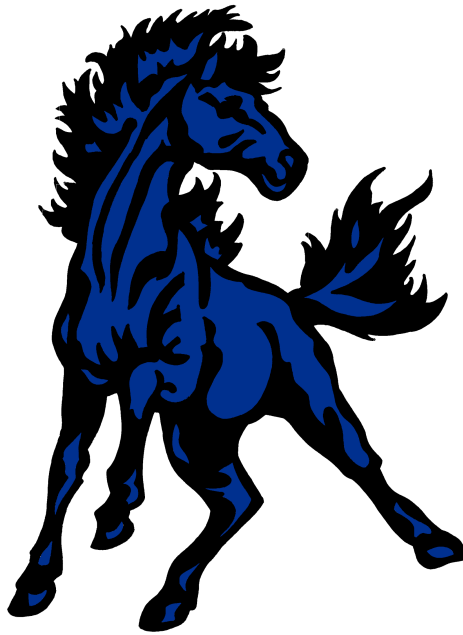


Buffalo Lake-Hector-Stewart Faculty Handbook

Updated: August 17, 2026



GO MUSTANGS!!

Mission Statement

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

Commitment Statement

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

Motto: #passioninaction

Values:

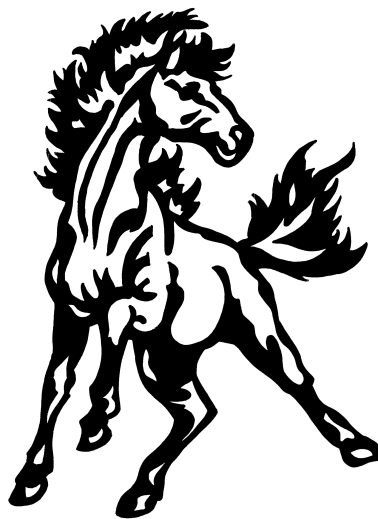
We Value....

Integrity – Aligning actions and words with values and beliefs while respecting and accepting differences in all students. Innovation – Finding new ways to excel in our communities, classrooms, and profession

Collaboration – Working together to achieve common goals with sustainability

Community- With great pride, it's about all of us, all the time Excellence – Inspired daily with continual growth, to become the best we can

Partnership - Together, students, families, communities, and staff, achieve more than individually and we regularly celebrate accomplishments



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STAFF

District Office			Admin Staff		
PO Box 307, Hector, MN 55342			Westbrock, Jesse	K-12 Principal	1359
Phone: 320-848-2233 Fax: 320-848-2401			Ovitt, Katie	AD/Dean of Students	1365
Swann, Logan	Superintendent	1304	Sandgren, Mallory	MS/HS Admin Assist	1300
Koeberl, Eileen	Business Manager	1309	Nelson, Jacey	Elem Admin Assist	1302
	Payroll Officer	1305		School Nurse	1364
Squibb, Kelly	Finance Assistant	1371	Reynolds, Ken	SRO	1301
			Pasco, Seth	Technology	1362
Elementary			MS/HS		
220 W 3rd St, Hector, MN 55342			220 W 3rd St, Hector, MN 55342		
Phone: 320-848-2233 Fax: 320-833-5312			Phone: 320-848-2233 Fax: 320-848-2401		
	Little Stangs Director	1313	Ahlbrecht, Joy	10-12 English	1356
Carrigan, Allyson	Special Ed	1326	Bertsch, James	MS Math	1339
Clobes, Tally	Kindergarten	1338	Cederstrom, Braden	MS/HS PE	1360
Gass, Carrie Jo	Grade 2	1369	Christianson, Cathy	High School Math	1318
Gass, Dylan	5th Grade	1377	Elwell, Brian	High School Science	1340
Heilman, Allison	Grade 1	1345	Field, Jennifer	Business	1312
Horsman, Megan	Grade 2	1346	Haley, Dawn	PSEO/Library	1334
Kjersten, Mary	K-12 Sped Testing Coordinator	1358	Johnson, Luke	High School Science	1321
Kramer, Molly	Special Ed	1348	Kruse, Robin	MS ELA/6th Grade	1347
Lenzen, Kami Jo	Elementary Phy Ed	1349	Melberg, Michelle	Counselor	1310
Marquardt, Anna	ECSE	1352	Nelson, Jessica	Kitchen	1341
Meyers, Kaitlyn	Grade 5	1379	Oldre, Brad	MS Social Studies	1323
Peppel, Emily	Grade 3	1368	Reynolds, Ken	SRO	1301
Rossow, Valerie	K-12 ESL	1306	Rossow, Valerie	K-12 ESL	1306
Rudeen, Melanie	Title I	1366	Schultz, Cameron	K-12 Art	1378
Schultz, Cameron	K-12 Art	1378	Taylor, Nic	MS/HS Social Studies	1374
Schumacher, Katie	Grade 1	1367	Timm, Rob	Custodial	1343
Timm, Rob	Custodian	1343	Uecker, Ed	Phy Ed/Health	1328
Vacek, Rachel	ECFE	1376	Weick, Rachel	MS/HS English	1357
Weis, Jody	Grade 3	1370	Wiethoff, Cassidy	Ag	1353
Weispfennig, Jody	Preschool	1375	Winkelmann, Heather	Special Education	1331
	Staff Lounge	1308		Staff Lounge	1308
	Student Phone	1350		Weight Rm	1330
	Conference Room	1380		Student Phone	1350
				Concession Stand	1372
				Conference Room	1380

Professional Learning Communities

Normal PLC Groups	
<u>High School</u> Luke Johnson Anthony Jackson Cathy Christianson Jesse Weick/Mike Marquardt Amy Jo Gaebe Heather Winkelmann <u>Middle School</u> James Bertsch Joy Ahlbrecht Joey Johnson Rachel Weick Brian Elwell Mallory Peltz <u>Art/Music/Health/PE</u> Braden Cederstrom KamiJo Lenzen Edward Uecker KerryAnn Berntson Cameron Schultz <u>CTE</u> Penny Christy Jadah Borth Jill Grams Cassidy Forst Michelle Melberg	<u>ES Group 1 - Gr. PreK-K</u> Hunter Steffel Anna Marquardt Anna Bashans Kristin Broderius Valerie Rossow <u>ES Group 2 - Gr. 1-2</u> Ally Luthens Tally Clobes Allison Heilman Carrie Jo Gass Megan Horsman <u>ES Group 3 - Gr. 3-5</u> Kaitlyn Meyers Emily Peppel/Billy Marquardt Nic Taylor Karen Polfliet Molly Kramer Robin Kruse

Site Level Committees

TBD

Important Dates/Meetings

- OPEN HOUSE

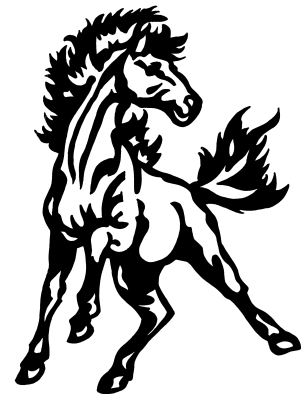
- Tuesday, AUG. 25th = 3:00-7:00

- FALL CONFERENCES:

- Monday, Oct. 12th = 4:00 – 7:30
- Tuesday, Oct. 13th = 4:00 – 7:30

- SPRING CONFERENCES:

- Tuesday, Feb. 9th = 4:00-7:30
- Thursday, Feb. 11th = 4:00-7:30



Staff Attire

All staff members project an image to the community and to students about professionalism of the district. During student/parent contact days, employees shall adhere to a professional standard of dress and shall be neat and clean in appearance. On non-student or non-parent contact days, casual attire is acceptable. Decisions regarding professional attire will be based on guidelines listed below:

All staff must exercise good judgment in their choice of professional appearance for work or work related activities by always appearing in a manner:

- That is appropriate to the situation;
- That provides appropriate role modeling for students;
- That promotes a working and learning environment that is free from unnecessary disruption, and
- That is conducive to high student and staff performance.

Some educational activities will require exceptions to the above guidelines. Examples include, but are not limited to, field days, field trips, and science labs.

Items of clothing should be clean and in good condition. Examples of unacceptable attire include, but are not limited to, gym shorts, sheer, tight or low cut clothing, sweatpants.

Friday's are designated as "School Spirit" days. Wear your MUSTANG Gear!

Master Agreement

For details on working conditions, fringe benefits, personal leave, grievance procedures, etc., please refer to the master contract between the BLHS Education Committee and the BLHS School Board. The master contract can be found on the school district website under District>District info>Teacher Master Agreement.

Teachers have an 8 hour contract day during which they must be in the building on duty. Our contracted day will be from 7:00AM - 3:45PM OR 7:15 AM-4:00 PM. The principal may require staff to report or stay at determined times for meetings and school business. If a teacher needs to deviate from the contracted hours of duty, there must be prior approval obtained from the principal and could require time off entered into the absence management system.

Teacher Absence

Absences should be avoided during student contact time (7:45-3:30). When this cannot be avoided, the absence will require the use of sick leave, personal leave, or unpaid leave. Conference period or prep time is considered part of the student contact day. If you must leave on school business, you need to notify your office secretary and administrator. All other reasons for leaving during the school day, need to be entered into the Absent Management System SMART Er.

ILLNESS:

Notify your site level office any time you will be absent from the classroom for any part of a day. Provide as much lead-time as possible so proper arrangements can be made for class coverage. Teachers who are absent from school or from a class period due to illness should enter the proper information into the Absent Management System SMART Er as soon as possible to ensure proper substitute coverage may be found.

If you are leaving the building for a short time, or leaving early because of scheduled commitments, please be sure to enter this into the Absent Management System SMART Er as well.

PREPARING FOR A SUBSTITUTE TEACHER:

Preparing for substitute teachers to carry out your directions in your absence is very important and is an area in which we need consistency and continuity. Substitute teacher preparation materials should be reviewed and completed the first week of school. It is also very important that when preparing your lesson plan for the substitute, your directions are specific and easy to follow. Review with students at the start of the school year, and periodically throughout the school year, your expectations for them in your absence. In the case of planned absences, go over your expectations with the students the day before leaving.

Have curriculum prepared so the day is not a “fun day” or an academically “wasted” day in your absence. There is no substitute that can fully fill your role as the teacher, but with proper planning, the day can still be academically viable. Have clear learning targets and objectives set. “Time filler” activities such as movies and/or crossword puzzles are not acceptable. Please consider yourself a “mentor” to any substitute working in our district in an attempt to help them have an enjoyable and productive experience.

School absences, due to illness, personal reasons, skipping school, and snow days, can have a negative impact on student learning. What happens in the classroom also has a positive or negative impact on student learning based on the quality of the instruction. As stated, there is no “substitute” for the classroom teacher. Whenever possible, please try and schedule family vacations, medical appointments, etc. outside of student contact time and professional development time.

SUBSTITUTE FOLDER

Each teacher should have a substitute folder which should include:

- Lesson Plans
- Class Lists
- Seating Charts
- Daily Schedule
- Names of one or two trusted students (include on lesson plans)
- Classroom Expectations
- Name and location of a teacher who will assist if problems occur
- Emergency Procedures - Drill Procedures
- Medical, Special Education, and other student needs that apply to the sub
- Location of materials

Personal Leave

Section 5. Personal Leave Day (from the Master Agreement)

Each teacher shall be credited with three (3) personal leave days each school year to be used for the teacher’s personal business. A personal day may be used for any purpose at the discretion of the teacher. A teacher planning to use a personal leave day shall submit a leave request on TimeClock Plus at least three (3) days in advance, except in case of an emergency. Personal leave days taken on in-service days are subject to approval by the Superintendent or Principal, if Superintendent is not available. Teachers may request two (2) unpaid personal leave days once all personal time has been exhausted.

Subd. 1 In emergency situations, leave requests may be submitted after the fact but it is understood that the teacher will assume the responsibility in such an emergency of notifying the Superintendent or other immediate supervisor at the earliest time.

Subd. 2 An additional non-accumulative day or days for family emergencies, cases of hardship, or other unusual situations may be granted by the Superintendent or Principal, if Superintendent is not available subject to the

conditions in Section 5. Personal leave granted under this subdivision shall be deducted from the teacher's accrued sick leave. A written request, explaining the circumstances for such a leave, must be submitted at the time of the request.

Subd. 3 A teacher may earn one (1) additional personal day when two (2) or fewer sick leave days are used in the prior year or may earn two (2) additional personal days when zero (0) sick leave days are used in the prior year. These additional personal leave day(s) will not reduce or cancel sick leave days earned towards the accumulative total of 90 days. This additional earned personal day will be calculated from prior years' unused sick leave report.

Subd. 4 Two (2) unused personal leave days may be carried over from the previous year. Two (2) regular days per year and two (2) days carried over from the previous year with up to 2 additional days based on unused sick leave permitted as prescribed in Article IX, Section 1, Subd. 2a. A maximum of five (5) personal leave days may be granted per year.

School Safety

EMERGENCY PROCEDURES:

Review your Emergency Procedures Binder and be familiar with the procedures. Be sure to make a crisis binder to take with you that includes your relocation documents and every class list that you can take with you in an emergency. Be sure to update often.

State law requires a minimum of 5 fire drills each school year. Teachers are responsible for explaining drill regulations to students and the procedure to follow. Post the evacuation procedures in your room.. Students will report to their current classroom teacher during fire drills.

State law requires a minimum of 5 lockdown drills and one tornado drill each school year. Procedures for this are posted in each of your classrooms. .

VISITORS:

All visitors to the building should immediately register in the office upon entering the building. They will receive a badge identifying themselves as a visitor. All staff members are asked to approach any individual who may be a visitor and kindly direct them to one of the school offices. If a staff member is uncomfortable approaching a visitor, they should contact the office or another staff member for assistance. All entry doors, except the main entrance will be locked during the school day. Visitors must be preapproved by your site level office.

HALL/LOCKER/BUS/LUNCH SUPERVISION:

All staff are expected to share in the responsibility of maintaining an orderly atmosphere within the school. During passing times, be sure to be outside your classroom door to monitor students in both the hallway and your classroom. The hall duty/bus/lunch/detention supervision schedule is to be followed. Staff members are required to be on duty in the morning, after school, or during the lunch periods. If you are absent, supervision should be indicated on your lesson plans and should be carried out by your substitute or another team member. It is the teacher's responsibility to find someone to cover supervision duty when there are conflicts such as meetings, coaching, etc.

BUILDING SECURITY:

All staff are expected to share in the responsibility of maintaining a safe and secure building. All exterior doors are locked except for the main entrance from 7:50-3:30 p.m. There are times during the school day that doors other than the main entrance may need to be used (fire drills, class projects, etc.). At no time should doors be propped open, this applies during the school day and outside of the school day. If needed, keys can be checked out from your site level administrator. Additionally, it is of utmost importance that the building is secure after hours. If staff are in the building after hours, it is critical that you ensure that the door locks and latches behind you when you leave.

REPORTING CHILD NEGLECT AND/OR ABUSE:

According to Minnesota State Law, school personnel are mandated reporters. If staff have knowledge or a reasonable cause to believe that a child is being abused, a report must be filed with Southwest Health and Human Services. Get office staff involved as soon as possible. The principal, school counselor, and/or school social worker will be available to assist any staff with questions about filing a report.

BUS SAFETY POLICY:

The State of Minnesota has mandated that all public school students be educated in bus safety by the end of the third week of school. A bus video and signature form will be completed during advisory the first week of school. The form will need to be turned into the office when completed.

Ethics

TEACHER CODE OF CONDUCT

The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage. (ie Facebook friends)
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

SCHOOL PROPERTY:

Remember that supplies, materials, and equipment are school property and should be treated as such. Taking or using materials for personal use is unacceptable. (Example: Making copies for personal use/business)

TECHNOLOGY:

"Computer and Internet Acceptable Use and Safety Policy." All district policies can be found on the school web site under the district tab. Staff should also review and be familiar with the district Technology Policies and Procedures Handbook (Found in the staff folder). Use of the Internet and email is considered public information and may be audited through the district office. Use good judgment when utilizing these tools. Computers and Tablets should only be used for educational purposes. Games, applications, videos/movies, etc. that do not have an educational purpose should not be downloaded on your computer or Chromebook. While you are free to take your device home, be sure it is used for school purposes.

SOCIAL MEDIA/WEBSITES:

Social media sites such as Facebook, Twitter, etc. serve a valuable purpose. Use of these sites however does not come without risk. Staff should be cognizant of the fact that once information is placed on these sites, it is there forever. As

public employees, staff are advised not to post material that calls into question the professionalism of the individual posting the material. Refrain from commenting unprofessionally about a student, parent, fellow, teacher, administrator, or the school. If you have a bad day at work, leave it at work. If a problem or misunderstanding arises, face-to-face communication with the appropriate individual in a professional setting and manner is always the best policy. Staff following or “Friending” students on any social media platform who are currently enrolled in BLHS is not advised.

MONEY COLLECTION:

At various times during the school year, money may be collected from students or staff, (Field trips, donations, etc.). Staff are expected to keep an accurate record of money collected. Money collected should be turned into the district office at the end of each school day. Money should not be left in a teacher’s classroom overnight or for extended periods of time.

HARASSMENT POLICY:

BLHS has a policy against religious, racial, sexual harassment, discrimination, and violence for all students and adults. Refer to the complete policy for details.

Data Privacy

Under the Family Education Rights and Privacy Act there are some very specific guidelines with regard to what kind of information school personnel can disclose without getting prior consent from parents. Listed below is information that you should be aware of when deciding whether or not it is legal to share personally identifiable information (which includes educational information) with other individuals.

Under what conditions is prior consent not required to disclose information?

1. The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.
2. The disclosure is to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
3. The disclosure is in connection with financial aid for which the student has applied or which the student has received.
4. The disclosure is to accrediting organizations to carry out their accrediting functions.
5. The disclosure is to comply with a judicial order or lawfully issued subpoena.
6. The disclosure is in connection with a health or safety emergency.
7. The disclosure is information the educational agency or institution has designated as “directory information”. This will be ‘student’s name, address, date & place of birth, year in school, participation in officially recognized activities & sports, weight & height of members of athletic teams, dates of attendance, degrees/awards received and other similar information’.

You are not free to discuss students with friends, neighbors or any other members of the public. Educational personnel may share educational data with one another or to the extent that there is a legitimate educational reason to do so, and for no other reason. Please be sure that you are not engaging in any unnecessary or unauthorized exchanges of information which may commonly be viewed as gossip. Without a legitimate educational reason for the sharing of student information, you risk incurring personal liability for violation of the Data Practices Act as well as liability for the District.

NON-CUSTODIAL PARENTS:

Non-custodial parents may receive copies of any correspondence regarding their child. Mailings should be coordinated

with the office. Non-custodial parents may not talk with their child in school unless either the principal or counselor is present, or the custodial parent has given permission. A child may not leave school with a non-custodial parent without the permission of the custodial parent.

Student Health

MEDICAL/TRAUMATIC EMERGENCIES:

If the first responder feels that the individuals' safety is at risk, DO NOT DELAY CALLING 911. If using a school building telephone, dial 9-911. In addition, contact the office and school nurse.

HEALTH SERVICES:

The middle school health office is located near the small gym/auditorium. All first aid and emergency care is provided through the health office. Any student who becomes ill during the school day must report to the health office with a pass from the classroom teacher. Students are not to report to the health office between classes but should report to their next class, and then get a pass from the teacher. In the case of illness, each teacher must make a judgment if the request to go to the health office is necessary, and that the discomfort a student has may be best handled in the classroom. BLHS staff may not use the health staff for personal use except for extreme emergencies.

STUDENT MEDICATION:

Medication should be given at home whenever possible, when not possible, it will need to be provided in the proper container and with proper approval as designated in the student handbook. Students are not to have any type of medications in their lockers, and should be reported to the office if staff become aware of it. Staff should be aware of precautions and procedures when dealing with blood or bodily fluids. Be aware of the 'no-touch' technique as recommended by the health office. If you have questions or concerns, call Ext. 1364 .

ILLNESS:

Students who become ill during the school day should report to the health office. Parents or an emergency contact person will be contacted from the office to provide transportation home.

OTHER HEALTH SERVICES:

The health office provides immunization reviews, hearing and vision screening, scoliosis screening, health and developmental assessments, and health counseling and referrals. Any questions or information regarding a student's health status should be forwarded to the health office.

Student Attendance

RECORDING DAILY ATTENDANCE:

Daily attendance is recorded via computer/Infinite Campus. Attendance needs to be submitted via Infinite Campus at the beginning of each class at the middle/high school and at the beginning of the day at the elementary school.

ADMITTING STUDENTS AFTER AN ABSENCE:

Students returning to school after an absence must report to the office and present a written parental excuse. The student will receive an admit slip signed by the secretary to be presented to each teacher at the beginning of the hour. The admit slip lets the teacher know that the absence was legitimate and forces the student to 'touch base' with the teacher about the material missed. These slips are not collected at the end of the day; they are only used to verify absences.

The student is responsible for presenting the admit slip to each teacher at the beginning of each class. It is the responsibility of each student to contact teachers concerning make-up work as a result of the absence. It is the teacher's responsibility to demand that the student present an admit slip before being admitted to class.

Parents of elementary students will often contact the teacher directly, but it is important that they also communicate with the office as well. To ensure the students are able to receive all academic opportunities they may have missed, it is the teacher's responsibility to work with the student to make sure that they make up any work that they missed.

ADVANCED MAKE-UP SLIPS:

Students planning to be gone for any reason must request an advanced make-up slip from the office that will be signed by each teacher. The intent of this procedure is to have the student complete all work before they are permitted to leave. It is up to the teacher to determine if the student has their work finished, and should assume every privilege of not signing the form if progress is not what it should be. If a student informs you that they are going to be gone, please send the student to the office for an advance make-up slip and to obtain parent approval via phone. There have been times when teaching staff are aware that a student will be absent but the office is unaware.

TARDINESS:

If a student is late for class due to an excused reason, such as meeting with a teacher, the teacher will give a pass to their next class. Detention will be assigned if a student has **five (5)** unexcused tardies during a semester. Every additional tardy will be referred to the discipline matrix in the student handbook.

BUILDING PASSES:

Staff should issue passes to students at their discretion. However, staff should limit student passes during class as much as possible. No student is allowed to sign out to see a teacher to get a pass during the period. It is understood that students must have a building pass any time that they are in the hall during a class period. Students must have a pass from a classroom teacher before coming to the Health Office and are not to go to the Health Office between classes. All students will sign out to leave the room for any reason on their iPads. The teacher(s) is responsible for enforcing this policy.

DISMISSING STUDENTS FROM CLASS:

The teacher should dismiss students from class. Communicate your classroom dismissal procedures with the students. Please be sure not to dismiss students earlier or later than the times listed on the school-wide master schedule. Students are not to be dismissed any earlier than 3:30 p.m. at the end of the school day.

For middle and high school lunch, students will be dismissed to go to the commons/recess locations, exactly at the assigned lunch times unless other arrangements have been made with administration.

For elementary lunch, teachers are to walk their class to the commons exactly at the assigned lunch times unless other arrangements have been made with administration.



Breakfast/Lunch/Milk Program

LUNCH:

Individuals may deposit money into their lunch accounts from 7:25 a.m to 7:40 a.m. each morning. Deposits should be made with your site level office secretary.

Prices are as follows:

All Type A student meals are free

Adult Breakfast

- \$2.10

Adult Lunch

- \$4.00

All additional items will be charged on a per item basis. This includes extra milk, full servings, or a la carte items.

FOOD IN THE CLASSROOM:

Food and drinks are generally not allowed in the classroom. If you are having food or drink in a class for educational purposes, such as a class reward, be sure to receive prior approval from the principal.

As snack time is a valuable part of the day at the elementary, food is allowed during those times, but students and staff are expected to clean up any potential messes and ensure wrappers or other waste ends up in the appropriate location.

IMPORTANT:

The school nurse will communicate student allergies and safety plans to the student's teachers at the beginning of the school year.

Video Policy

VIDEO USAGE:

Videos used in the BLHS need to have relevancy to the curriculum and effectively use instructional time.

Teachers are directed to request prior written authority from their building principal to show a noncurricular video.

If a PG, PG13, or R-rated video related to the curriculum is shown at the middle school, parent/guardian and principal permission is required. An alternative learning experience will be provided for students who do not have permission to view the video.

For Clarification:

Non-curricular videos are typically any video's that have a rating or a video that was initially produced for entertainment. Curricular videos would be instructional, documentary type video's that were produced to educate the audience.

Videos that do not have a strong correlation to the curriculum and are used for rewards and/or celebrations are protected by movie licensing and copyright laws. To show a movie for a reward and/or celebration a site license needs to be purchased. Again prior approval must be obtained from the building principal. Movies for rewards and/or celebrations should be used sparingly.

Middle/High School Advisory Time

Tuesday - Top 20/Team Building 3:00 PM to 3:30 PM

Wednesday-Friday - Intervention/Enrichment 3:00 PM - 3:30 PM,

Advisors and Responsibilities

Sr. Class Advisors: Christy, Grams, J.Weick & Melberg - Meet in Christy's room

Homecoming Float & Skit

Decorating committee & supplies for hallway

Decorate and supervise coronation

Assist in picking out graduation invitations, colors, motto, flower for graduation

Motto banner for graduation & ordering of flowers for graduation

Assist with graduation practice

Powder Puff FB Game – Officials, Score/Clock, Chain Gang, Announcer

Jr. Class Advisors: Elwell, Wiethoff, & Winkelmann - Meet in Elwell's Room

Homecoming Float & Skit

Homecoming Parade

Hall decorating & Supplies

Shaving Cream VB game – officials, timer/clock, scorekeeper, line judges

Arrange for vehicles for royalty in the parade

Coordinate, plan, decorate, and host Prom

Chaperone the evening of Prom

So. Class Advisors: Christianson, L. Johnson, Jackson - Meet in Christianson

Homecoming Float & Skit

Hall decorating & supplies

Decorate bleachers for homecoming

9th Class Advisors: Cederstrom, Berntson - Meet in Berntson's Room

Homecoming Float & Skit

Hall Decorating & Supplies

Posters for students

8th Class Advisors: Ahlbrecht, Peltz, Bertsch- Meet in Bertsch's Room

Homecoming float & skit

Hall decorating & supplies

Locker Posters

Hallway Posters

Homecoming Dance?

7th Class Advisors: Uecker, J. Johnson - Meet in J. Johnson's Room

Homecoming Float & skit

Hall decorating & supplies

Hallway Posters

Locker Posters

6th Class Advisors: Rossow, Borth, R. Weick - Meet in R. Weick's Room

Homecoming Float & skit

Hall decorating & supplies

Hallway posters

Locker Posters

Homecoming Dance?

Class Meetings

Class meetings may be held periodically throughout the year. Each class has a president, vice-president, secretary and treasurer. The class president will preside over the meetings. The class advisors will be at each class meeting. Classes should set up committees at the beginning of the year for the various activities or functions for which they are responsible. Class dues should be set at the first class meeting. Class dues for 6-8 grades should not exceed \$10 and dues for 9-12 should not exceed \$20. Accurate notes must be kept by the secretary for each class meeting and at the end of the year turned into the HS secretary.

Assigning Students to Advisory

On Thursday and Friday of each week, licensed staff will collaborate with colleagues to schedule students to their Advisory Wednesday-Friday. The MS/HS will be using Flexisched as our student management system during Advisory. This will allow teachers to pull students where intervention is needed and allow other students to select an intervention or extension of their interest. Monday will be the designated day to have students select their placement for the week.



Grading Policy

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

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

Report Cards:

Reports cards are issued at the end of each Semester (Jan 18th-End Semester 1). Grades will be submitted to the office online through Infinite Campus. All courses are semester based. Students should receive a final grade at the end of Semester. Each course is worth .5 Credits

**All middle and high school grades must be updated by Tuesday at 7:45 AM on Infinite Campus.
Elementary teachers must post grades/progress reports/etc at least once a week.**

STUDENT RETENTION/PROMOTION:

Retaining a student at the conclusion of the school year based on unsatisfactory progress throughout the school year is a viable option that will be considered if necessary. Staff members and parents may recommend that retention is in the best interest of the student. Each case will be considered on an individual basis. Students who receive failing grades in core courses (English, Math, Science, Social Studies) will be required to repeat, in an effort to remain on track to graduate.

COMMUNICATING WITH PARENTS:

The strongest link possible for educators is to have good communication with the student's parents or guardians. Calling home for positive things the student does in class will have as much impact as negative calls, if not more. Too many times the parent is the last person to know when a student is not doing the work in class, and when informed at the end of the quarter it is too late. It is hoped that strong communication will help the parent feel more at ease with their child's teacher, and build a partnership that will last through their child's middle school experience. Postcards are available in the office for the times when a quick note home may fit your needs.

It is expected that teachers of students who have earned an "NE" in their class will have made several (minimum of two) contacts home using multiple methods (ie. email, phone call, etc.) indicating to parents or guardians of their child's status well before the final grade. The dates and times of these contacts should be documented as well as efforts to assist the child (block 6, etc.). If you are unable to get a hold of parents or guardians let the principal know so other avenues can be pursued.

Grades are NOT about affirmation, validation or compensation, they are about communication. Students learn best through a system of clear learning targets, quality formative assessment, developmental feedback, and the opportunity to respond to that feedback in order to guide their effort toward higher levels of understanding. Grading and grade reporting should be used to support learners and to communicate academic achievement and the learning progress of students. Grading should emphasize the importance of learning and not just task completion...it's about the learning, not the grades! Grading should accurately reflect how much a student has learned in relation to course Learning Targets. Grading should be based mostly on learning that is demonstrated by way of summative

assessments, NO extra credit or points for participation. Productive learning behaviors, such as work completion, self-advocacy, and attention to detail, support high levels of learning, but they do not guarantee it!

If grading is weighted 70/30 (70% Summative/30% Formative), teachers would use the cumulative grade or summative assessment grade, whichever is higher, for the final semester grade.

	Summative Assessments	Formative Assessments	Final Grade @ 70/30
Student A	78% (C+)	95% (A)	83.1% (B)
Student B	92% (A-)	50% (F)	92% (A-)

Standards/Frameworks

Academic Standards/Frameworks identify what students should know and be able to do in the classroom within a given subject or content area. Standards/Frameworks serve as goals for student learning, guideposts for classroom instruction, and a framework for assessment. Teachers have worked within these Standards/Frameworks to identify the most essential ones, or Power Standards, for students to learn and understand in each content area. Teachers should spend most of their instructional teaching and assessing time on these standards because it is important for all students to learn them.

Learning Targets

Learning targets are concrete goals that clearly describe what students should learn and be able to do by the end of a class, unit, project, or even a course.

If a Power Standard is a larger piece of information critical for a student to understand and demonstrate knowledge of, then learning targets are the lessons – or building blocks – that build that understanding.

Some Learning Target Examples:

- I can make predictions using information from what I read to guess at what will happen next.
- I can summarize text with a short statement of the main ideas and most important details from a passage I have read
- I can analyze geographic information from a variety of sources.
- I can describe and classify cubes, prisms, pyramids by the number of edges, faces, and vertices.

Formative Assessments (Common Formative Assessments)

Formative assessments are a deliberate process used by both teachers and students during instruction that provides specific, descriptive, actionable and immediate feedback to adjust teaching and learning. Formative assessments inform students about their learning progress and next steps for learning growth before a summative assessment. Receiving high quality, timely and actionable feedback from the teacher is a critical part of the formative assessment process for students. It is also a tool to inform teachers about instructional decisions as they relate to the student. Formative assessments are an important part of the learning process and to demonstrate readiness for summative assessments.

Summative Assessments

Measures student academic achievement and progress toward mastery of Power Standards/Learning Targets. They provide opportunities to measure student progress by determining if students have learned the intended goals. Students will not be allowed to take a summative assessment until all formative assessments have been completed. This allows time for responsive feedback from the teacher, so the student is prepared for the summative assessment. If a student is unable to take the summative assessment during the class period, then they will work to complete the formative assessments associated with that summative assessment.

REASSESSING:

Students must complete the Request to Reassess form, which can be found in teachers' classrooms or the office. After completion of the assigned tasks/strategies agreed upon between the cooperating teacher and student, a student may reassess to earn a better grade.

Students can't reassess formative or summative assessments from the first half of the semester, Mid-Term, after the subsequent week of Rewards and Recovery Day.

This means that no student can redo any assessments that happened before that designated date during the 2nd half of each semester.

Academic Honors

12th grade - The student with the highest GPA will be awarded Valedictorian. The student with the second highest GPA will be awarded Salutatorian.

Seniors with a cumulative GPA of 3.667 and higher will graduate with High Honors. Seniors with a cumulative GPA of 3.00-3.66 will graduate with Honors.

Honor Roll: Students with a cumulative GPA of 3.667-4.00 will be placed on the A Honor Roll. Students with a cumulative GPA of 3.00-3.66 will be placed on the B Honor Roll.

Academic Lettering: Students in grades 9-12 are eligible for an Academic letter if their year GPA exceeds 3.00.

Procedures

DAILY ANNOUNCEMENTS:

Please turn in any daily announcements for the students and/or staff in writing to your site level administrative assistant, ideally, no later than 7:15 AM the day they are to be posted. Announcements will be emailed to staff daily. Announcements should be read, and posted for students to see, daily by the teacher at the end of the first scheduled core class.

Elementary Staff will utilize and help update the collaborative announcements in Google Slides.

The Pledge of Allegiance is required to be recited one time per week. This will be done over the intercom system. Students are not required to participate but must be respectful to others.

DUPLICATION OF MATERIALS PROCEDURES:

There are copiers found in each site level's workroom.

STUDENT SUPPORT TEAM REFERRALS:

Teachers and/or parents may make a referral to the Student Support Team for any student who is having academic, social, or behavioral difficulty in the school setting. A referral form must be completed by the referring teacher. Referral forms can be found on the Drive. The team and referring teacher will develop two systematic interventions to assist the child in the identified areas of difficulty. The interventions will be implemented and data collected over a 4-6 week period. If collected data indicates that the child is still having difficulties in the identified area(s) the student will then be referred for special education assessment. The Student Support Team will meet each month on the first and third Tuesday of each month.

Elementary teachers are expected to attend their assigned Student Assistance Team meeting to discuss any student who is having academic, social, or behavioral difficulty in the school setting.

FIELD TRIPS:

Field trips are intended to be an extension of the classroom and should be a strong link to classroom experience. Communicate any possible field trip plans with the principal prior to informing the students so costs can be secured.

When planning field trips, staff should follow and complete the Field Trip Approval Form found in the Staff Folder or Office. Each teacher involved is responsible for all communication, approvals, and other items outlined on the field trip approval form. This form should be completed in order, starting with permission requested from the Principal. Completing this form is the teacher's responsibility. All Information about field trips and permission forms must be given to the building principal at least one month prior to the field trip. The completed Field Trip Approval Form must be completed and submitted to the site level Principal TWO WEEKS before the trip. [Field Trip Approval Form](#)

MEDIA CENTER:

The library is available to check out books. The media specialist will be available to provide support in checking out and reshelving books.

VOLUNTEERS:

All volunteers are required to have a background check on file with the district. You are expected to have preparations made for the volunteer before they arrive so that they may begin work when they enter your space. The salaried staff members will give detailed instructions to the volunteers and supervise their work. All volunteers are to be treated with respect and appreciation. If you have a problem with a volunteer that you cannot resolve or do not wish to have a specific volunteer return, please see the principal.

CLASSROOM SUPPLIES:

A limited amount of basic supplies are located in the office area supply room. Pick up supplies as you need them. Please do not take more than you need. These supplies are supplemental and are not intended to take the place of materials that should be ordered through your allocated budgets.

CLASSROOM BUDGETS:

Budget updates are available upon request from the principal. It is requested that staff do not make budget inquiries through the business office unless directed to do so by the principal. All purchases/request must receive prior approval from the principal. All purchases for allocated budgets should be submitted for the year on or before the second Friday of May. If it is after this date it will come out of the allocated budget for the next school year as the purchased items will not be received in time to be used for the current school year. Plan accordingly for your purchases, supplies, and needs for this school year.

On occasion money is collected by staff for fundraisers, field trips, etc. You are expected to keep an accurate record of the collected money. Money that is collected should be turned into the district office daily.

Do not charge materials at local businesses without first submitting a requisition requesting Purchase Order # (PO#) from the building principal. When making purchases from local businesses be sure to sign the receipt and attach it to the Purchase Order. Submit the signed receipt and purchase order to the building principal.

REQUISITIONS/MATERIALS PURCHASED BY EMPLOYEES:

Class materials that are purchased or previewed should always be done through requisitions and purchase orders that have been approved by the principal. Get approval from the principal before submitting a request, if items are

purchased without a purchase order or requisition, and prior approval has not been given, the teacher will do so at their own expense. Requisition forms can be found in the BLHS Staff Only Files Shared Drive. Follow all directions in the Purchase Orders-Purchasing folder. After all necessary information is filled out; the requisition request should be turned into your principal via email. Items such as food, non-instructional prizes, or holiday gifts cannot be purchased with instructional funds.

Property owned by the District may be sold to employees after a reasonable public notice at the public auction or by sealed bid (if the employee is the highest bidder). Employees may not include items for personal use when placing orders for instructional supplies in the District's name. Doing so may violate the sales tax statutes.

Travel

USE OF SCHOOL VEHICLES:

In the case of needing the use of a school vehicle, the first step is to reserve the time you will need the vehicle in the District office. If the school vehicles are being used, the person who has the farthest distance to travel will be given preference to the school vehicle. If you have to take your own vehicle, the district will reimburse you at a pre-determined rate. (Check with the business office on rates.)

If you choose to take your own vehicle, you will be reimbursed for your mileage (check with the business office).

Submit a claim on the appropriate form available in the office and have the principal sign it. Keys are located in the District Office and need to be checked in and out from there. The person checking out the vehicle is responsible for thoroughly cleaning the vehicle out and letting the district office know if the vehicle needs gas so the vehicle is ready for the next person utilizing it. Notify the principal and district office if the vehicle needs attention. School vehicles are not to be taken home.

USE OF PERSONAL VEHICLE:

The school district carries liability insurance that provides protection for the use of their vehicles (owned, non-owned, leased, or hired). Their liability insurance will cover staff (or volunteers) using their personal vehicles.

TRAVEL CLAIMS PROCEDURE:

Staff members will be reimbursed for expenses of overnight lodging and meals while on school business trips, but will not be reimbursed for meals if it is a one-day workshop. When registering for workshops, it is to your advantage to ask if a meal is provided. All claims must be submitted on the expense forms available in the office, with the principal's approval.

Other Information

EQUAL EMPLOYMENT OPPORTUNITY

The BLHS School District prohibits discrimination in any form on the basis of race, creed, religion, gender, gender identity, color, national origin, family care status, disability, status with regard to public assistance, sexual orientation, age, veteran status or marital status. This policy includes but is not limited to the following: employment, promotion, demotion, transfer, layoff, recall, corrective actions, termination, compensation and training. Employees who engage in discrimination will be subject to disciplinary action, up to and including termination. Reference Board Policy #401.

BOARD POLICIES AND REGULATIONS

Board Policies and Regulations may be accessed on the District website – under District/Board of Education/Board

Policies. Remember, District policies and procedures may change at any time.

FIELD TRIPS:

[Field Trip Form](#) must be completed & approved 2 weeks prior to the trip.

STAFF MAILBOXES:

Each staff member has a mailbox located in their building office area.

CURRICULUM MAPPING:

It has been the policy of the BLHS School District to have everyone record what he or she is doing in the classroom on a common database. This is in the form of a Curriculum Map and is to be updated each year. This is critical in maintaining the continuity of the program and subject matter. In the case where new units are developed, it is up to the individual teacher to be sure the topics chosen fit into the K-12 curriculum. The file is located in the District Curriculum shared Drive.

COMPUTER CARTS:

There are computer carts located in the building that are available for student and staff use. Signing up for a computer cart is done electronically through Google Calendars. Seth will be providing training on how to schedule with Google Calendars.

TELEPHONES:

Telephones are available in every classroom and staff office area. A directory of inner-school telephone numbers will be provided to you. Dial "9" for an outside line. When it is necessary to make a personal long-distance phone call, use a cell phone.

LYCEUMS:

Whenever a student lyceum is held, staff members will be in attendance. Students will usually sit in their current class groups and the cooperating teachers are asked to sit with them. Make note of any student absences and report them to the office.

KEYS:

Do not loan students keys/electronic keys to the building or leave them lying out where it could be easy for others to take them. If your keys/electronic keys have been lost or misplaced, notify the principal as soon as possible. If you need additional keys/electronic keys, permission is required from the principal to obtain the keys/electronic keys. A fine of \$10 per key with a maximum of \$25 will be assessed for lost keys.

PARKING:

Staff members are encouraged to park on the street or in the parking lot to the South of the building and enter through the door on the South Side.

BUS/CAR STUDENT DROP-OFF:

The student buses will drop off and pick up the students at the East entrance to the building. Generally, the buses will use the East side entrance side walk from 7:30 a.m. to 7:45 a.m. and from 3:20 p.m. to 3:35 p.m. During those times, no other vehicles will be permitted to drive in the East side building area. Barriers will be in place during the school year indicating this and directing traffic accordingly.

Students being dropped off by car or picked up by car from 7:45 a.m. to 8:05 a.m. or from 3:40 p.m. to 4:00 p.m. are highly encouraged to use the southwest doors and parking lot. At other times, students may be dropped off or picked up at the central entrance to the building.

BEVERAGES/SMOKING:

All beverages should be covered or unopened when transporting them from the lounge to your rooms to eliminate spills in the hallways. Please do not drink in the hallways or during hall duty assignments. Coffee, water, pop in your classrooms are fine, but use discretion. Model what is expected of students during class. The building, grounds, and vehicles are tobacco/vaping/alcohol/drug-free.

RECYCLING:

We are active participants in the Renville County recycling program. There are blue containers in your room that can be used for materials that can be recycled. Essentially, we recycle only two types of paper at this time: white non-coated paper and all others.

WEATHER DELAYED SCHOOL START:

If school is announced to be starting two hours late, the normal start time for staff will be delayed by 2 hours based on each individual teacher's hours of work schedule. Use your best judgment when attempting to travel in these conditions, and keep safety as the utmost concern. If you cannot attend school because of the weather, you will need to enter the absence as a personal day into SMART Er.

In the event of an early dismissal, all out-of-town staff may leave after the busses leave. In-town staff should remain until it is announced that all students have been safely transported home.

BLHS EDUCATION FOUNDATION:

Anyone wishing to access funds given to the Foundation should complete the necessary form, which is emailed to all licensed staff members in the spring of each academic year. Please be very specific with your request so that the members of the Foundation board understand your request. Submit the completed form to the office, which will be passed on to the Foundation for their consideration. BLHS Education Foundation meets quarterly.

CONTINUING EDUCATION:

At the present time teachers are required by state regulations to collect 125 clock hours of continuing education in a five-year cycle if not certified for life. The local Continuing Education Committee decides the value of each request. Forms for this request are available in the office and are to be filled out and submitted to a committee member. Committee meeting dates and members will be communicated at the beginning of the school year. Please review any email pertaining to Continuing Education.

STAFF DEVELOPMENT REQUESTS:

All requests should be completed on the Staff Development Form found in the staff folder.

INJURIES –WORKMEN’S COMPENSATION CLAIMS:

If injured while on duty, an injury report must be filed immediately in the district office. Workmen’s Comp gives us a short amount of time to notify them when an employee is injured on the job, so it is very important to notify the district office so paperwork related to any potential future claims can be processed. Report forms are available in the district office. Just telling the health office of your injury is not an official injury report.

FUNDRAISERS

Advisors must complete the fundraising application and submit it to the Principal two weeks prior to the sale for approval. Do not order ANYTHING until you have received approval! Forms can be found on the Staff Shared Drive. It is the requirement of the administration and the school board that school sales be held to an absolute minimum. Other organizations, such as After Prom Parents or other community organizations who wish to conduct a fundraiser at school activities also need to complete a Fundraising Application. All fundraisers must be on the master calendar in

the building office. No more than one fundraiser at a time or more than one per year, except by the superintendent's permission.

The proceeds from any fundraiser, such as the junior/senior pizza sales or the band magazine sales, will be considered the property of the entire organization even though the amounts are recorded into individual student accounts. As an incentive to promote sales and allow individuals to earn money to pay for their entire class trip, a class may decide to award prizes for individual efforts. Advisors should remind students involved in fundraising activities that all school rules apply even if the fundraising activity is after school hours or off school property. **Advisors must submit all fundraising money to the office with a reconciliation statement. Advisors and students should not keep money or fundraising items in their lockers, since you will be responsible for the entire amount even if it is lost or stolen.**

EMERGENCY CLOSINGS

Emergency closing will be announced over the following radio and TV stations:

WCCO radio (830 AM) Twin Cities
KDUZ radio (1260 AM) Hutchinson
KARP radio (106.9 FM) Willmar
KNUJ radio (860 AM) New ULM
KNSG radio (94.7 FM) Springfield
BRAT radio (107.3 FM) Olivia
KWLM radio (1342 AM) Willmar
KQIC radio (102.5 FM) Willmar
Country K100 radio (100.5 FM) Olivia/Willmar
KSTP TV (Channel 5)
WCCO TV (Channel 4)
KARE 11 TV (Channel 11)
School Activities Line (848-2233 press 3)

Emergency and weather-related announcements are sent out via Infinite Campus. For the system to work, your current contact information (email and/or cell phone) must be entered in Infinite Campus and appropriate boxes checked giving permissions.

Staff does not have to report on days there is an emergency closing unless otherwise notified. All practices and events scheduled for the remainder of the day will be canceled.

