BIGFORK HIGH SCHOOL



Student Handbook
2026-2027

100 Huskie Blvd
Bigfork, MN 56628
218-743-3444
www.isd318.org

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WELCOME

Policies in this handbook support the mission of Independent School District #318: *Together, teaching and learning for life…to achieve excellence*; And, the mission statement of Bigfork High School: *We, the staff of Bigfork School, in dedicated partnership with parents, volunteers and community leaders, maintain our mission to prepare all students for success beyond high school. Through effective instruction, rigorous coursework and authentic assessment, students will receive challenging, college and career -preparatory curriculum.*
Our progress in this ongoing mission will be noted only when every student is performing at or above grade level in all disciplines and only when every student meets or exceeds expectations on all state assessments.

All policies and guidelines support at least one of four aims: ***Highest student achievement*** which is the primary aim of School District 318; ***Safe environment***; ***Effective and efficient systems***; and, ***Partnerships***.

Independent School District Policy may be accessed at the district web site: www.isd318.org

Staff directory information can be accessed at the school web site: www.isd318.org/bigfork

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SECTION 1 –STUDENT ACHIEVEMENT

1:1 STUDENT DEVICE PLAN

District 318 recognizes the need for increased awareness of student safety in a technological plan. Every student, staff member, and visitor to our buildings deserves a safe environment. To that end, policies will be implemented to ensure that safety.

A digital citizenship learning requirement will be incorporated into district 5th grade classrooms. Digital citizenship is defined as "norms of appropriate, responsible behavior with regard to technology use," and includes instruction in electronic standards of conduct and electronic precautions to guarantee safety. District 318 expects that our students will be able to navigate this technology while still retaining a safe environment.

Students will be subject to the filtering of devices both at and away from school. The district has a robust filtering system that regulates what websites students are able to visit. Devices will also be equipped with a mobile device management program that will filter access to materials when the devices are taken to public places, such as a coffee shop. However, filtering systems cannot block every site not deemed suitable. Finally, information will be provided to parents that will enable them to set viewing privileges of the devices on their home networks. Students should have no expectation of privacy of materials found on the devices. District 318 staff reserve the right to review materials at any time.

1:1 devices are subject to the same district-wide policies of Bullying Prohibition (#514) and Internet Acceptable Use and Safety (#524), including the Digital Image Devices and Other Personal Electronic Devices Policy (#524.5). Any electronic recordings obtained with the device are for instructional/educational purposes and individual use. These electronic recordings may not be shared, published, or re-broadcast for any reason without permission from all individuals in the recording. District policies may be viewed at www.isd318.org.

Misuse of a 1:1 device will result in discipline that could include restriction of access to the device. Discipline will be implemented on a case by case basis based on district policy.

Student responsibility for care and use of the devices is outlined in the Student Device and Technology Policy which will be available shortly upon final approval of the District Digital Conversion Team.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others.

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

Appointments

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

Types of Absences

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

EXEMPT ABSENCES include:

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

- Others as pre-approved by administration

EXCUSED ABSENCES

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

UNEXCUSED ABSENCES

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

College Visits

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

Leaving School

If you become ill during the day, or if you must leave school for any reason, you must receive permission from the nurse or office and sign out. If you leave school for any reason without notifying the office and signing out prior to leaving, your absence will be regarded as unexcused. Chronic abusers will receive detention, suspension, or a change in educational placement.

Participation in Activities

A student must attend a full day in order to be allowed to participate in or attend after-school activities that day. If a student misses all day with an excused absence, they may be allowed to participate if the absence was approved in advance AND permission was received from the principal.

A student must be in good standing academically, behaviorally, and in attendance to participate in sports. In addition to meeting the MSHSL eligibility requirements, for participation, the administration reserves the right to limit participation by students deemed not to be making adequate progress toward graduation.

Tardiness

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

Truancy

Truancy from even one hour of class will be considered an unexcused absence. The parents/guardians will be notified and the student will receive additional consequences. A student with chronic truancy problems may be dismissed from their classes and referred to the Area Learning Center. A child under 17 years of age must attend school (Minnesota Statute 120A.22, Subd. 5). A child 17 years of age may not drop out of school without the permission of their parent/guardian (Minnesota Statute 120A.22, Subd. 8).

What should you do if you are absent?

On the day of an absence, preferably in the morning, a parent or guardian must call the school (218-743-3444 extension 42503). Upon returning to school after an absence, students must report to the office before classes begin to get an admit slip showing if the absence is excused or un-excused. The STUDENT is responsible to get make-up

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

CHEATING AND PLAGIARISM

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy found at the district web site: www.isd318.org.

CLASS RANK/ACADEMIC STANDING

Class rank for seniors will be calculated using the cumulative GPA after the first semester of the senior year.

EXTRA-CURRICULAR ACADEMIC ELIGIBILITY

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

FIELD TRIPS

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

GRADES

Students' grades will be reported on-line via Infinite Campus Parent Portal at each mid-quarter and end-of-quarter period during the year. Parents/guardians wishing to set up a Parent Portal account should call the school office at 218-743-3444. Parents/guardians may request that quarterly grade reports be mailed by calling the same number.

Grading System

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

"A" is worth 4 points
"B" is worth 3 points
"C" is worth 2 points
"D" is worth 1 point
"F" is worth 0 points

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

Incomplete Grades

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

Pass/No Pass Grades

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

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. In order to earn this privilege a student must complete the credits and course requirements outlined in the graduation requirement chart in this handbook. Students lacking graduation requirements will not be allowed to participate in the graduation ceremony. Students who have completed the requirements for graduation, or are enrolled to complete necessary requirements before the start of the next school year, are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and academic standards, as established by the state and the school board, in order to graduate from Bigfork High School. All students must also meet the mandated state testing requirements.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 23 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II, or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards either in chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit—if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.
Social Studies	3.5	Must include at least United States history, geography, government and citizenship, world history, and economics, sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academics standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	7	(.5 must include Financial Literacy—ISD 318 Requirement)

Additional ISD #318 Requirements: 1.5 Credits

- Physical Education: 1 Credit
- Health: .5 Credit

Total Credits needed to Graduate from ISD 318

- 21.5 State Required Credits + 1.5 ISD #318 Required Credits = 23 Total Credits

Note: A credit is the equivalent of the successful completion of an academic year of study, (1/2 credit to a semester) or student mastery of applicable state standards.

Minnesota Academic Standards
All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards, Health
Minnesota Academic Standards, or Local Standards Arts K-12

School District Required and Elective Standards
All students must satisfactorily complete the following school district required and elective standards:
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact the school counselor at 218-743-3444.

GUIDANCE AND COUNSELING

Bigfork High School offers counseling services to help students be successful by assisting in developing career goals and in preparing for those goals**.** The counselor is also available to provide support and seek additional services needed to solve emotional or crisis situations**.** The staff is trained to work in a professional and confidential manner**.** Students and parents/guardians are invited to schedule conferences with the counselor at any time during the school year**.** Students should try to see the counselor during study halls if at all possible. You may reach the counselor at 218-743-3444 ext 42514.

HOMEWORK AND MAKE UP WORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. Homework for absent students may be requested by calling the school office at 218-743-3444.

Make up work will be assigned by the classroom teacher upon the student's return to school. The teacher will allow a reasonable amount of time to complete make up assignments. Make up work will be accepted for full credit for all exempt and excused absences.

Detailed information regarding homework and make up work will be addressed in each course syllabus provided by the teacher at the start of each class.

HONOR ROLL

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

INDEPENDENT STUDY

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

PARENT AND TEACHER CONFERENCES

Parent and teacher conferences will be held annually each fall. For more information, contact the principal.

PARENT RIGHT TO KNOW

If a parent/guardian requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents/guardians if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

POST-SECONDARY ENROLLMENT OPTIONS

Ninth, tenth, eleventh and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. Qualifying credits granted to a student through a PSEO course or program will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor by October 30 or May 30 for enrollment the following academic term. The application form must be signed by the student and his/her parent/ guardian. Students wishing to take a PSEO course should contact the school counselor at 218-743-3444.

ISD 318 students who participate in off-campus PSEO coursework may utilize ISD 318 educational facilities and equipment during regular school hours in order to work on class assignments. Students who wish to utilize ISD 318 facilities in this capacity must check in at the main office and report directly to the school library, or other area designated by building administration. Students must remain in the designated location while working on their coursework, and will be under the supervision of the building staff.

The deadline for enrolling in the Post-Secondary Option at Minnesota North College- Itasca is March 30. A placement test is required. Minimum GPA is 3.2 for entering High School Juniors and 3.0 for entering High School Seniors. Any student who chooses to enroll in the Post-Secondary Education Option needs to adhere to the following guidelines:

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

PROMOTION AND RETENTION

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the school principal at 218-743-3444.

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

Students in grades 9-12 should earn approximately 6 credits per year to be on track for graduation. Grade standing is based on credits earned, not number of years attended. The school counselor will help students monitor their progress and will recommend a plan for credit recovery (such as retaking a course or summer school) should a student fail his/her classes. Students will keep track of their credits during advisory time.

REPORT CARDS/PROGRESS REPORTS

Students' grades will be reported on-line via Infinite Campus Parent Portal at each mid-quarter and end-of-quarter period during the year. Parents/guardians wishing to set up a Parent Portal account should call the school office at 218-743-3444. Parents/guardians may request that quarterly grade reports be mailed by calling the same number. Year-end reports will be available during the summer via parent portal.

SCHEDULING

Registration for the following school year will be done in the spring. Students will receive a curriculum guide from the counselor. This guide will give information about courses that may be offered in the coming year. Students will also receive a registration form from the counselor in which they are to list the courses they would like to take. Parents/guardians will give permission by signing the registration form and returning it to the school. Upon receipt of the signed registration form, students will complete their registration requests on-line at school under the direction of the counselor. Schedules can be found on Parent Portal or by requesting a paper copy from the office.

Following are guidelines when making schedule changes.

- Students have two weeks after the start of a semester to drop a course and make a schedule change with parent, teacher and administration permission.
- Students requesting to drop a course after two weeks (with parent, teacher and administration permission) but before mid-quarter will receive a "W" on their transcript for course withdrawal.
- **Students requesting to drop a course after mid-quarter (with parent, teacher and administration permission) will receive an "F" on their transcript.**
- Students who are removed from a course for behavior issues will receive an "F" with a comment of "Removed for disciplinary reasons" in the comments section.

SCHOLARSHIP INFORMATION

Scholarship information is available through the School Counselor. Scholarship information is posted in the hallway, in classrooms, in the counseling office, on the counselor's website and on the announcements. Information is available at Parent-Teacher conferences, in mailings to parents/guardians and in individual meetings with students. Students are encouraged to contact their particular college for scholarship information as well. Students need to visit the scholarship section on the counselor's web page often.

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

ISD #318 is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Athletic Director or go to the MSHSL web site: www.mshsl.org.

STANDARDS-BASED ACCOUNTABILITY ASSESSMENTS

The Minnesota Comprehensive Assessments (MCAs) are statewide tests in mathematics, reading, and science that help districts measure student progress toward Minnesota's academic standards and meet the requirements of the Elementary and Secondary Education Act (ESEA).

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the Minnesota Department of Education to provide information about statewide assessments to parents/guardians and provide a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. The refusal form must be submitted annually to the building principal and can be found on the ISD 318 website under the Teaching and Learning tab, go to Assessments and Testing.

PARENT/GUARDIAN GUIDE TO STATEWIDE TESTING

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20___ to 20___ school year.)

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: _____/____/_____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Science
- ☐ MCA/MTAS Mathematics
- ☐ ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

STUDENT LEADER REWARDS PROGRAM

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

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

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

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

1. A pass that grants off-campus privileges during the lunch period.
2. Free admission to Bigfork athletic events (excluding post-season tournaments).
3. Community/Business discounts and rewards.
4. Flexible scheduling opportunities with counselor and parent/guardian approval. (Examples: work release privileges; reduced class day; off-campus coursework; on-line courses)

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

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

SUMMER SCHOOL

The school district may provide summer school learning opportunities. For more information, contact the school counselor at 218-743-3444.

VALEDICTORIAN AND SALUTATORIAN

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

SECTION 2 – SAFE ENVIRONMENT

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the main office. Accident report forms must be completed for all accidents and are available in the main office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district staff will call 911 or seek emergency medical treatment and then contact the parent(s).

ASBESTOS MANAGEMENT UPDATE

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website at www.isd318.org.

ASSEMBLY EXPECTATIONS

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

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

BULLYING

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, on school transportation, and misuse of technology. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

You can view the entire district bullying policy at www.isd318.org.

COMMUNICATION/ELECTRONIC DEVICES

Students are prohibited from using cell phones and other personal electronic communication devices during the instructional day except during passing times between class hours and during their lunch. Student use of cell phones or electronic devices in the classroom will be prohibited. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of building or school district policies and procedures may be subject to disciplinary action pursuant to building or the school district's policies and procedures. In addition, a student's cell phone or electronic device may be

confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures. Use of devices with photo capabilities are prohibited in locker rooms and restrooms. Finally, external speakers (e.g., Bluetooth speakers, amplified stereo devices, etc.) are not permitted at any time.

In addition, non-consensual photographing and video recording of students and/or staff without express consent is prohibited. In the event consent to record is given, students may not record:

A. Actions or events disruptive to the school activities
B. Actions relating to the physical, social, or emotional harm of any peer or adult
C. Non-educational events or activities

Any such act may result in appropriate disciplinary action as determined by school administration. In addition, personal electronic devices may not be used during fire, or lockdown situations.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents/guardians will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

DATA PRIVACY

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

DIRECTORY INFORMATION

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

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

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In

addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If parents/guardians do not want School District 318 to disclose directory information from their student's education records without parent's prior written consent, parents/guardians must notify the District in writing.

Under Minnesota law, the school district may not designate a student's or parent's home address, telephone number, email address, or other personal contact information as "directory information."

School District 318 has designated the following information as directory information:

Student's name; Photograph; Date and place of birth; Major field of study; Dates of attendance; Grade level; Participation in officially recognized activities and sports; Weight and height of members of athletic teams; Degrees, honors, and awards received; The most recent educational agency or institution attended.

DISCIPLINE

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. A listing of violations and consequences is on the following page.

In order to uphold these values, students may be questioned about events that violate policy. If necessary, consequences will be administered. Students are required to cooperate in all disciplinary investigations. Failure to do so may result in disciplinary action. Suspected criminal information will be submitted to law enforcement.

DRESS CODE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent/guardian will be notified.

DISCIPLINE MATRIX

Violation	1st Offense	2nd Offense	3rd Offense
Alcohol/Drug Use or Possession	3-5 day suspension Police referral	5-10 day suspension Police referral	5-10 Day suspension; Expulsion/Alternate placement considered Police referral
Alcohol/Drug Tobacco Sales/Distribution	10 day suspension; Expulsion/Alternate Placement considered Police referral		
Tobacco Use	3-5 day suspension Police referral	5-10 day suspension Police referral	5-10 day suspension Police referral
Tobacco Possession	1-5 day suspension Police referral	3-5 day suspension Police referral	5-10 day suspension Police referral
Fighting/Assault	1-3 day suspension Police referral	3-5 day suspension Police referral	Expulsion considered--Police referral
Terroristic Threats	Suspension/expulsion pending investigation Police referral	Suspension/expulsion pending investigation Police referral	Suspension/expulsion pending investigation Police referral
Theft	1 day suspension Restitution Police referral	3 day suspension Restitution Police referral	Expulsion considered--Police referral
Vandalism	1 day suspension Restitution Police referral	3 day suspension Restitution Police referral	Expulsion considered--Police referral
Fire Equipment Misuse / Destruction	Restitution w/ suspension Police referral	Restitution w/ suspension Police referral	Restitution w/suspension Police referral
Weapons Possession	Suspended/expulsion pending investigation Police referral	Suspended/expulsion pending investigation Police referral	Suspended/expulsion pending investigation Police referral
Bullying/Intimidation	1 day suspension	3 day suspension	5 day suspension
Disruptive Conduct	Detention/Work duty	In-School Suspension	Suspension
Insubordination	1 day suspension	3 day suspension	5 day suspension
Public Display of Affection	Warning	In-School Suspension	Suspension

Sexual Comment/Gesture	1 day suspension	3 day suspension	5 day suspension
Truancy	One detention for each class period missed	One detention for each class period missed	One detention for each class period missed
Skipping Detention	Double detention	In-School Suspension	Suspension

Please remember that it is impossible to list every behavior that would be unacceptable. This chart is a guideline and consequences may be adjusted by the principal to fit specific situations. Actions deemed severe may impose more severe consequences.

DRUG-FREE SCHOOL AND WORKPLACE

The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Possession and/or use of herbal substances, synthetic marijuana, spice, dragon, K2 or similar products is prohibited. Paraphernalia associated with controlled substances also is prohibited. Electronic cigarettes and other nicotine dispensing devices are expressly prohibited in school and at school events. Violation of this policy will result in confiscation of the product and disciplinary action. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance (with the exception of marijuana as per district policy—see 506 Student Discipline) which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy found at the district web site: www.isd318.org.

EMERGENCY CONTACT INFORMATION

Bigfork High School keeps emergency contact information both on parent portal and emergency cards in the school office. Please check parent portal on a regular basis to ensure that the information is accurate and current. And, please return school requests at the start of the school year for emergency contacts.

EMPLOYEE BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

FIRE DRILLS, LOCK DOWNS AND TORNADO DRILLS

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

FOOD IN CLASSROOMS

The decision to allow or disallow food in classrooms is strictly a teacher decision and will be supported by the principal. Students are not allowed to bring homemade items to share with others. Foods containing peanut products or produced at sites containing peanut products are strongly discouraged due to peanut allergies.

GANGS, GRAFFITI, AND ZERO TOLERANCE

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

HARASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The policy may be viewed at: www.isd318.org.

HAZING PROHIBITION

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. The policy may be viewed at: www.isd318.org.

SUICIDE PREVENTION INFORMATION

Student identification cards include contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text Line, and the county mobile crisis services.

HEALTH INFORMATION

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed an automated external defibrillator (AED) in the school commons. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent/guardian suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained nurse. Students who become sick at school should request permission to see the nurse's office located in the main office of the school. In the event of an emergency, the student should notify the classroom teacher or supervisor, who will seek immediate medical help. The school nurse or office secretary will arrange for students who get sick at school to go home early. Students are required to check out in the school office prior to leaving.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness by calling the school secretary at 218-743-3444.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the district nurse at 218-327-5760.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in a student's prescription medication administration. While acceptable to possess over-the-counter medication, at no time are students allowed to distribute any type of medication to another student. Violation of this policy will result in the same consequence as distribution of drugs as described on the discipline matrix on page 17.

INTERNET ACCESS

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available at the district web site www.isd318.org.

LAW FOR 18 YEAR OLD STUDENTS

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

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Kasie Maeder, Personnel Director (218-327-5708) as the district's human rights officer to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent/guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Darin Cherne, Director of Facilities.

LEAD IN SCHOOL DRINKING WATER

Grand Rapids Area Schools is committed to providing a safe working and learning environment for employees and students. The district has developed a lead in water management plan and testing program that complies with Minnesota Statute 121A.3345, as well as recommendations from the Environmental Protection Agency's (EPA's) Lead Contamination Control Act (LCCA) of 1988, the Minnesota Department of Health (MDH), and the Minnesota Department of Education (MDE). More information on how to obtain test results and remediation efforts can be found on the ISD 318 website, www.isd318.org under the Maintenance section.

PUBLIC DISPLAY OF AFFECTION (PDA)

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

REASONABLE FORCE

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

SCHOOL BUS SAFETY

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

SEARCHES

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the

search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks
School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Vehicles on Campus: Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Vehicles on Campus: Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or 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 or its compartments under the student's control upon the request of a school official.

SPORTSMANSHIP

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

Be a good sport....

Do:	**Do Not:**
Cheer with vigor and enthusiasm	Boo Officials or players
Support your team and cheerleaders	Display rowdy behavior
Be a gracious host or a courteous visitor	Stomp on bleachers or throw objects
	Bring noisemakers to the game

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Nonschool-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the principal.

School-Sponsored Student Publications
The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;

- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records a complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district web site: www.isd318.org.

SUSPENSION AND EXPULSION

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

TITLE IX, SEXUAL HARASSMENT GRIEVANCE PROCEDURE

It is the policy of Independent School District 318 not to discriminate on a basis of sex, color, religion, age, disabilities, or national origin in its educational programs, activities, or employment practices as required by Title IX of the 1972 Educational Amendments**.** Furthermore, ISD 318 believes that all individuals should be treated with respect and dignity**.** The District will investigate all complaints, formal or informal, verbal or written, of sexual harassment**.** Sexual harassment violates Section 703 of Title VII of the Civil Rights Act of 1964, 363**.**01-14, Minnesota Human Rights Act**.**

Inquiries regarding compliance with Title IX or sexual harassment may be directed to: Kasie Maeder, Compliance Office, 820 NW First Ave., Grand Rapids, MN 55744, telephone (218) 327-5708;or to the MN Department of Human Rights, 190 E. 5th St. Suite 700, St. Paul, MN 55101, telephone (651) 296-5663. The first week of school, all students in District schools will be presented information on the District's policy regarding harassment. Harassment reporting procedures will be discussed. Zero tolerance will be emphasized. Disciplinary action will be taken.

TOBACCO-FREE SCHOOLS

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

TRANSPORTATION TO AWAY ACTIVITIES

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

VANDALISM AND THEFT

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

VIDEO AND AUDIO RECORDING

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

VISITORS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school during class periods; however, students may have visitors over the lunch period with prior approval from the principal.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent/guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, see the district web site www.isd318.org.

SECTION 3 – EFFECTIVE AND EFFICIENT SYSTEMS

ARRIVAL AND DISMISSAL HOURS

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

BEVERAGE AND CANDY MACHINES

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

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the district web site: www.isd318.org and the school web site: www.isd318.org/bigfork.

CAMPUS POLICIES

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

COMPLAINTS

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

DETENTION GUIDELINES

- Student, parent/guardian and detention supervisor will receive copies of detention (date, reason for detention, and the number of periods of detention assigned).
- Work duty may be requested in lieu of detention. Work duty sessions are from 3:15 p.m. to 3:45 p.m. or 7:55 a.m. to 8:25 a.m., and are assigned with a custodian or teacher.
- Students may request the opportunity to serve their work duty in the morning.
- Students missing detention will receive additional time according to the discipline matrix.
- Talking will not be allowed.
- Misbehavior during detention forfeits time spent.
- Detention may be rescheduled only by the building principal or designee for valid reasons. Reschedule detentions at least a day in advance.
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EIGHTEEN YEAR OLD STUDENTS

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

EMPLOYEE DIRECTORY

Bigfork staff may be reached by calling the school (218-743-3444) or by accessing the directory information on the school web site at www.isd318.org/bigfork.

EQUAL ACCESS TO SCHOOL FACILITIES

The school district has created a limited open forum for secondary students to conduct noncurriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district. Any individual or group may request access to school facilities by completing an on-line application on the district web site: www.isd318.org.

FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extra curricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extra curricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.

- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. Any individual or group wishing to conduct a fundraiser must complete the fundraising form from the school office.

GIFTS TO EMPLOYEES

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

LIBRARY/MEDIA CENTER

The library/media center is open from 8:30 a.m. until 3:00 p.m. Students may use the library/media center during the school day only when a supervisor is present. Students using the library from a study hall must have a pass from a teacher. Students may not check out books or materials from the library if they have not returned or paid for unreturned items that are overdue.

LUNCH & MEAL PROCEDURES

Students will eat their lunch in the cafeteria area of the commons. Students may receive lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Vending machines are turned off during the lunch period. Students may not go off campus during the lunch period.

Students may be eligible for free and reduced price lunches and/or breakfasts. Educational Benefit eligibility forms are mailed to each family in the school district and are also available in the school office. For more information regarding eligibility for free and reduced price meals, contact the District Food and Nutrition Office at 218-327-5771.

All waste and recycled materials should be placed in the containers provided in the commons area. Do not throw food or waste in the restroom trash containers. Tables should be left clean.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use is permitted before and after school and during the lunch period; or, with teacher permission.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

PROM AND DANCES

Prom is sponsored by the Junior Class. Prom will be scheduled from 9:00 -12:00 midnight or earlier. When Prom is off campus, those attending Prom must take a bus to and from the event. Any exception to this must be approved by the Site Base Committee.

Prom is for Grades 10-12. A Bigfork High School Student may sign up one guest to attend the dance with them. Students are responsible for their guest. If the guest creates a problem, both will be removed from the Prom and

their guest will not be allowed to attend any future dances at Bigfork High School. If the guest is removed from a Bigfork High School Prom, students will only be allowed to bring a Bigfork High School student as a date for any future dances.

All school dances will be sponsored by school organizations**.** All dances need approval from the administration two weeks in advance. A Building Use Form is required. All dances should be scheduled from 9**:**00 p.m. to 11**:**00 p.m. Exceptions are: Homecoming, Sweetheart, and Prom**.** These dances will be scheduled until 12:00 Midnight if desired. The advisor will be required to assist the students in finding two school staff (one male and one female) and two other adult (25 years of age or older) chaperones**.** Students attending the dance must be at least in 9th Grade, but less than 21 years of age, and a student of Bigfork High School, or a guest of a Bigfork High School student. Exceptions to the age will be at the discretion of the administration. A Bigfork High School student may sign up one guest to attend the dance with them. Students are responsible for their guest. If the guest creates a problem, both will be removed from this dance and their guest will not be allowed to attend any future dances at Bigfork High School. If the guest is removed from a Bigfork High School dance, students will only be allowed to bring a Bigfork High School student as a date for any future dances.

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

Dance Procedures

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

SCHEDULE

The daily bell schedule and alternate schedules can be found on the following page.

SCHOOL CLOSING PROCEDURES

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be sent via an instant alert system; posted on the school web site: www.isd318.org/bigfork and the district web site: www.isd318.org; as well as broadcast over local radio and TV stations.

STUDENT PARKING

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

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations see the complete copy of the school district's "Student Surveys" policy may be obtained at the district web site: www.isd318.org.

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students who live three-fourths of a mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent/guardian.

Extracurricular Transportation
The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

SECTION 4 – PARTNERSHIPS

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools. To volunteer in the school building or classroom, parents/guardians should contact the principal. Parents/guardians who visit the school should sign in at the main office and receive a visitor's pass. For the security of our students, visitors are required to sign in and out of the building. Volunteers who will be supervising students independently will be required complete documents included in the ISD 318 Volunteer Handbook, which includes a background check.

RELIGIOUS RELEASE TIME CLASSES

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

BIGFORK HIGH SCHOOL
BELL SCHEDULE

Mon/Tue/Thu/ Fri Schedule			
PERIOD	**START**	**END**	**TIME**
1	8:25	9:16	:51
2	9:20	10:10	:50
3	10:14	11:04	:50
4	11:08	11:58	:50
Lunch	11:58	12:24	:26
5	12:28	1:18	:50
6	1:22	2:12	:50
7	2:16	3:06	:50

Wednesday Schedule			
PERIOD	**START**	**END**	**TIME**
1	8:25	9:06	:41
2	9:10	9:50	:40
3	9:54	10:34	40
4	10:38	11:18	:40
Flex	11:22	11:52	:30
Lunch	11:52	12:18	:26
5	12:22	1:02	:40
6	1:06	1:46	:40
7	1:50	2:30	:40

REMEMBER! EVERY WEDNESDAY IS EARLY RELEASE AT 2:30 P.M