Benson High School

Student Handbook 2026-2027

High School Office: 320-843-2710 ext. 2159

Benson School District Vision

"Exceptional Opportunities for Every Student's Success"

Benson School District Mission Statement

The Benson Public School District is committed to innovative learning opportunities to reach the potential of every student through exceptional academics, activities, and staff.

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Students and Families,

Welcome to another school year at Benson High School!

I am excited to begin my first official year as the 6–12 Principal. Over the past two years, I've had the opportunity to work alongside our students, staff, and families, and I'm grateful to continue serving the Benson community in this new role.

At Benson, we want every student to feel welcomed, challenged, and supported. My hope is that each student comes to school ready to learn, willing to try new things, and committed to treating others with kindness and respect. Whether you're starting 6th grade, entering your senior year, or anywhere in between, this is your school. Get involved, ask questions, build relationships, and make the most of the opportunities that come your way.

This handbook is here to help students and families understand the expectations, policies, and procedures that keep our school running smoothly. While it doesn't have every answer to every situation, it provides a good starting point and can be a helpful resource throughout the year. I encourage you to take a few minutes to look through it together before the school year begins.

One thing I've learned is that the best school years happen when students, families, and staff work together. Thank you for the support you give our school and for partnering with us throughout the year. I'm looking forward to a great year filled with learning, new experiences, and plenty of reasons to celebrate our students. If you ever have a question, concern, or just want to connect, please don't hesitate to reach out.

Go Braves!

Ashley Kent
Principal

Handbook Notice
This handbook is intended to serve as a guide for students and parents/guardians. It outlines the policies, procedures, and expectations that help our school operate safely and effectively. Because every situation cannot be anticipated, students are expected to follow all district policies, school rules, and the direction of school administrators. If you have questions or would like additional information, please contact the Benson High School office.

School hours are 7:30 a.m. – 3:30 p.m. Office hours are 7:30 a.m. – 4:00 p.m.

NOTICE: For the safety of our students and staff, all doors will be locked from 8:00 a.m. – 3:01 p.m. During this time entrance can be gained at DOOR #1, the main doors by the Benson High School and Community Education offices, via a video entrance system. Students will be expected to park in the main parking lot as the doors on the north end of the school will be locked.

Phone: (320) 843-2710 Web Site: www.benson.k12.mn.us

DAILY SCHEDULE – REGULAR DAY

First Bell 7:57
1st Period 8:00-8:45
2nd Chance Breakfast 8:45-8:57
2nd Period 9:00-9:45
3rd Period 9:48-10:33
4th Period 10:36-11:21
Lunch 11:21-11:49
5th Period 11:52-12:37
6th Period 12:40-1:25
7th Period 1:28-2:13
8th Period 2:16-3:01

DAILY SCHEDULE – WEDNESDAY ADVISORY DAY

First Bell: 7:57
1st Period: 8:00 – 8:42
2nd Chance Breakfast: 8:42 – 8:54
2nd Period: 8:57 – 9:39
Advisory: 9:42 – 10:03
3rd Period: 10:06 – 10:48
4th Period: 10:51 – 11:33
Lunch: 11:33 – 12:01
5th Period: 12:04 – 12:46
6th Period: 12:49 – 1:31
7th Period: 1:34 – 2:16
8th Period: 2:19 – 3:01

DAILY SCHEDULE – 2 HOUR LATE START

First Bell: 9:57
1st Period: 10:00 – 10:32
2nd Period: 10:35 – 11:07
3rd Period: 11:10 – 11:42
Lunch: 11:42 – 12:10
4th Period: 12:13 – 12:45
5th Period: 12:48 – 1:20
6th Period: 1:23 – 1:55
7th Period: 1:58 – 2:30
8th Period: 2:33 – 3:01

DAILY SCHEDULE – Early Dismissal

1st Hour: 8:00 – 8:29
2nd Hour: 8:32 – 9:01
3rd Hour: 9:04 – 9:33
4th Hour: 9:36 – 10:05
5th Hour: 10:08 – 10:37
6th Hour: 10:40 – 11:09
7th Hour: 11:12 – 11:41
8th Hour: 11:44 – 12:13
Lunch (All Students): 12:13 – 12:37

FREQUENTLY ASKED QUESTIONS

Please visit our website for a current list of Frequently Asked Questions. They may be found at www.benson.k12.mn.us and look for the Frequently Asked Questions tab on the left column.

WHAT SHOULD I DO IF…

I arrive at school after 1st period has started…You should report to the office to obtain a pass to class. You should also make sure that your parents/guardians have phoned the office prior to your arrival.

I am tardy to any one of my classes…You should report to your class as quickly as possible. The teacher will follow the school's tardy policy.

I return to school after being absent…Before school begins, you should report to the office to obtain an admission slip to class. Your parents/guardians are to call the office prior to 9:00 a.m. on the day you are absent or send a note with you immediately following an absence. Failure to follow these procedures may result in an unexcused absence. Remember, it is the students' responsibility to get the makeup work and complete it.

I know I am going to be missing school…You should have your parent/guardian contact the office well in advance of the absence to let the school know you are going to be absent. Remember, it is the student's responsibility to get the makeup work and complete it.

I need to see the Principal or Counselor…You should come to the office. If he/she is not immediately available, you may make an appointment to see him/her.

I lose or find something valuable…You should report it to the office as soon as possible.

I have something stolen from me…You should report it to the office as soon as possible. Although locks for your lockers are not required, they are available to be purchased from the office for $6.00. The school will not be responsible for replacement of personal items lost or taken from lockers.

I need to miss a class for any reason…You should contact the office for instructions to follow.

I feel sick or injured myself during school…You should ask your teacher to sign your agenda to report to the office. You will receive permission to use the phone to contact your parent/guardian; the secretary will speak to your parent/guardian and may issue you a pass to leave the building. If you are injured or feeling sick, the nurse may also visit with you. **All head and eye injuries should immediately be reported.**

I want to go out for a sport…You should pay attention to the announcements for meeting dates. You should go online to register for sports and fine arts, complete the forms with your parent/guardian, and pay the user fee. You must have a sports physical on file as well. If paying activity fees causes financial hardship, please contact the Activities Director for options.

I move to a different address and/or my parent(s)/guardian(s) change jobs and telephone numbers where they can be reached during the day…Report this information to the office as soon as possible.

I have a pass to leave the building during the day…You should sign out in the office before leaving the building. Students who leave the building without signing out may have the absences recorded as unexcused. If a student leaves for lunch, does not return and misses afternoon classes the school needs to receive a parent call before 1:30 p.m. for the absence to be excused. Unless the school receives a phone call or arrangements are made prior to the student leaving, the absence may be unexcused.

I am sick and need assignments…You should email your child's teachers for assignments which can be done using Parent Portal/Student Portal or you could call a classmate and get information from them.

I have a doctor/dental/medical appointment…You should have your parent/guardian contact the office to request a pass for you to leave the building. Before you leave the building, make sure you sign out in the office.

I want to bring a friend/relative to school…You should contact the 6-12 office at least a day ahead of time to work out any arrangements.

I am wondering if school will be late or closed due to the weather…You should listen to 93.5 FM (KSCR) and other local radio stations for weather-related announcements. You will receive an automated call, email and/or text from the school.

GENERAL INFORMATION

Rules and regulations which govern the day-to-day operation of the school system, that are included within this document, are extensions of the Board of Education policy. Failure to read this document does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

District Calendar

AIR QUALITY AND PESTICIDE NOTICE

ANNOUNCEMENTS

Daily announcements will be made over the intercom to students in the morning. A weekly document will be sent out by BHS Office Staff too families.

In addition, they are posted on the website; It is the responsibility of each student to be aware of the content of the announcements and where the information can be found in the event of an absence. Announcements will also be added to the slides on the cafeteria screen at lunch.

AUTOMOBILE SEARCH
School officials may conduct routine patrols of school district property and touring inspections of the exteriors of motor vehicles of students. In addition, the interiors of motor vehicles of students on school district property 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.

EMERGENCY PROCEDURES
In the event of any emergency, including fire, tornado, severe thunderstorms, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. In the event of any emergency, please tune your radio to 93.5 FM (KSCR).

FEES
Lunch and Breakfast fees for 26-27 school year
2026-27 Fee Schedule:
Every student will receive one breakfast and one lunch free.
6-12/Adult meals are priced at $6.00 for lunch and $3.50 for breakfast.
Individual milk remains $0.50.
Families are encouraged to monitor lunch balances via the district website. Access requires a registered user account; please follow these steps: 1. Navigate to www.benson.k12.mn.us. 2. Select the appropriate Parent Portal link (6-12). 3. Log in using your assigned credentials. 4. Access the Lunch module. 5. Review your current balance or view specific transaction history for your students. For assistance with your account, please reach out to Connie Evenson at 320-843-2710, ext. 1131.

GUIDANCE AND COUNSELING
Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to discuss with the counselor. Students wishing to visit with the counselor should contact the counselor for an appointment.

LOCKERS
Students will be assigned lockers. Students must not change lockers unless permission is granted by the office. Students will be responsible for maintaining the cleanliness and proper condition of her or his locker daily. The school will not be responsible for replacement of personal items lost or taken from lockers. Students should not have personal locks on their lockers – this includes physical education lockers. If students wish to have a lock on any school or physical education locker, they must purchase a v36 lock from the 6-12 office. It is recommended that students purchase locks for their lockers. Each student is responsible for the content displayed in or on his or her locker.

BACKPACK POLICY
In order to promote health and safety of all students and staff, backpacks will be kept in school lockers for the duration of the school day. Students may bring their backpack to and from school. Upon arrival at school students must place their backpack in their locker. Students will not be allowed to carry their backpacks with them throughout the day.

LOCKER SEARCHES
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. School authorities for any reason may conduct inspection of interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a students' personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

TELEPHONE
A student phone is located in the BHS 6-12 Office. Students will not be called out of class for a message unless it is an emergency. The office personnel will take a message and contact the student as soon as possible. Cell phones are not an acceptable means for anyone to contact students while classes are in session (see the policy for cell phone use). If a student must be contacted during class time it must be done through the office to avoid the interruption of class.

VISITORS

Visitors need to sign in to the 6-12 office. If a visitor is staying to attend class with a BHS student, they must have prior approval from administration.

CRISIS RESOURCES
If you or someone you know is in crisis and in need of immediate assistance, the following resources can help:

- National Suicide and Crisis Lifeline at 988
- Throughout Minnesota call **CRISIS (**274747)
- The Trevor Project at 866-488-7386
- Minnesota Farm and Rural Helpline 833-600-2670
- Children's Mental Health Crisis Response - Swift County 1-800-432-8781

ACADEMICS

COLLEGE CREDIT CLASSES
Benson High School offers many courses through MState/MnWest in which a student may earn college credit. In order to enroll in one of these courses a student must be registered as a full-time student in Benson Public Schools, have a minimum GPA of 3.2 for 11th grade students and 2.8 for 12th grade students. High school credit earned through an off-campus college course will be recorded as 1.0 high school credit for a 4 credit semester class.

CLASS RANK
Class rank begins at Grade 9. Students must be registered for a minimum of seven credit bearing classes per semester. No more than two of the classes may be "Pass/Fail" to be included in class rank.

CLASS STATUS
Classification for class enrollment will be determined by credits earned rather than chronological age. Requirements for each grade:
To be considered a sophomore, a student must have successfully completed a minimum of 7 credits and all required courses;
To be considered a junior, a student must have successfully completed a minimum of 14 credits and all required courses; and
To be considered a senior (and eligible for any privileges granted to seniors), a student must successfully complete a minimum of 21 credits during grades 9-11 (credits will only be granted at the end of the semester, end of the year, and the conclusion of summer school), completed all required courses and have been considered a member of the senior class during the previous school years.

EARLY GRADUATION
A student will not be allowed to graduate ahead of their classmates. If a student wishes to graduate prior to commencement, they should arrange a meeting with the school counselor and administration to discuss their options.

EXTRA HELP
Students should always seek extra help from instructors when needed. Conferences may be arranged before and after school or during study hall. A teacher may request to see a student during the above-mentioned time or at times which are convenient to both student and teacher. This should not be considered as an act of discipline but as a desire by the teacher to help the students experience greater academic achievement. You have several options available to you if you would like to receive additional assistance with your schoolwork.
Contact Your Teacher: Ask your teacher to schedule an appointment for extra help during a study hall or before/after school.

GRADING
Letter grades and percentages for BHS classes are defined as follows:

A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

HOMEWORK REQUEST
Student/Parent may request homework for an absence from the teacher via email or using Parent/Student Portal. A student should contact the teacher, check the teacher website, Google Classroom or syllabus, or check with a friend for makeup assignments.

HONOR ROLL
Students must be registered for a minimum of 3.5 credits per semester. Grades wBill be determined on a 4-point scale. Students must acquire a grade point average of 3.667 or above to be included in the A Honor Roll and a 3.00 or above average to be included on the B Honor Roll.

4.0 =	A	3.0 =	B	2.0 =	C	1.0 =	D
3.667 =	A-	2.667 =	B-	1.667 =	C-	.667 =	D-
3.333 =	B+	2.333 =	C+	1.333 =	D+		

Honor Roll is based on the grade point average for the quarter, not the semester. Students who have received an F grade do not qualify for the honor roll. Students must have five BHS letter grades to be eligible for the honor roll.

MAKING UP WORK
Students who have missed school with an excused absence are allowed two school days of makeup time for each day of absence. The student is to complete the work as assigned by the teacher. Accommodations may be made if a student misses more than the last two days of a quarter. Departmental areas reserve the right to enforce special deadlines for some projects, which would be clearly communicated to the student and/or parent in advance. Teachers may issue a "0" for work, including tests/quizzes, which are missed due to unexcused absences.

ONLINE CLASSES
Students opting to complete required courses via online, non-BHS options, will need to complete form ED-02400-05 Online Learning Supplemental Notice of Student Registration. This form will be required for each quarter a student opts to do online, non-BHS coursework and must be submitted to the high school counselor between the 1st day and 20th day of each quarter.

POST SECONDARY ENROLLMENT OPTIONS
10-12 Graders have the option to attend a post-secondary school either full or part-time. To apply:

- ✓ Students and parents are solely responsible for researching and applying for any PSEO program.
- ✓ Make sure you and your counselor talk about how you will meet Benson Public School requirements,
- ✓ You will need to complete and sign forms (if under 18, your parents/guardians will also have to sign),
- ✓ You will have to meet with the admissions staff of the post-secondary institution.
- ✓ All PSEO final grades must be received and verified by the counselor and/or high school office prior to Benson Schools graduation ceremony. Failure to do so may result in not participating in Benson Schools graduation ceremonies.

PROMOTION/RETENTION
Promotions in 7-12 shall be by subject. Semester classes that a student receives an "F" in may be made up in summer school or 9-12 students will retake the course the following year (if not completed during summer school). 7th and 8th grade students who fail three or more core subjects for the entire year may be retained. A parent or guardian may make an appeal to the administration. Intervention options are available such as Targeted Services during the school year and summer school.

REPORT CARDS
Report cards can be printed by asking in the 6-12 office at the end of each quarter. If there are any questions, call the school to request a conference with the teacher, counselor, or principal. Teachers may also request conferences.

SCHEDULE CHANGES
Any student-initiated schedule change must be completed before the first day of each semester. It requires communication with your parents/guardians, and counselor. Any student-initiated or discipline-initiated schedule changes after the beginning of the semester may result in failure for that semester; a no credit withdrawal fail grade (WF) **will** affect your overall GPA. If special circumstances exist, you may appeal the decision of a no credit grade to the administration.

ATTENDANCE

Regular attendance is a vital partnership between home and school. Students should not exceed 10 absences per semester, excluding school activities, medical needs, funerals, suspensions, or court appointments. Upon exceeding the 10-day limit, the district reserves the right to categorize subsequent missed periods as unexcused, and a formal truancy referral may be submitted through Swift County.

For absences, parents should call 843-2710 or use the JMC app before 9:00 a.m. If no call is received, the school will attempt contact or request a note. Students are responsible for submitting parent and/or doctor notes for all absences. Failure to provide a note within 3 days results in an unexcused code.

EXCUSED ABSENCES

The State of Minnesota recognizes the following reasons for absences: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused absences include those that are requested in advance such as medical, dental, or legal appointments, religious activities, two (2) post-secondary institution visits each year (juniors and seniors), and school sponsored activities. Administration reserves the right to determine if any absence is excused or not excused as necessary. Students are not to leave school because of illness or any other reason without reporting to school personnel in the nurse's office or 6-12 office. Students who fail to report to the office will be considered unexcused.

Parents/guardians of students who have extended or excessive absences due to an illness should call the school nurse or speak with the school administration. The extended absences may require a doctor's verification. If doctor's verification is not provided upon administrative request, parent/guardian verified absences would count as unexcused absences. Students are encouraged to bring a doctor's note for any medical absence.

SEASONAL AGRICULTURAL ABSENCES

Benson High School recognizes the importance of the local agricultural community and may grant excused absences for seasonal farming needs like planting or harvest. To qualify, a conference must be held between the student, a parent/guardian, and a school administrator prior to the absence. This meeting will verify the necessity of the leave and establish a plan for maintaining academic progress. Excused absences under this policy are strictly limited to a total of 40 class periods per semester. Students remain responsible for securing and completing all makeup work in accordance with the standard handbook timeline. Participation in this leave requires that the student remain in good academic standing to ensure their success.

CHECK OUT PROCEDURES – PASSES

If a student is to leave the school campus during the regular school day, the following procedure shall be followed: The student shall present the parental request to leave the school campus to personnel on duty in the office. Legitimate reasons for leave-the-building passes include such things as medical or dental appointments, court appearances and special family obligations. Appointments such as haircuts should be scheduled after school, on days there is not school, or on weekends. Student requests without parental consent will not be honored. When the request to leave school is approved, office personnel will issue a pass stating the time that the student will be excused from class. At that time, the student will show the pass to his/her teacher, report to the office, and sign out indicating time and destination. When/if a student returns to the building, they must check in at the office. All students arriving at school during school hours shall check in at the office prior to reporting to any classes. All students who miss part of a school day and then return to school after the day has started will report to the office to check in. Remember, before any student can check out of school, they must have a note from their parent/guardian, or their parent/guardian must have called the school giving them permission to release the student from school.

SIGNING OUT OF CLASS

If a student must leave class for any reason permission must be granted by the teacher of that class. A student who leaves a class for any reason without permission from the teacher will receive an unexcused absence.

NURSE

Students may ask permission from teachers to go to the nurse's office if they are not feeling well or have been injured. The nurse will not let anyone go home sick or injured without first contacting a parent or guardian or those listed as emergency contacts. Students will not be allowed to take other students home sick, nor will a student be allowed to drive himself/herself home or to a doctor without permission from a parent. Failure to check out properly will be considered an unexcused absence.

TARDIES

Students arriving 5 or fewer minutes after the second bell will be considered tardy. Students are responsible to clear tardies with teachers, if they have a legitimate excuse for being late to class. A student may be assigned detention by the teacher and/or administration for excessive tardies. After a student accumulates three unexcused tardies, he/she will earn one detention.

TRUANCY

Truancy is defined as being absent from school or class without the knowledge or consent of the parent, legal guardian or school personnel for unexcused absences as listed below. For students 16 years of age and younger, Truancy Prevention may be the first step in an attempt to prevent truancy. Truancy is unexcused and may result in detention for each period missed, including study hall. The dates need not be consecutive. If under the age of 16, Truancy Petitions may be filed with the County Attorney on any student who accumulates seven (7) unexcused absences. Students who are ages 16 and 17 who have not officially withdrawn from school may also have Truancy Petitions filed with the County Attorney when they accumulate seven (7) unexcused absences. (Minnesota Statutes 260.015 Subd. 19 and 260A.02, Subd. 3)

UNEXCUSED ABSENCES

An unexcused absence is when a student is absent from class/school without a valid reason. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing the bus, drivers training, tanning booth appointments, non-essential work at home, part or full-time work, or when no parental notice was provided. If a student is not where they are scheduled or have permission to be during class, they will be considered unexcused. Students may serve a detention for unexcused absences as determined by administration. Students who miss more than 5 minutes of a class will be considered absent. Class absences that are not verified with the teacher or office will be considered unexcused. The school will notify students and parents/guardians after each unexcused absence. Parents/guardians of students who have extended or excessive absences due to an illness should call the school nurse or speak with the school administration. The extended absences may require a doctor's verification. If doctor's verification is not provided upon administrative request, parent/guardian verified absences would count as unexcused absences. Students are encouraged to bring a doctor's note for any medical absence.
For each class period a student is marked unexcused absent, the student will be assigned one detention. Upon accumulating eight unserved detentions, the student will serve detentions in the office during the school day.

VACATIONS

Parents/guardians are encouraged to schedule vacations according to the school calendar and scheduled vacation times. Assignments are the student's responsibility to work out with each respective teacher. **All family vacations must pre-notify administration in order for the vacation to not count toward 10-day absence.**

STUDENT EXPECTATIONS

At the beginning and during the school year, students will be informed of rules or policies not included in the student handbook. Students will also be informed of rules and policies that are adopted during the school term. These rules and policies will be enforced even though they are not listed in the handbook. Students are not to be in the building before 7:30 a.m. or after 3:30 p.m. unless supervised. There is no supervision provided before 7:30.

AGE OF MAJORITY (18-YEAR-OLD STUDENTS)

Minnesota Statute MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any persons between the ages of 18 and 21 years and may require that person adherence to rules and regulations applicable to students under 18 years of age." All Benson High School students are expected to adhere to the same set of policies and guidelines. 18-year-old students are not allowed to personally excuse their absences. In relation to issues requiring parental permission for minors, 18-year-olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

ALCOHOLIC BEVERAGES, TOBACCO, NARCOTICS, AND HABIT-FORMING DRUGS

Any student in the school building or on school grounds who has in possession, has consumed, or is consuming any type of alcoholic beverage, tobacco, cannabis, controlled substance, drug, or drug paraphernalia at school will be referred to parents/guardians and local authorities. E-cigarettes/Vapes will be treated as a tobacco violation. The student may be suspended from school, students may be referred to a program for smoking cessation, and a parent/guardian conference may be held with the principal and other personnel designated by the principal before reinstatement.

ASSEMBLIES

Student assemblies may be held in the gymnasium or auditorium periodically throughout the year. All students are expected to attend and follow assembly procedures and rules. Students shall show respect

and courtesy to all speakers and performers; students shall sit in assigned areas, if necessary; students should remain seated until the end of the assembly. Students leaving an assembly must have a signed pass by their teacher for the hour in which the assembly takes place.

ATTENDANCE ON DAY OF PARTICIPATION IN AN EXTRA-CURRICULAR EVENT
Minnesota State High School League policies state that a student must be in attendance in school for a half-day in order to participate in League sponsored activities that same day. At BHS, this means a student must be in attendance no later than 11:52 a.m./start of period 5 for a 7th -12th grade student and remain in school for the remainder of that day in order to participate. Students who miss school for what are legitimate reasons (other than illness) on the day of practice/rehearsal or game/performance/match must clear those absences, prior to the game/performance/match, personally with the head coach/activity director AND the principal. If the Activities Director determines the reason for absence is legitimate, the student may be allowed to participate the day of the absence.

AVAILABILITY
Every day from 7:30-7:57 a.m. and from 3:01 until 3:30 p.m. teachers are available to students for academic assistance. The student is responsible for setting up time to meet with the teacher.

BICYCLES
Bicycles must be parked in the racks provided. All bicycles should be secured with locks. The school is not responsible for damage or theft of parts.

BULLYING
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

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. This policy also applies to sexual exploitation.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

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 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.

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.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable rate. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in waste receptacles
- Returning all trays and utensils to the dishwashing area
- Leaving the table and floor around the table in a clean condition for others
- Keeping all food in the cafeteria

CELL PHONES and ELECTRONIC DEVICES

In alignment with educational best practices that prioritize student focus and learning, and to maintain an optimal learning environment, students are required to keep all personal electronic communication and entertainment devices put away throughout the school day (from the first bell to the last bell). Personal devices include, but are not limited to, cell phones, smart watches, iPads, and other electronic devices not being used for approved academic purposes.

For **6th grade students**, all personal devices must be turned off and secured in their locker for the duration of the school day.

For **students in grades 7-12**, all personal devices must be silenced, powered off or set to airplane mode, and placed in the designated holder at the front of the classroom while class is in session.

Students **may use their devices** before school, during lunch, and after school. Teachers may permit the use of personal devices for instructional activities when appropriate and directly relevant to the lesson.

- Students may purchase a school lock for their locker from the Community Ed Office for $6
- Classrooms will remain phone free for the entire school day
- Students will need to come to the office if they need to contact their family for illness, appointments, or other reasons
- Parents will call the office if the student needs to be contacted for a family emergency, appointment, or etc.
- All devices that connect to the school's wireless internet are subject to the acceptable use policy, and devices that are used to access social media, online shopping, or other material that does not align with educational purposes could result in disciplinary action or loss of Chromebook privileges
- In all cases of non-compliance, the teacher will first have a conversation with the student. If non-compliance continues after the conversation, the teacher will confiscate the device and refer the student to the office for disciplinary action, starting with:
    - First offense: The device is turned into the office for the day and may be picked up at the end of the school day by the student.
    - Second offense: The device will be turned into the office for the day and may be picked up at the end of the school by the student, and parent contact will be made.
    - Third offense: The device is turned into the office for the day, parent contact will be made, and the device will need to be picked up by a parent or guardian at the end of the school day.
    - If there is an ongoing problem a conference will be held and a plan will be developed for keeping the student's distractions out of the classroom.

RECORDING OF STAFF AND STUDENTS

Students are prohibited from photographing, recording or making electronic records of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional, and non instructional time, or while participating in school events.

CHEATING

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done individually.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give test or quiz answers.
- Taking a test or quiz in part or in whole to use or to give others.
- Copying information from a source without proper attribution; and
- Taking papers without crediting other students, publications, or the Internet.
- Unethical use of AI, such as using ChatGPT to write a paper, or using photomath to complete math homework

Violations of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignments/retaking tests, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

CLASSROOM CONDUCT

Each teacher shall establish and disseminate classroom discipline rules and expectations that are consistent with district policy; these expectations must be communicated through discussion at the beginning of the semester, inclusion in the class syllabus, or by being posted in the classroom. Most behavior problems are minor and will be handled by the classroom teacher. Usually, the first step the teacher will use to solve a minor problem is to talk to the student. If the behavior persists, the parent will be notified. If the problem still persists, the student may be sent to the principal who may use a wide range of disciplinary tactics, including, but not limited to, informal talks, parental conferences, and reassignment to other classes, detention, in-school suspension, or suspension. The principal may even request expulsion from Benson High School. Major problems will be dealt with immediately by sending the student to the principal and contacting home.

DAMAGE TO SCHOOL PROPERTY AND PERSONAL PROPERTY OF OTHERS

An individual who destroys or causes damage to school property or the personal property of another student or staff member beyond normal usage shall be held responsible to satisfactorily repair or replace such damaged property. This includes, but is not limited to, tampering or vandalism of vehicles on school grounds, at school functions, or on school transportation. In addition, disciplinary action may occur.

DETENTION
Detention will be assigned and supervised by teachers/principal daily from 7:15-8:00 am or 3:01-3:45 pm. If the student does not attend as directed, the student will gain an additional hour and may serve in-school suspension to cover accumulated detentions.

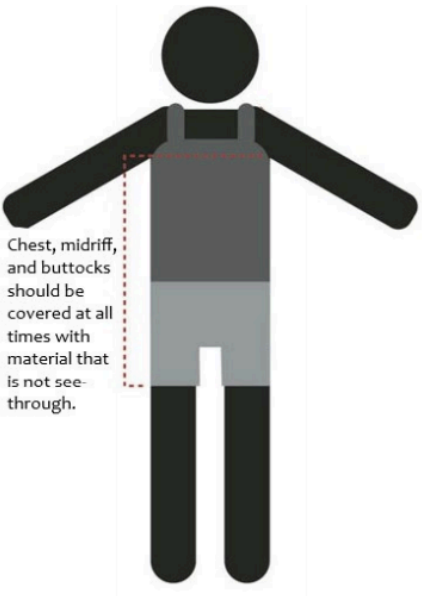
DISCIPLINE AND DISCIPLINARY CONSEQUENCES Our school district policy requires that all students cooperate in disciplinary investigations. Non-cooperation may result in disciplinary consequences. When a student does not meet the rules and regulations outlined in the handbook, or violate the rights of others, such inappropriate behavior will be met with one or more responses depending upon the circumstances, including the student's prior disciplinary offenses. School administration reserves the right to discipline students for conduct off school property and during non-school hours when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or disruption within the school. School district administration retains discretion to impose more severe consequences than normal, depending on the circumstances of the event. Those responses include the following:

- Conference with student
- Conference with student and parent/guardian
- Written warning on non-compliance
- Lunch detention
- Removal from activity or class
- Restriction of privileges
- Restitution
- Written apology

Detention
In-school suspension
Out of school suspension
Referral to other agencies or programs
Homebound placement
Expulsion
Morning study sessions/detentions
Bus suspension

DISRESPECT
Any derogatory or disrespectful behavior that is directed at a staff member will not be tolerated. Inappropriate behavior may include but is not limited to being argumentative to the point it interferes with class, personal comments about the staff member, rude remarks, or other behaviors determined inappropriate by the principal. If you disagree with how you are treated in class, it is always appropriate to ask the teacher to discuss it at an appropriate time. Disrespectful behavior may result in disciplinary action.

DRESS
The primary responsibility for a student's attire resides with the student and their parents or guardians. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student. All staff and students should understand that they are responsible for managing their own personal "distractions" without regulating the clothing choices of others. Clothes must be worn in a way that the entire torso is fully covered with opaque fabric.



Students **MUST** wear:

● A shirt, that extends past the belt line and must have fabric in the front, back, and on the sides under the arms
● Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts)
● Footwear

Students **MAY** wear:
● Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
● Tank tops, including spaghetti straps; off the shoulder tops that meet criteria #1. (up to or above the clavicle)
● Hats/Hoods (except for religious articles this rule is subject to individual teacher policy)

Students **CANNOT** wear:
● Violent images or language
● Costumes
● Images depicting drugs, alcohol, profanity, pornography, or hate speech - including racist or discriminatory comments, displays, or acts (e.g. the Confederate flag, swastikas, etc.) Images that create a hostile or intimidating environment
● Tube tops

In all cases, administration will determine what is appropriate based on the dress code. Students wearing inappropriate clothing may be asked to change, to go home to retrieve more appropriate clothing, or may be subject to disciplinary action. Benson Public Schools respect that religious and/or medical needs/practices may present alternates to this policy for consideration. Students are encouraged to consult with administration in these cases.

DRIVING
Cars are to be parked according to the markings and signs and are not to be parked over curbs or on yellow markings. Violation of parking and driving rules and regulations will result in disciplinary action.

ELASTIC CLAUSE
The administration reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Each situation is different and will be handled on an individual basis.

FOOD/BEVERAGES
All food, beverages, and other containers are to be disposed of in a proper manner. Persons bringing containers into the school building may be requested by school personnel to dispose immediately of the container and its contents. Pop, juice, and food are not allowed in classrooms unless a teacher allows it. Students may have water in classrooms unless a teacher disallows it.

GRADUATION
Our school honors its graduates at an annual commencement exercise. Students identified as not meeting graduation requirements or not conforming to school standards will not be invited to attend. Foreign exchange students who successfully complete their year of study may be invited to participate in the commencement exercises and receive a certificate of attendance. Honor medallions will be issued to students receiving a cumulative 3.5 GPA or better upon Graduation. Only BHS issued honor cords and NHS cords will be allowed to be worn at the BHS commencement ceremony. Graduation caps and gowns are to be worn in their original state and are not to be altered for the BHS commencement ceremony.

HARASSMENT (Also See BULLYING)
Behavior which is intended to threaten, embarrass, intimidate, ridicule students or force individuals to do things against their will cannot be tolerated.

Malicious Harassment physical injury, damage to property, threats based on a person's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, social, emotional or sensory handicap.

Sexual Harassment

- **Verbal Sexual Harassment** – any unwanted sexual advance; request for sexual favors or comments that make a person feel uncomfortable or interferes with his/her right of privacy and that creates an intimidating or hostile environment.
- **Physical Sexual Harassment** – any physical contact or behavior of a sexual nature that makes a person uncomfortable or interferes with his/her right of privacy and that creates an intimidating or hostile environment.

Any student that feels that he/she is being harassed should report to the 6-12 Office to complete documentation of such.

IMMUNIZATIONS
In accordance with the School Immunization Law, students may not enroll or remain in school or participate in extracurricular/co-curricular activities without having provided:
1) A statement from a physician, public clinic, or parent(s) which provides immunizations stating that the child has received immunization against Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B, Measles, Mumps and Rubella, Meningococcal, Varicella (or the date of Chicken Pox disease).
2) A statement signed by an M.D. stating that the physical condition of the child is such that immunization would seriously endanger the child's life.
3) A notarized statement signed by the child's parent or guardian stating that the child has not been immunized as prescribed in (1) or (2) because of conscientiously held beliefs of parent or guardian. "Elementary or secondary school" includes any public school as defined in section 120.05, or nonpublic school, church, or religious organization or home-school in which a child is provided instruction.
4) After 30 days of the first day of school or enrollment, a student who is not in compliance with immunization requirements will not be able to attend school.

IN-SCHOOL SUSPENSION
Will take place either in the office or in the in-school suspension area. Students will not be allowed to have their cell phones during ISS but may be allowed access to their chromebook upon teacher request.

INSTRUCTOR'S AUTHORITY OVER STUDENTS
Every school staff member has authority over all students, at all times, in all areas of the school premises. This applies any time students may be on school premises, regardless of whether school is in session or not. Students are under the jurisdiction not only of their classroom instructor, but all instructors/staff. Students should leave the building after the school day unless supervised.

MEDIA CENTER
Students may access the media center and WiFi Cafe as designated quiet areas for studying, tests, etc. If behaviors are reported, students will not be allowed to use this space without direct supervision.

OPEN CAMPUS/LUNCH
Students in grades 10-12 may have open lunch privileges if they are in good standing and they have a signed parent waiver/permission form on file in the BHS office. Students may lose their right to leave school grounds during lunch if:

- They are in in-school detention.
- They are witnessed breaking a local, state or federal law during the lunch period.
- Their parents/guardians request that they not be allowed to leave.
- Their behavior in school, in a vehicle, or in the parking lot during lunch is not appropriate, as determined by school administration.

PASS POLICY
Any student who travels throughout the building or wishes to visit another area of the school during regularly scheduled class time must check out of the class and/or have a pass assigned by a staff member

PERSONAL/VALUABLE ITEMS
Students are asked to be extremely careful about leaving valuables unattended in desks, classrooms, and lockers. The school is not responsible for lost or stolen items.

PHYSICAL EDUCATION PARTICIPATION
If a student is in school, they are expected to participate in all classes. If a student is to be excused from physical education activities, a doctor's excuse must accompany the request not to participate. Teachers may choose to adjust the activities of the student as necessary. Parental excuses will only excuse a student from activities for a maximum of two (2) days.

PROM
All juniors and seniors are allowed to attend prom provided they meet eligibility requirements. Additional students allowed to attend prom must be invited by either a Junior or Senior and must be in at least 9th grade and must be under 21 years of age at the time of prom. Additional prom rules are available in the senior high office.

PUBLIC DISPLAYS OF AFFECTION
The display of affection between and among human beings is normal and healthy. However, it must be tempered in the school setting. A "hands-off" rule will apply on school grounds and Benson High School. "Hands-Off" includes any display of affection that goes beyond hand holding. The second warning may result in disciplinary consequences beyond an informal discussion.

RESPECTFUL BEHAVIOR
The staff of the Benson Public Schools recognizes the contributions of all individuals in achieving its challenge of providing a sound education for every student. School staff, parents/guardians, students, and community members have unique perspectives that are critical to attaining this goal. The staff will encourage the exchange of perspectives in an atmosphere of mutual respect. Staff, parents/guardians, students and community members should be treated in a manner that enhances self-esteem and supports the dignity of the individual.
To create this positive climate, every individual must act with respect. Examples of **respectful behavior** toward others include but are not limited to:

- Treating others as you would like them to treat you
- Valuing the perspectives of others
- Listening to the views of others
- Demonstrating courtesy toward others
- Acknowledging and appreciating the efforts and contributions of others
- Honoring the property rights of others
- Responding to questions and concerns in a thoughtful, professional manner
- Expressing differing views or offering suggestions in a considerate manner
- Communicating verbally or in writing in a considerate manner

Examples of **disrespectful behavior** toward others include but are not limited to:

- Using intimidation to frighten, demoralize, or coerce others
- Using terms, symbols, jokes or stories that demean individuals or groups
- Swearing or using vulgar language
- Showing irreverence to the sincere beliefs of others
- Ridiculing the effort of others
- Employing destructive criticism
- Defacing or destroying the property of others
- Humiliating others through personal attacks
- Imitating others in a way that ridicules or stereotypes a person or group
- Materially and substantially disrupting the rights of others to an education
- Endangering oneself and others.

SALES BY STUDENTS
Sales by students are not permitted during the school day unless they are part of a school approved project.

SCHOOL RESOURCE OFFICER
Benson Public Schools has a School Resource Officer whose responsibilities include promoting the safety and welfare of students by working with the administration, staff, parents/guardians, and students.

SENIOR PRIVILEGES
Senior Privileges are awarded by the discretion of the administration. Seniors may have senior privileges if they are in good standing, and they have a signed parent waiver/permission form on file in the BHS office.

SIGNS
All signs, posters, and other notices posted in the school building or on the school grounds shall first be approved for posting by the principal. Any approved signs will be removed if they are defaced in any manner.

STUDENTS RIGHTS AND RESPONSIBILITIES
It is the position of the Benson Public Schools that its challenge of providing a sound educational program to the students of the District cannot be achieved without appropriate student conduct and behavior. The main objective is to encourage the students to pursue continual growth in self-discipline. The emphasis will be on building the positive behavior of the students through effective role modeling by parents/guardians and staff members, reinforcement of the positive behavior, and recognition of individual and group successes.
Expectations shall be described as rights and responsibilities. Student's rights include, but are not limited to:

- A free and full education and opportunity to learn
- Equal education opportunity and freedom from discrimination
- Due process of law, freedom of inquiry and expression, right to reasonable privacy
- The right to not participate in the Pledge of Allegiance for any personal reasons – students must respect a person's right to make that choice
- The opportunity to participate in student activities
- Personal property
- The right to be informed of school rules

Student responsibilities include, but are not limited to the following:

- To be punctual and present in the regular or assigned school program to the best of one's ability
- To be prepared for class and bring all required material to class (books, paper, pencils, gym clothes, etc.)

- To be attentive to classroom activities
- To make an effort to be successful and participate in classroom activities
- To respect the rights and individuality of other students and school staff
- To refrain from libel, slanderous remarks, and the use of obscenity in verbal or written expression
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and respect
- To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process
- Pursuing and completing the course of study prescribed by the state and local school authorities
- Respecting the reasonable exercise of authority by school personnel in maintaining discipline in the school and school-sponsored activities
- Being aware of and complying with state and local laws
- Protecting and taking care of school property
- To help keep classrooms and school areas neat and clean
- Students will have the opportunity to recite the Pledge of Allegiance. Any person who does not participate for any personal reason may elect not to do so and students must respect another person's right to make that choice
- Being accountable for what they say and do
- Being aware of and abiding by all policies and information in the Student Handbook.

STUDY HALL EXPECTATIONS

1. Teachers will supervise study halls. A paraprofessional will supervise study hall one day per week.
2. No phones are allowed in study halls. Students will put phones in a designated area as determined by the study hall supervisor.
3. Seniors will schedule or create a Senior Privs pass during their study hall period to be counted excused.
4. Students will not be allowed to check out of study halls, besides seniors.

SWEARING, INSUBORDINATION AND HARASSMENT TO STAFF

Students who swear at staff will meet with the principal. Students who show acts of insubordination or harassment to any member of the staff will be dealt with on a case-by-case basis. Insubordination shall be defined as refusing to follow a reasonable directive by school staff and administration.

TEXTBOOKS

Textbooks are to be kept clean and handled carefully. Students will follow the teacher's protocols when it comes to textbooks. Unreasonable damage and wear to textbooks, as determined by school personnel, will result in fines. At the end of the school year, the student must return the same textbook that was loaned at the beginning of the year.

SCHOOL POLICIES – RESPECT FOR ALL

AFFIRMATIVE ACTION

No student shall be discriminated against or by willful act or statement shall discriminate against anyone for reasons of sex, creed, color, national origin, or economic status.

System To Encourage Positive Solution (STEPS)

A systematic approach to problem-solving and conflict resolution:

1. Discussion with the person or persons involved. Most problems or issues should be solved by those directly involved.
2. In the event that Step One is not successful, involve the principal or immediate supervisor. These individuals are skilled in conflict resolution. It will be necessary to let the principal or supervisor know that an attempt was made to resolve the issue in Step One.
3. In the event that Step Two is not successful, contact the superintendent. The superintendent will need to know that Steps One and Two were used.
4. The school board hears concerns that have not been resolved in the first three steps. To submit a concern to the board of education, the request must be presented to the superintendent who will place it on the appropriate agenda or before the appropriate committee.

******NEITHER THE NOR THE STAFF SHOULD SKIP ANY OF THE STEPS******

HARASSMENT AND VIOLENCE POLICY – (Also see BULLYING)

Everyone in Benson Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind. A harasser may be a student or an adult. Bullying/harassment may include, but is not limited to, the following when related to religion, race creed, national origin, age, marital status, familial status, sexual orientation, gender, or disability:

- Name calling, jokes, or rumors;
- Pulling on clothing;
- Graffiti;
- Notes or cartoons;
- Unwelcome touching of a person or clothing;
- Offensive or graphic posters or book covers' OR
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Superintendent. You may also make a written report, which should be given to a teacher, counselor, and the principal or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any school district action taken pursuant to this policy will be consistent with requirements of Minnesota statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate to end harassment and violence and prevent its recurrence. Students in grades 6-12 will view a sexual harassment video. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

COMPLIANCE WITH NON-DISCRIMINATION LAWS

It is the policy of the district to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program.

DATA PRIVACY ACT

The Benson Public Schools, pursuant to the United States General Education Act and Minnesota Government Data Practices Act, declare the following to be **"directory information,"** and that this information relating to the students may be made public if requested. Directory Information will be a student's **first and last name and grade**. A media release form may be requested for the following information: Picture that is in the current yearbook and current grade student is enrolled in or has completed. Directory information is not available in regard to race, religion, color, nationality, or social position. Any parent or student in the district may notify the principal, in the building in which said student attends, of their desire that some or none of the above information is to be released without their consent. Student photos may be used for promotional considerations by the school district for such things as newspaper, newsletter, web page, yearbooks, etc. Contact the Junior High or Senior High office if you do not want your child's photo used for these purposes.

HAZING POLICY

Hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to another person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the education goals of the school district and are prohibited at all times.

LATEX ALLERGIES

Benson School District recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, not latex gloves or latex balloons are permitted in schools. Additionally, Benson School District encourages the purchase of non-latex products.

LUNCH ACCOUNT POLICY

Every 6-12 student will receive one free breakfast and one free lunch each school day. Extra items such as a snack or an extra lunch will not be free. A family account has been established for each family where extra lunches, and snacks will be charged to the account as each student participates. All food service fees will be deducted from your family account, lunches are kept track by using the student's finger scan. This is a prepaid program, therefore regular deposits (weekly or monthly) are encouraged to your family account so that it remains with a positive balance. Balances that fall below a **negative $10.00** will not be allowed to use the programs until payment has been made to return it to a positive balance. Balances left over at the end of the school year are carried over to the next school year**.**

Parents are now able to check lunch balances on the school website. You must have a user account to access lunch account balances. Follow these instructions:

1. Click on the Benson Public Schools Website - www.benson.k12.mn.us
2. Click on Parent Portal K-5 or 6-12

3. Sign in Parent Username and Password.
4. Click on the Lunch button.
5. This will show you your Lunch Account balance and by clicking on Student's Lunch Transactions you can see an itemized list of how many meals your family has eaten and how many extras they may have taken.

If you are unable to access your account or have any questions regarding your lunch account, please notify Connie Evenson at 320-843-2710, ext. 1131.

MEDICAL CONDITIONS
Please inform the school nurse, teachers, physical education teachers, and coaches of any medical conditions, allergies, significant medical history. Also, please update contact information.

MEDICATION POLICY
All prescription medication and over-the-counter medications are to be administered by the school nurse or designated school personnel in accordance with the law and school district procedures. The administration of any medication requires a signed permission form from the student's parent/guardian. Marijuana is not allowed on school property even if prescribed. A parent/guardian must notify the school immediately when any changes in the student's medication are made. All medications must come to school in the original container. Parents/guardians should deliver the medication to the school. In addition, prescription and OTC medications are not to be carried by the student but stored in locked areas of the nurse's office unless there is a written agreement between the school district, parent/guardian, and licensed prescriber. The amount of medication brought to school will be counted and recorded. At the end of the school year, the licensed school nurse will call or email the parent/guardian regarding medication being sent home. Please inform the school nurse of any medications taken at home, as side effects can occur and also for any emergency situations. **Please update the school nurse and teachers if there are medication changes as these can have an effect on a student's performance**. For further details, you may request a full copy of the Benson Public Schools Medication Policy from the Superintendent's office.

NOTIFICATION OF VIOLENT STUDENTS
Pursuant to M.S. 127.413 Notification, the Minnesota Government Data Practices Act, and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), administration will notify teachers of students with histories of violent behavior and any need for intervention services, conflict resolution, or training for staff, prior to placement of students into the classroom.

PUPIL FAIR DISMISSAL ACT
In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA 127.26 – 127.40 (Minnesota Pupil Fair Dismissal Act). Under the provision of this law, students may be suspended or expelled from school for any of the following:

- Willful violation of any reasonable school board regulations.
- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers the student, other students or school property.

Students may be summarily suspended from school for one day by school administration. Students may be suspended for two to five days by school administration following a hearing in the office. School administration may suspend a student for up to 10 days when warranted. Whether the suspension shall be served in school or out of school shall be at the discretion of the administration. Expulsions may be imposed by the School Board upon recommendation by school administration. Expulsions may be for up to one year. In all cases involving suspension for more than one day, parents/guardians will be notified in accordance with the Minnesota Pupil Fair Dismissal Act of 1974.
If a suspension occurs during the last few days of school, it shall carry into the next school year for sophomores and juniors. For seniors, the duration of the suspension shall be completed before a diploma is issued. If there are any school activities during the suspension period, including commencement, the student will not be permitted to participate. The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis.

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

SURVEILLANCE POLICY
The School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment.

Video cameras may be used in locations as deemed appropriate by building administration. The district shall notify staff and students through handbooks that video surveillance may occur on district property. Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

WEAPONS AND DANGEROUS INSTRUMENTS

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this 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; paintball guns; airsoft guns; all knives; blades; clubs; metal knuckles; nun chucks; 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. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. 'School Location' includes any school building or grounds, whether leased, rented, owned or controlled by the school locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district. While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, school administration may use discretion in determining whether, under the circumstances, a "lesser" course of action, as deemed appropriate to the circumstances, should be taken. It shall not be a violation of this policy if a non-student falls within one of the following categories: licensed peace officers, military personnel, or firearm safety or marksmanship courses or activities conducted on school property.

TRANSPORTATION

Transportation is a privilege, not a right. (M.S. 121a.59) A Student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal act of 1974.

The School Bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

The "Danger Zone" surrounding a school bus. The "Danger Zone" is the area within ten (10) feet of the bus. The two (2) areas that are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

Procedures for safely boarding and leaving a school bus. Be on time – Always line up single file to board (no pushing or shoving) – Do not approach the bus until the driver opens the door – Use the handrail –Take one step at a time – Be seated quickly – Remain seated until the bus stops at your stop – Walk to the door – Move out of the "Danger Zone" – If you must cross the street, wait for the driver's instruction or signal – go directly home.

Procedures for the safe crossing of the road. Move away from the side of the bus (if you can touch the bus, you are too close) – As you move away from the bus, move to a point at least ten (10) feet in front of the bus – turn toward the driver and make eye contact (see that the driver sees you) – Walk 12 feet in front of the bus, stopping to check for vehicles that might violate the stop arm – When it's safe, complete the crossing.

School bus evacuations and other emergency procedures. There are four (4) different evacuation plans:

- Using only the front service door
- Using only the rear (or side) emergency door
- Using both the service door and emergency door
- Side window evacuation if doors are not usable

All students should know the location and basic function of the emergency equipment. In a real emergency, students should leave personal belongings on the bus. Students should gather in a group in a safe area about 100 feet away from the bus. Parents/guardians… Protect your children; know the key concepts for

bus safety.

Bus rules apply to all students, including those with disabilities.
General rules are:

- Observe classroom conduct
- Be courteous, no profanity
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the driver

Do not smoke
Do not damage bus or equipment
Stay in your seat
Keep head, hands, and feet inside bus
Seats may be assigned

ACTIVITIES ELIGIBILITY INFORMATION

In addition to our academic curriculum, Benson Public Schools offer students a wide variety of Co-Curricular and Extra-Curricular activities. The primary objective of the Benson School District is to provide wholesome opportunities to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that the extra and co-curricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The District 777 activities programs are an important and integral part of the total school program and are open to participation by all students, regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to each program. In order to contribute to the welfare of the group, the student must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others. Many teams in all areas are offered, giving students of all ages in grades 7-12 a chance to participate. A student who wants to join a sport or activity after the first day of practice, but has an outstanding or pending ineligibility, or has been declared ineligible after practice has started, must obtain permission from the Activities Director. Prom will be considered a category II activity and will be subject to Benson High School eligibility policies. However, Prom eligibility is considered on an annual basis and violations will not carry over from one year to the next. The following is a list of activities offered at Benson High School:

BOYS FALL SPORTS
Cross Country Football
BOYS WINTER SPORTS
Basketball Wrestling Hockey E-sports
BOYS SPRING SPORTS
Golf Baseball Track Tennis Trap Shooting

GIRLS FALL SPORTS
Cross Country Volleyball Tennis
GIRLS WINTER SPORTS
Basketball Gymnastics Hockey E-sports
GIRLS SPRING SPORTS
Golf Softball Track Trap Shooting

Co-Curricular activities include: Student Council, Knowledge Bowl, National Honor Society, Yearbook, BPA, FFA, Speech, Peer Coaches, One Act Play, Musicals, Band, Choir, Summer Marching Band, Jazz Band, and numerous solo/ensemble musical opportunities.

MSHSL Athletic/Activity Participation Fees can be found on the Community Education website, fees for arts and athletics vary between the middle school and high school levels. Please check the website https://www.benson.k12.mn.us/community-ed for updated information. Scholarships to cover fees are available, applications can be picked up in the activities office.

Activity/Athletic Participation Fees will be limited to a Family Maximum of $400.00 Per Year. Team Managers are exempt from fee payment; all other qualifications must be met. High School students receive a **FREE** athletic pass with payment of their first $75 activity fee.

Activity Participation Fees apply to all athletics/sports listed above, in addition to: Knowledge Bowl, Speech, One-Act Play, Marching Band, FFA, BPA.

All students are required to read the BHS/MSHSL Eligibility Information Packet handed out to students along with the handbook. The Activities Director, Secondary Principal, or another administrative designee will declare students who violate BHS/MSHSL Eligibility Rules ineligible. The student is ineligible once the ineligibility is communicated to the student. A formal written declaration of ineligibility will be issued in a timely fashion after the verbal declaration of ineligibility has been communicated The Student Eligibility signature Document must be completed BY ALL STUDENTS, REGARDLESS OF ATHLETIC PARTICIPATION PLANS and turned in to the Activities Department A.S.A.P.COMPLETE RULES AND REGULATIONS ARE INCLUDED IN THE BHS/MSHSL ELIGIBILITY INFORMATION PACKET.

ACADEMIC ELIGIBILITY

Grade checks will be completed every Monday, or first day of the school week, before noon. If a student/athlete has an F in any class, they will be notified by the Associate AD that day that they are now on a two week probation.

- During this two week period the student/athlete will be able to practice and participate in games/matches.
- Once the F is gone, and the student athlete is passing all classes he/she is off of probation.
- If the student athlete does not bring his/her failing grade to passing during the 2 week probation period, the student will now not be allowed to participate in any games, matches, or practices.
- If the F or F's are still present after the 4 week period, we will put a plan in place for the student/athlete to get caught up.
- Students failing at the end of the quarter will be ineligible for one week of the next quarter.

Students may have the option to attend summer school to earn lost credit and retain eligibility for fall. The policy for academic eligibility is available in the activities office.

ACCEPTABLE USE POLICY