will be notified of location (they are also in the announcements) & will be allowed five (5) days to arrange transportation and inform parents of their detention before it is served. **Work or activity practices will not be an acceptable reason to miss detention.**
2. Students are not allowed to leave room for any reason & no visitors are allowed or messages will be delivered to detention.
3. Students will work on acceptable assignments (students who do not have work should bring something to read) & students will work on some task(s) for the entire detention period.
4. Any disruptive or uncooperative behavior will result in an additional detention or other disciplinary consequences.
5. No electronic devices (unless it is on school approved devices & for homework) & not off task (sleeping, visiting, etc.) & teachers shall not provide music, TV, video or other distractions that may reduce the due diligence of detention.

Inappropriate Language

Verbal Assaults, abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct, which degrades people because of their race, religion, ethnic background, gender, sexual orientation, physical or intellectual/developmental disability. Direct abusive, profane, or disrespectful language toward any person will not be tolerated. This includes "mean," "funny" or "implied" comments or notes written to other students. You will be expected to treat staff and students with courtesy and tolerance.

Insubordination

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

Prom

Prom is a school activity and a privilege extended to juniors, seniors, and their guests in grades 10, 11 and 12 and their guests who are 20 and under. All guests who are not BLHS students in Grades 10,11 or 12 must complete a form and have approval from the principal before attending. All juniors and seniors attending Prom must be academically and behaviorally eligible. In addition to the above restrictions, truancy and behavior issues on or about prom week may result in students losing their prom privileges regardless of what grade they are in.

Co-Curricular Activities

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

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

Students must be in attendance the entire school day to be eligible to participate on game days. Students will be excused with prior approval for certain specialty appointments at the discretion of the Activities Director.

A student may also be removed from an activity when the coach/ advisor (with approval from principal and activities director) feels it is in the best interests of that student, the welfare of other participants, or if appropriate representation of the school/program is not being demonstrated by the participant. Any athlete who has been selected by the team or coach as a team captain must uphold

academic and behavioral standards throughout the entire season. If the team captain is not able to do this, the role of team captain can be removed or taken away.

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

Physicals, Parent Permit Forms, and Eligibility Forms

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

Students participating in all High School extracurricular activities in addition to the school rules and regulations are also subject to the rules and regulations of the Minnesota State High School League.

- **Parent/Athletes/Coaches (PAC) meetings will be held before each sports season.**

Spectator Buses

Fan buses for students may be provided for contests at other sites provided there is enough interest shown. Students going by bus must return by bus, unless their parents have arranged according to the transportation guidelines beforehand with the school. Any reported misconduct on the fan bus or athletic bus will mean that those person(s) may not be allowed to ride the bus in the future. A reminder to all: whether you are an athlete or fan, remember that you represent not only yourself, but also your school and community.

State Tournaments

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

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

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

Activity Participation Fees

Students participating in school co-curricular activities will be required to pay a fee for each activity. The athletic sport fee for grades 9-12 will be \$100 per activity. Students in grades 7-8 will be required to pay a \$70 fee per athletic activity. The fee for participating in non-athletic co-curricular activities will be \$48 per activity. These activities include Robotics, Drama and Speech. The maximum fee per family is set at \$350 per year. **All fees must be paid prior to participating in the first contest or activity.**

Tickets

Students and adults may purchase activity tickets. These activity tickets will be used as a pass to gain admittance to all regularly scheduled home athletic events. The cost of the activity ticket is \$75 for adults, \$50 for students in grades 9-12, \$40 for students in grades 5-8, and \$35 for students in grades K-4. Single game ticket prices for the school year will be: Adults - \$7, Students - \$5 and Preschool-free. Family activity tickets can be purchased for \$150, which is good for two (2) Adults and all children in the household. Senior citizens will not be charged admission for any non-MSHSL tournament events.

Athletic Participation and Injuries

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

Academic Eligibility

All students participating in extracurricular activities must make satisfactory academic progress. Satisfactory academic progress is defined as maintaining passing grades in all courses. Students participating in extracurricular activities will have their grades monitored weekly by the activities director.

Teachers are required to inform the athletic director every other week of any student who has an incomplete or failing grade. The activities director will monitor and track academic eligibility.

If a student has one or more failing grades at the end a two week period, that student will be placed on academic probation for two (2) weeks or until the grades are passing. Students are able to practice and participate in competitions while on academic probation.

If a student on academic probation is failing the same class or any other classes at the end of the two (2) week of academic probation, that student will be placed on academic ineligibility for competition. The student should continue to practice, travel with and support the team. The student will remain ineligible for competition until that student has passing grades in all of their courses.

Chemical Eligibility Rules (Alcohol, Tobacco, Controlled Substances)

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

- A. All students participating in activities associated with MSHSL, the penalty for the first violation will be ineligibility for two (2) weeks or 2 events, whichever is greatest.
 - a. A second violation will result in ineligibility for three (3) weeks or six (6) events, whichever is greatest.
 - b. A third violation will result in ineligibility for four (4) weeks or twelve (12) events, whichever is greatest. If after the third violation, the student on his/her own volition becomes a participant in a chemical dependency program, the student may be certified for reinstatement in the MSHSL activities after a minimum period of six weeks. The director or counselor of a chemical dependency treatment center must issue such certification.
- B. All students participating in other school sponsored activities not associated with MSHSL (FFA, Theater, Pep Band, Robotics, Clay Target, Prom, Dances, Lock-ins, Senior Class Trip, Band/Music Trips, etc.) the penalty for the first violation will be ineligibility for two (2) events.
 - a. A second violation will be ineligibility for four (4) events.
 - b. A third violation will be ineligibility for twelve (12) events.
- C. Penalties shall be cumulative beginning with seventh grade, and throughout the student's participation on a varsity, junior varsity, or C-Squad team or activity.
- D. **Denial Disqualification:** A student shall be disqualified from all interscholastics athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

