

Bemidji

High School



2016-2017
Student Handbook

Dear Student and Parent:

Welcome to Bemidji High School - Home of the Lumberjacks! We hope that the 2016-2017 school year will be rewarding and productive for you.

We are looking forward to assisting you in fulfilling your educational goals. Bemidji High School has a history of fine academic, co-curricular and extra-curricular achievement. We expect you to meet the educational goals you have set, to carry on the tradition of excellence at BHS, and to make your school a better place. You can benefit from everything Bemidji High School has to offer by being actively involved in your classes and the programs you choose to participate in.

If you encounter difficulties, seek out one of our principals, your counselor, or any of our trained professionals, and we will help you. We are here to make your years in high school as successful, yet educationally challenging, as possible. We welcome the opportunity to assist you through your high school career.

Mission Statement – Our mission is to empower each learner to succeed in our diverse and changing world.

1. Each learner will be challenged to develop to his/her full potential.
2. Basic knowledge, skills, and attitude are necessary for success.
3. Learning is a life-long process that enriches our lives.
4. Education is a partnership with family and community.
5. Each person will show sensitivity and respect for self and others.
6. There are expectations of quality for ourselves and for others.

Goal Statement – The goal of Bemidji High School is to ensure that all students, who begin as ninth grade students, will graduate with the skills necessary for career readiness and/or to attend college.

Administrative Team

Brian Stefanich
Principal

Jason Stanoch
Asst. Principal
(A-K)

Ranae Seykora
Asst. Principal
(L-Z)

School Counselors

Jennifer Voge
(A-K)

Kelley Hengel
(L-Z)

Activity Director

Troy Hendricks

Lumberjack High School – Alternative School in BHS



CITIZENSHIP – All students will demonstrate respect for self and others, a commitment to ethical, responsible behavior, and an understanding of the components of community and citizenship, including digital citizenship.

Respect

- ~ Use language that is appropriate and acceptable to everyone.
- ~ Respect each other's personal space.
- ~ Respect school property and grounds.
- ~ Take pride and responsibility in what you do.

Behavior

- ~ Do the right thing even if no one is watching.
- ~ Be honest and courteous.
- ~ Seek help when needed.

Citizenship

- ~ Volunteer your time and talents in your home, school, and community.
- ~ Know what's going on.
- ~ Be involved.

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2016-17 INFORMATION FOR STUDENTS AND PARENTS

It is the policy of the School Board of Independent School District No. 31, Bemidji, Minnesota, 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 in employment, or recruitment, consideration, or selection.

BEMIDJI HIGH SCHOOL TELEPHONE DIRECTORY

To contact office personnel, call 444-1600 and the following extension number:

Principal's Office – Brian Stefanich	ext #63305
Principal's Secretary – Lisa Johnson	ext #63308
Clerk – Linda Newby	ext #63309
Assistant Principal – Jason Stanoch (Last Names A-K)	ext #63306
Student Management Secretary – Cheri Todavich (A-K)	ext #63301
Assistant Principal – Ranae Seykora (Last Names L-Z)	ext #63320
Student Management Secretary – Tricia Jessen (L-Z)	ext #63303
Career Center – Barry Cervenka	ext #63446
Counselor – Jennifer Voge (Last Names A-K)	ext #63324
Counselor – Kelley Hengel (Last Names L-Z)	ext #63307
Student Services Secretary – Hailey Mack	ext #63304
Registrar - Donna Rust	ext #63326
Health Office – Robin Tolkinen	ext #63317
Activities Director – Troy Hendricks	ext #63315
Activities Secretary – Sheila Guest	ext #63316
Indian Education – Kerri Jourdain	ext #63327
Indian Education – Ron Wilson	ext #63318
Police Officer – Randy Moyer	ext #63312
Special Education Office – Janet Tiegen	ext #63456
Social Worker – Paula Lind	ext #63310
Food Service – Margene Parkos	ext #63196
Lumberjack High School	ext #63701

SCHEDULES

Daily Schedule

Our school day begins at 8:19 a.m. and ends at 3:05 p.m. The school day is divided into four 90-minute class periods with a 25-minute lunch period.

1st Period	8:19 – 9:49	(90 minutes)
Brkfast to Go/Passing Time	9:49 – 9:56	(7 minutes)
2nd Period	9:56 – 11:26	(90 minutes)
Passing Time	11:26 – 11:33	(7 minutes)
3rd Period	(Class and Lunch Times)	
<u>1st Lunch Shift</u>		
Lunch	11:33 – 11:58	(25 minutes)
Class	11:58 – 1:28	(90 minutes)
<u>2nd Lunch Shift</u>		
1 st half of Class	11:33 – 12:03	(30 minutes)
Lunch	12:03 – 12:28	(25 minutes)
2 nd half of Class	12:28 – 1:28	(60 minutes)
<u>3rd Lunch Shift</u>		
1 st half of Class	11:33 – 12:33	(60 minutes)
Lunch	12:33 – 12:58	(25 minutes)
2 nd half of Class	12:58 – 1:28	(30 minutes)
<u>4th Lunch Shift</u>		
Class	11:33 – 1:03	(90 minutes)
Lunch	1:03 – 1:28	(25 minutes)
Passing Time	1:28 – 1:35	(7 minutes)
4th Period	1:35 – 3:05	(90 minutes)

Lumberjack Schedule

The Lumberjack Schedule is used for Homeroom/Advisor time on Wednesdays or when we have a school assembly.

1st Period	8:19 – 9:39	(80 minutes)
Brkfast to Go/Passing Time	9:39 – 9:46	(7 minutes)
Lumberjack Period	9:46 – 10:19	(33 minutes)
Passing Time	10:19 – 10:26	(7 minutes)
2nd Period	10:26 – 11:46	(80 minutes)
Passing Time	11:46 – 11:53	(7 minutes)
3rd Period	(Class and Lunch Times)	
<u>1st Lunch Shift</u>		
Lunch	11:53 – 12:18	(25 minutes)
Class	12:18 – 1:38	(80 minutes)
<u>2nd Lunch Shift</u>		
1 st half of Class	11:53 – 12:20	(27 minutes)
Lunch	12:20 – 12:45	(25 minutes)
2 nd half of Class	12:45 – 1:38	(53 minutes)
<u>3rd Lunch Shift</u>		
1 st half of Class	11:53 – 12:47	(54 minutes)
Lunch	12:47 – 1:12	(25 minutes)
2 nd half of Class	1:12 – 1:38	(26 minutes)
<u>4th Lunch Shift</u>		
Class	11:53 – 1:13	(80 minutes)
Lunch	1:13 – 1:38	(25 minutes)
Passing Time	1:38 – 1:45	(7 minutes)
4th Period	1:45 – 3:05	(80 minutes)

Two Hour Late Schedule

The Two Hour Late Start Schedule is used when we have snow or inclement weather causing a delay in the school start time. Please Note: Lunch is served during 2nd Period when school begins two hours late.

1st Period	10:19 – 11:14	(55 minutes)
Brkfast to Go/Passing Time	11:14 – 11:21	(7 minutes)

2nd Period (Class and Lunch Times)

1st Lunch Shift

Lunch	11:21 – 11:46	(25 minutes)
Class	11:46 – 1:01	(75 minutes)

2nd Lunch Shift

1 st half of Class	11:21 – 11:46	(25 minutes)
Lunch	11:46 – 12:11	(25 minutes)
2 nd half of Class	12:11 – 1:01	(50 minutes)

3rd Lunch Shift

1 st half of Class	11:21 – 12:11	(50 minutes)
Lunch	12:11 – 12:36	(25 minutes)
2 nd half of Class	12:36 – 1:01	(25 minutes)

4th Lunch Shift

Class	11:21 – 12:36	(75 minutes)
Lunch	12:36 – 1:01	(25 minutes)

Passing Time	1:01 – 1:08	(7 minutes)
3rd Period	1:08 – 2:03	(55 minutes)

Passing Time	2:03 – 2:10	(7 minutes)
4th Period	2:10 – 3:05	(55 minutes)

**PARENT/TEACHER CONFERENCES, CAREER AND COLLEGE
READINESS OPEN HOUSES, EARLY RELEASE DAYS**

Parent/Teacher Conferences are scheduled four times each year. During conference dates, parents can visit with teachers concerning student progress. Parents can also visit with their student's Homeroom Advisor regarding career and college readiness.

In addition to these scheduled dates, parents/guardians are invited to confer with teachers at any time. Disciplinary conferences are arranged through the Student Management (Green) Office.

Four early release dates for teacher professional work days are also listed.

Open House Dates

September 1, 2016	9 th Grade Student Orientation	8:20 am – 12:00 pm
January 31, 2017	Registration Fair for 2016-2017	6:00 – 8:00 pm

Parent/Teacher Conferences

October 11, 2016	4:00 – 8:00 pm
October 13, 2016	4:00 – 8:00 pm
December 15, 2016	4:00 – 8:00 pm
March 2, 2017	4:00 – 8:00 pm
May 4, 2017	4:00 – 8:00 pm

Registration Fair for School Year 2017-2018

January 31, 2017	4:00 – 8:00 pm
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End of Term/Semester Dates

November 11, 2016	End of 1 st Term (44 days)
January 27, 2017	End of 2 nd Term/1 st Sem (44.5 days)
March 31, 2017	End of 3 rd Term (41.5 days)
June 2, 2017	End of 4 th Term/2 nd Sem (43 days)

Early Release Dates

November 23, 2016
January 25, 2017
February 15, 2017
March 15, 2017

EDUCATIONAL PROGRAMS

Graduation Requirements

To graduate from Bemidji High School, a student needs a total of 28 credits. To participate in the graduation ceremony, a senior needs to have completed 26 credits by May 1st. Note: All graduation materials are sent to the printer on May 1st. Additionally, state testing requirements must be met. Please see page 25 for more testing information.

Seniors enrolled in the post-secondary program will be evaluated on an individual basis regarding graduation progress.

Bemidji High School Diploma

To earn a Bemidji High School diploma, students will be required to complete the following credits:

4 credits in English	1 credit in Physical Education
4 credits in Social Studies	1/2 credit in Health
4 credits in Science	1 credit in Arts (visual arts, music and performing arts, media arts)
4 credits in Math	Remaining credits in electives

Bemidji Area Schools Diploma

For a Bemidji Area Schools diploma, students in the Class of 2017 and beyond may graduate with 24 credits if a minimum of four credits were earned in alternate education such as credit recovery, First City School, Lumberjack High School or summer school.

The Class of 2017 and beyond will be required to complete the following credits:

4 credits in English	1/2 credit in Health
3.5 credits in Social Studies	1 credit in Arts (visual arts, music and performing arts, media arts)
3 credits in Science	Remaining credits in electives
3 credits in Math	

Seniors' Final Days of School

Vandalism, destruction of property, or other Code of Conduct violations resulting in suspension on the last days of school will result in the student's non-participation in the Graduation Ceremony. Formal charges will also be filed with the police against students involved in the incident. Senior lockers must be cleaned out or a fee will be charged for cleaning.

Grading System and Report Cards

Our classes range from one (1) term (9 weeks) up to 4 terms (entire school year). No credit is given until the class is completed.

<u>Term Length</u>	<u>Credit Value Assigned</u>
At completion of 1 term class	1/2 credit - .50
At completion of 2 term class	1 credit - 1.0
At completion of 3 term class	1 1/2 credits - 1.5
At completion of 4 term class	2 credits - 2.0

The method of calculating grade point averages (GPA's) of students will be based on the following system:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

**Only grades generated from Bemidji High School will be factored into our GPA/Ranking system.

**Extenuating circumstances may allow a P (passing grade), The Pass/No Pass system does not affect GPA.

Weighted Grading

The Bemidji Board of Education has adopted a Weighted Grade Point System at the High School. The courses to be included and the values assigned to the grades earned in these courses are as follows:

Courses to be weighted

Accelerated Geometry	A = 4.50	C = 2.50
Accelerated Algebra 2	A- = 4.17	C- = 2.17
Analysis I & II	B+ = 3.83	D+ = 1.83
Advanced Placement Economics	B = 3.50	D = 1.50
Anatomy & Physiology A & B	C+ = 2.83	F = 0.00
Advanced Placement Biology		
Advanced Placement Environmental Science		
Advanced Placement Psychology		
Advanced Placement European History		
Advanced Placement U.S. History		
Advanced Placement/College Govt & Politics		

Advanced Placement Calculus I & II
Advanced Placement Statistics
Advanced Placement Language & Composition
Advanced Placement English Literature & Composition
Project Lead the Way Courses
College in the High School Courses

All Bemidji High School students enrolled for 50% or more of the time may be ranked.

Modified Grading System

Students with a modified curriculum may be graded using a Modified Grading System. The values assigned to the grades earned in these courses under a **Modified Grading System** are as follows:

A	=	3.5	C	=	1.5
A-	=	3.17	C-	=	1.17
B+	=	2.83	D+	=	0.83
B	=	2.50	D	=	0.50
B-	=	2.17	D-	=	0.17
C+	=	1.83	F	=	0.00

The values assigned to the grades earned in courses under a Modified Grading System in **Significantly Modified Classes or Substituted Classes** are as follows:

A	=	3.0	C	=	1.0
A-	=	2.67	C-	=	.67
B+	=	2.33	D+	=	.33
B	=	2.00	D	=	.00
B-	=	1.67	D-	=	.00
C+	=	1.33	F	=	.00

Note: Students who are graded on a **Pass/No Pass** System may not be graded on this Modified System as annotated on the IEP.

New Student Enrollment

Students who are currently attending another school and transferring to Bemidji High School may enroll at any time. A non-transferring student must enroll no later than two weeks into a term to receive credit.

Nonresident students wishing to open enroll into Independent School District No. 31 must use the following procedure:

1. Nonresident parents or guardians must submit an application for a student to attend the Bemidji School District by the close of the business day on January 15 (postmarked on this or an earlier date). Siblings of current students must apply to be admitted if they wish to attend school in the district.
2. Bemidji School District officials will notify the parents or guardians, in writing, whether the application has been accepted by February 15.
3. Parents or guardians of the student will notify the Bemidji School District of the student's intent to attend for the next school year by the close of the business day on March 1 (postmarked on this or an earlier date).
4. Bemidji School District officials shall notify the student's resident district by the end of the school day on March 15 of the student's intent to enroll in Independent School District No. 31, Bemidji (postmarked on this or an earlier date).
5. Open enrolled students may lose their status at Bemidji High School if they are chronically truant.

Please contact the Bemidji School District Office at 333-3100 ext 31131 if you have questions.

Procedure for Requesting to Withdraw from Courses

Changes to a Student's Schedule

Students are expected to select courses carefully when they register. Schedule changes may be made before the term begins or within the first one to two days of a term. Schedule changes are made only for legitimate reasons including the following:

- To reschedule a course that was failed
- To adjust a schedule for correct sequence of courses
- To adjust a schedule to meet IEP or 504 criteria
- Extenuating circumstances
- Scheduling error (i.e. already taken the course)

Once courses are in session, students are expected to remain in those courses throughout the full duration of the course. Most of our English, World Language, Science, and Math courses are semester-long courses (two terms). Most elective courses are one term in length.

Withdrawal from a Course

If a student and their parent/guardian believes that the student is in an inappropriate course, they can drop the course for a study hall only within the first ten (10) school days of a term or semester without receiving a W or WF on their transcript. After ten (10) school days, a student will receive a W or WF if a course is dropped. The student must complete a Withdrawal Form. This form is available in the Student Management Office from an assistant principal, or in the Student Services Office from a counselor. Students will not have the option to be added to another class.

Procedure

- The student completes and signs the top portion of the form.
- The form must also be signed by the parent/guardian before the request can be processed.
- The instructor of the course should complete the next portion of the form and attach a current grade printout for the student to the form.
- Once the form is complete, it should be returned to the Student Services office for consideration.
- If it is evident that the situation warrants a removal from the course, the assistant principal will authorize the change in schedule.
- If the issue is questionable in any way, or if the parties involved in the situation are not in agreement, the assistant principal will have final say in the decision.
- If, at the time of withdrawal, a student is failing the course, they will receive a WF on their transcript.
- If, at the time of withdrawal, a student is passing the course, they will receive a W on their transcript.
- When there are extenuating circumstances, the assistant principal will determine whether the student receives a W or WF.
- A WF affects the G.P.A. in the same way that an F would. A W does not affect the G.P.A.
- Withdrawal from a course results in no credit earned for the time in the course, regardless of the grade in progress at the time of the withdrawal, unless there are extenuating circumstances.

Withdrawal from a College in the Schools Course (CIHS)

Withdrawing from a College in the Schools Course, or receiving a poor grade, could negatively affect your college transcript, financial aid process and acceptance into certain college majors. If a student withdraws from a College in the Schools Course before the BSU withdrawal deadline date, they will receive a W for the course on their BSU transcript. If a student withdraws from a College in the School Course after the BSU deadline date, they will receive an F on their BSU transcript. Please see the BSU withdrawal policy for more information. A BHS drop form must be filled out once a student has started any CIHS course to assure notification of Bemidji State University and the Career Center.

Study Hall

Students may be assigned a study hall to provide academic support.

External Study

11th and 12th graders are allowed one external study class per term, with sign out privileges. These students must maintain a cumulative GPA of 1.5 or higher and must be passing all current courses. Truant behavior will result in loss of the sign out privilege. Sign out forms are available in the Student Support (Blue) and Student Management (Green) Offices.

Learning Labs

Learning Labs will be offered most hours in most academic areas. Learning Labs will be staffed with licensed teachers to provide individualized tutorials and small group instruction. Students who are struggling, need to make up tests, or are ahead of their class and want to explore a topic more deeply, will have access to the lab. Classroom teachers will give permission and send students to the labs. Students who struggle in their classes will have opportunities almost every period to work in small groups for remediation and for individualized instruction to help them succeed in their classes. Most of the labs will be offered the last 30 minutes of each class period. Some labs are offered before and after school. A Language Lab for World Languages is also available for remediation as well as for acceleration. Labs may also provide access time for online learning.

Credit Recovery

Students who have failed one or more required classes have the opportunity to take Credit Recovery classes on the campus of BHS. The Credit Recovery option provides an individualized program for the student to make up credits for a failed required class. Students earning credit through the Credit Recovery program will earn a modified grade.

Homeroom

The main emphasis in Homeroom, as mandated by the Minnesota State Legislature, is a Career and College Readiness program. Each grade has set Career and College Readiness Goals as well as character building lessons to prepare students for life after graduation. The homeroom curriculum also serves as a school-wide guidance program designed to increase the number and diversity of students who graduate from Bemidji High School.

Physical Education Policy

With obesity an ever-growing health problem in America, physical education and fitness training are critical components in everyone's education. One credit in physical education (to include the ½ credit Lifetime Fitness or Personal Fitness class and one additional ½ credit elective P.E. class) is required. Several additional elective P.E. classes are available to students.

All P.E. classes require appropriate dress and active participation. Any missed class time must be made up in order to maintain a passing grade except in cases where the student absence is the result of participating in any Bemidji High School or MN State High School League sponsored event. In these cases, students will be required to make up any missed written assignments or tests given to the entire class. The P.E. department's make up/extra credit policy was developed to give all students an opportunity to make up daily work missed because of an absence from class or to improve the student's grade by earning credit in one of the following ways:

1. In a supervised school setting, perform the drills and activities that were assigned in class during the student's absence.
2. Practice an assigned activity that would provide student enrichment. The assigned activity will be closely related to the activity missed.
3. Choose a creative writing project from a list provided by the instructor (i.e., scout or analyze a game attended, etc.)

Each student desiring to make up class time or pursue extra credit through one of the above options is asked to contact the instructor to create a plan for success. This would apply in the case of a doctor-excused health-related illness, injury, or an absence due to participation in a BHS sponsored activity. The student should discuss with his or her P.E. instructor the options and work out a reasonable plan for completing the class. If the student is going to be absent for an extended period of time, he/she has the option to withdraw from class.

Dress Requirements for Physical Education

Students who fail to dress for physical education classes will:

- 1st time – the student will receive a warning from the teacher regarding the possible loss of credit.
- 3rd time - the teacher will notify the parent that the student is in danger of losing credit in the class.
- 5th time – the student will be dropped from the class, will receive a “Withdraw/Fail”, will be assigned to study hall for the remainder of the term, and parent will be contacted.

Repeating Classes

Students should not repeat a class that they have already successfully completed. The only exception is advanced level classes where a different curriculum will be provided each time the class is taken.

Incomplete Work

The classroom teacher determines if a student should receive an incomplete grade. A student is given a mark of “I” for incomplete work. A copy of a Notice to Complete Course Work will be sent home to the parents by the teacher. A student must complete all make-up work within three (3) weeks (15 student days) after the term to receive a grade and credit for that course. Special consideration may be given for extenuating circumstances. In such cases, a contract between the student, parent, and teacher will need to be on file in the Student Services (Blue) Office. The incomplete policy applies only at the completion of a course when a final grade is given.

Withdrawal from School

A student planning to transfer or leave BHS, for any reason, must have their parent/guardian call the Student Services Office or the Student Management Office prior to leaving. At that time, instructions will be given for completing the check-out procedure. Students will be dropped from their schedules when a Request for Records has been received from another school OR when a student has been absent for fifteen (15) consecutive school days.

Plagiarism

Using someone else's thoughts, words, or actions without letting others know that these are not your own is not legal in business, and it is not permitted at this high school. Students who choose to plagiarize may lose credit or fail the course. Here is a definition of plagiarism. It was taken from the University of Michigan's undergraduate policy statement:

Plagiarism occurs when the student...

- 1) Does not properly attribute [give credit for] words or ideas to a source.
- 2) Quotes from another author's writing without citing that author's work.
- 3) Cites, with quotation marks, portions of another author's work, but uses more of that work without quotation marks and without attribution.
- 4) Takes a paper in whole or in part, from a site on the Web or a "library" of already written papers.
- 5) Steals a paper from another student and then submits that paper as coursework.
- 6) Submits the same paper twice for two different assignments.
- 7) Takes the results of another's research and attempts to pass: those results off as his or her own work.

Kucich *

If students have any questions about plagiarism, or how it is perceived here at Bemidji High School, please ask your teacher now. Parents with questions are encouraged to contact their child's teacher at the earliest convenient time.

* John Kucich
Director of Undergraduate Studies
English, University of Michigan.

Cheating

Teachers will review cheating and plagiarism, and the consequences for such actions, with their students at the start of each term.

The policy states: Cheating will result in no credit for the work involved. Plagiarism, cheat sheets, stealing tests and other forms of premeditated cheating may result in loss of credit, failure for the course, removal from the class and/or application of the Code of Conduct. Teachers will inform the student and their parents of the consequence for cheating. The incident will also be reported to the office.

The teacher is responsible for forwarding the discipline referral to the Assistant Principal. Incidents of cheating will become a part of a student's discipline record.

Progress Reports

Progress reports may be sent to inform parents/guardians of scholastic standing. Teachers will notify parents that their child has a possibility of failing a class by sending home a mid-term progress report. Teachers are available for progress updates at conferences or by e-mail. If parents have concerns about their son's/daughter's progress, they can arrange a meeting with the instructor(s).

Family Access

Online family access is available for parents to check in-progress grades, outstanding assignments, attendance, and lunch account balances at any time. For further information, call the Transportation Office at 333-3225.

Paperless Communication

In an effort to save resources, Bemidji High School is striving to become paperless. Student report cards will be online at your Family Access site. Automated dialing/email will be used for news other than report cards. Newsletters, the student handbook, and other information will be posted on the High School's website at <http://bhs.bemidji.k12.mn.us> If you wish to receive hard copies of your student's report cards, please contact the main office at 444-1600 ext. 63308.

Classes with Fees

Most industrial tech classes, family and consumer science classes, off campus classes (curling) and some art classes may charge a fee for materials. The amount of the fee will vary depending upon the type of project a student chooses.

Payment for classes with set fees are due by the end of the second week of the class. Fees and fines should be paid in the main office. If a student does not pay his/her fees within the first two weeks of class, the parent will be contacted and the student may be dropped from the class. If a student is unable to pay the fees, he/she should see a counselor or principal to work out a payment plan.

Off Campus Classes

School transportation will be provided for BHS classes that are held off campus such as construction technology and curling. For safety reasons, students are not allowed to drive their personal vehicles to these class sites. If a student does drive to off campus classes without principal approval, that student risks losing credit for the class.

Final Tests

No early final tests should be given to any student.

The policy states: "If students leave early (with arrangements made in the office, in advance, by parents), students will have to take their final exams when they return to Bemidji after the end of the school year." Students have up to three (3) weeks after school is out to do complete the final. The only exception would be in the case of a student moving out of the District with his/her parents and not returning to the District or by Principal approval due to extenuating circumstances.

College/Career Exploration Programs Available Through BHS

BHS offers a number of special programs and classes through collaboration with various colleges, technical schools, and other entities. Brief information is provided here. For more information, check our website at <http://bhs.bemidji.k12.mn.us> or contact your counselor.

College on Campus Classes

Through collaboration between BHS and Bemidji State University, fourteen college courses will be offered on campus.

College Financial Literacy	College Algebra
College Intro to Business.	College Photography and Digital Imaging
College American Literature	College Chemistry
College Writing I	College Physics
AP/College Lit and Composition	College 2D Digital Foundations
College/AP U. S. History	College Problem Solving and Computer Science
AP/College Economics	
AP/College Gov't and Politics	

These classes fulfill and exceed requirements for high school required classes and earn both high school and college credit. For more information check our website or see your counselor.

Project Lead the Way

Project Lead the Way's high school program centers on developing better problem-solving skills by immersing students in real-world engineering problems. Each of the challenging courses uses project-based, hands-on experiences to teach students the key elements and skills of engineering and technology based careers.

Junior ROTC

JROTC is an educational program that prepares students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. The course emphasizes leadership, teamwork, communications and discipline. The program promotes high school graduation and provides instruction and rewarding opportunities which will benefit the cadet and the community.

JROTC is an elective course where the student earns two credits (one credit per semester) for completing each year of JROTC. A student may take JROTC all four years of high school.

MN Post Secondary Enrollment Options (PSEO)

Eleventh and twelfth grade students may take PSEO courses on a full- time or part-time basis. Tenth grade students may take one career/technical PSEO course. If they earn at least a grade of C in that class, they may take additional PSEO courses.

- ❖ Students who have earned junior or senior status and who academically rank in the top 25% of their class at Bemidji High School may participate in this program at BSU.
- ❖ Students who have earned senior status and academically rank in the top 50% of their class may participate in this program at NTC-B.
- ❖ Students who have earned junior status and who academically rank in the top 33% of their class may participate in this program at NTC-B.
- ❖ Students who have earned junior or senior status and who **either** 1) rank in the top 30% of their class, or 2) have a minimum ACT composite score of 21 or SAT score of 1010 (not including the writing option) may participate in this program.
- ❖ Juniors who have not yet taken the ACT or SAT may submit a minimum PLAN score of 18 or a PSAT score of 42 to participate in this program at Oak Hills Christian College.

Students and parents who wish to obtain more information about this program should arrange for a conference with their counselor in the Student Services (Blue) Office. Timelines for enrollment in the PSEO program are:

<u>Student notification of participation</u>	<u>Semester of attendance</u>
May	Fall Semester
November	Spring Semester



ACADEMIC RECOGNITION

Criteria for Academic Awards

In the fall of each year, we present awards to our academic achievers, based on the following criteria:

End of ninth grade, cumulative grade point average of 3.90 or above.

End of tenth grade, cumulative grade point average of 3.75 or above.

End of eleventh grade, cumulative grade point average of 3.50 or above.

Transfer students who meet the academic grade level requirement for an award, must also have a minimum of eight credits and must have completed one full school year at Bemidji High School.

* G.P.A.'s are not rounded up.

Criteria for Honor Graduate

Seniors who have earned a cumulative grade point average of 3.9 or higher from Bemidji High School, upon completion of the third term, will be recognized as honor graduates at the graduation ceremony. If a senior earns a 3.9 grade point average at the end of fourth term, the student will be notified that he/she has qualified to be an honor student. To be considered an honor graduate, a student must have taken 50% of his/her required classes at Bemidji High School.

* G.P.A.'s are not rounded up.

Criteria for National Honor Society

Selection for membership in National Honor Society is by a faculty council and is based on outstanding scholarship, character, leadership and service.

Students need to be enrolled in three out of four classes at Bemidji High School, and maintain a cumulative G.P.A. of 3.75. Once selected, members have the responsibility to continue to demonstrate these qualities.

TESTING

In order to earn a high school diploma from any public school in Minnesota, students must meet State and/or District assessment requirements. More information about testing requirements will be made available prior to test dates.

2016-2017 Testing Schedule

	2016-2017 MCA Testing	
March 6 – May 5	MCAIII Reading Online, Segments 1-4	Sophomores
March 6 – May 5	MCAIII Math Online, Segments 1-4	Juniors
March 6 – May 12	MCAIII Science Online	Sophomores

	2016-2017 MAP Testing	
Sept 26 – Oct 19	MAP Reading & Math	Freshmen
May 8 – May 31	MAP Reading & Math	Freshmen

Advanced Placement Testing

2017 Exam Calendar		
	Morning - 8 a.m.	Afternoon - 12 p.m.
Monday, May 1	Chemistry Environmental Science	Psychology
Tuesday, May 2	Computer Science A Spanish Lang & Culture	Art History Physics 1: Algebra-Based
Wednesday, May 3	English Literature and Composition	Japanese Lang & Culture Physics 2: Algebra-Based
Thursday, May 4	United States Government & Politics	Chinese Lang & Culture
Friday, May 5	German Lang & Culture United States History	Computer Science Principles
Monday, May 8	Biology Music Theory	Physics C: Mechanics (@ 12:00) Physics C: Electricity and Magnetism (@2:00)
Tuesday, May 9	Calculus AB Calculus BC	French Lang & Culture Spanish Literature & Culture
Wednesday, May 10	English Language and Composition	Italian Lang & Culture Macroeconomics
Thursday, May 11	Comparative Gov & Politics World History	Statistics
Friday, May 12	Human Geography Microeconomics	European History Latin

STUDENT SERVICES

Food Service

With the passage of the “Healthy Hunger Free Kids Act”, changes have occurred in the school lunch offerings. Increased portions of fruits and vegetables as well as more whole grains will be incorporated into the lunch. The new guidelines will also provide caloric minimums and maximums appropriate to the age of the student. Sodium levels of all meals will also be lowered to meet the ten year reduction plan as part of the HHFK Act.

With the new guidelines, **students will be required to take a fruit or a vegetable each day as part of their lunch.** If the fruit or vegetable is not taken, the meal will be considered incomplete and the student will be asked to go back and choose one of the offerings. Menus will include a variety of both fruits and vegetables, so students’ selections will be made easier. Choosing the entire meal is the most nutritious and the most economical for everyone.

Food Allergies And/Or Special Diets

If you have concerns related to food allergies or special diets, please contact the food service office prior to your child/children beginning school. We must follow the guidelines of the USDA program, yet can accommodate many diets. A physician’s written note is required if we are to eliminate items from the program requirements and provide others as substitutions, as in the case of food allergies. The physician recommends foods to be substituted into the diet.

Free/Reduced Meal Applications

Applications for free and/or reduced priced meals will be sent to district residents prior to the beginning of each school year. These applications should be returned to the district food service office as soon as possible so eligibility can be determined. **A new application must be completed each school year.**

Personal Identification Numbers (PIN)

The district uses an Individual Meal Accounting System in all the schools where each student has their own individual account. The PIN (Personal Identification Number) that students are given remains with them for access to their account throughout all of their school years (K-12) in the district. Meal accounts are debit accounts; therefore there must be money in the account for the student to use it.

Payments for Food Service

Payments may be made to individual student meal accounts using your credit/debit card online with "Family Access" (follow directions posted on the site in August). Using the online payment center allows you to credit your child's account at anytime. A \$1.00 fee is charged to cover the cost of this convenience. You may also mail payments to the district food service office or place them in an envelope and put them in a food service drop box located in the commons near the snack shack. During the lunch periods, payment may also be made to the food service recorder in the commons. Personal checks should be written to ISD #31 with the student's name and PIN in the memo area. When sending cash, please place it in an envelope and write the student's name, PIN, and the amount of money in the envelope. We encourage parents/guardians to pay in advance of the first day of school to alleviate the time constraints students experience those first days of the school year. This can be done at the food service office located at 502 Minnesota Ave NW. Please indicate the student's name, grade, school and PIN on the check when sending it to the office prior to the start of the school year.

Charging of meals is discouraged. Ala carte purchases will not be allowed if they will result in a negative balance in a student's meal account. Food service staff will contact parents/guardians of negative meal accounts to arrange payment. Since the entire district uses the Individual Meal Accounting System, accounts for students with positive or negative balances will be credited for the next school year. Positive balances from one sibling will be transferred to another sibling to zero out a negative balance. Students graduating from high school may have their account balances transferred to a younger sibling by calling the Food Service Office at 333-3100 ext 141. Refunds from accounts will only be sent if the balance is \$5.00 or more. A request for a refund must be made by the parent/guardian when a student is leaving the district.

Senior High School Meal Prices

Breakfast.....	..\$1.50
Reduced Price Breakfast.....	free
Lunch.....	\$2.65
Reduced Price Lunch	free

If you have any questions regarding food service, please contact the district food service office at 333-3100 ext. 31141 or ext. 31142.

Snack Shack

The Snack Shack, located in the high school commons, will be open from 7:30 – 8:10 a.m. and 3:05 – 3:35 p.m. each school day to accommodate students before and after school hours. Food items and beverages may be purchased by using their PIN. The snack shack will also be open from 3:30 – 6:30 p.m. on the evenings of parent/teacher conferences.

Commons Area

Student courtesy and consideration are expected at all times in the commons area. Food and beverages are to be consumed in the commons or outside by the southwest entrance (bus doors) at the picnic area, weather permitting. The picnic area will be closed if students do not pick up after themselves. Beverages will be allowed in the classrooms, lockers, breakouts, and hallways only if they have screw-on caps to avoid spills. **Students have a closed campus during the school day – this includes lunch periods. The parking lot is not a lunch area. Students need a pass to go to their vehicle during school hours.**

Breakfast To Go

Students will have the opportunity for a “second chance” breakfast during passing time between first and second period each day. Serving areas will be located at the bus entrance, athletic wing, and LHS Breakout. This bagged breakfast may be eaten during 2nd period in classrooms. No outside food is allowed.

Career Resource Center

Students can explore career choices and other available options at the Career Center with Mr. Cervenka. Information is available on all post-secondary opportunities. Computers are used to assist the student in identifying interests, abilities and possible vocational choices. Scholarship information is also available in the Career Center. In 2013, our Career Center assisted in the locating and awarding of over \$1.5 million in scholarships. Mr. Cervenka may be reached at 444-1600 ext 63446.

Student Services (Guidance) Office – Blue Office

The Bemidji High School Student Services (Blue) Office is staffed by two counselors. Students should use the counseling staff for assistance in planning future educational and occupational goals. Two counselors are assigned to students, according to the first letter of their last name. Ms. Voge is the counselor assigned to students with the last names beginning with A-K. Ms. Hengel is assigned to students L-Z. An appointment with a counselor can be made by calling 444-1600 and their extension number. (See Directory, Page 5 for extension numbers.)

Social Worker

Our school social worker is Ms. Lind. Her office is located in the Student Services (Blue) Office. Support groups operate within the district and are open to all students. Students should go to the Student Services (Blue) Office if they are interested in signing up for a support group. Ms. Lind may be reached at 444-1600 ext. 63310.

Indian Education

Our Indian Education staff, Mr. Wilson and Ms. Jourdain, are located in the Student Services area at the south end of the commons. The Bemidji Indian Education Program is designed to meet the identified educational and cultural needs of American Indian students attending Bemidji High School. The ultimate goals of the Indian Education Program are to assist American Indian students to complete high school successfully and to encourage and prepare these students to seek post-secondary training and education.

Media Center

The Bemidji High School Media Center is located on the west side of the commons. The Media Center is open each school day from 7:30 a.m. to 3:45 p.m. for use by students and staff. Students coming from a class must have a pass signed by the classroom teacher. When using the Media Center before and after school, students do not need a pass. When using the Media Center during Study Hall, the pass must be signed by a classroom teacher or Media Specialist ahead of time. The following rules must be observed while in the Media Center:

1. Check out all materials at the circulation desk.
2. Respect the rights of others to study and read.
3. Food and beverages are not allowed in the Media Center.

Technology/Internet

All Bemidji High School students have the opportunity to use the computer technology available throughout the school. The Bemidji High School Code of Conduct does apply to the use of school computer facilities.

Vandalism or theft of computer equipment, unauthorized access to information, computer piracy, hacking, profanity, and offensive or harassing behavior, which includes cyber-bullying will not be tolerated and will be dealt with according to Code of Conduct, School Board Policy 700-40-4.

Because all internet access and computer usage is granted as part of the curriculum, Bemidji High School reserves the right to monitor all student activities on the network.

Upon the first violation, the student will not be allowed to have access for two weeks. Upon the second violation, the student will not be allowed to have access for four weeks.

File server space set aside for student use is cleared each summer. Any data the student does not want deleted at the end of the year should be uploaded to their student Google Drive space.

Teachers expect students to use the internet to access a wide variety of high-quality resource materials. Students need to have a Network Acceptable Use Policy Permission Form on file in the Media Center in order to access the computers at school. This form must be submitted each year. Each student's account is disabled until this form is received and processed.

Network Acceptable Use Policy Permission Form

In August, forms will be mailed to each student enrolled at Bemidji High School. Abuse of computer privileges by students (accessing inappropriate sites, using another person's internet account, allowing another student to use your account, etc.) will result in a restriction or loss of computer privileges for a period of time to be determined by the principal. Some classes will need to use the computers on one of the first days of school, therefore, students should turn the form in to the Media Center on the first day of class.

Personal Electronic Devices

Personal Electronic Devices (PEDs) may be used before school, after school and in class at the teacher's discretion. Students using earbuds may only have one earbud in at a time as one ear needs to be able to hear school emergency announcements. Staff members may ask for the PED if the device is being misused. Failure to surrender the device to a staff member is recognized as insubordination. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search will be reasonably related in scope to the circumstances justifying the search. Students who use PEDs during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the district's discipline policy. In addition, a student's cell phone or PED may be confiscated by the school and, if applicable, provided to law enforcement. Cell phones or other PEDs that are confiscated and retained by the school will be returned in accordance with building procedures.

Student Resource Officer

Our student resource officer, Mr. Moyer, is located in the Student Management (Green) Office on the north side of the commons. Officer Moyer may be reached at 444-1600 ext. 63312.

Health Office

The student health office is located on the west side of the commons. Ms. Tolkinen, our health assistant, is on duty during school hours to provide first aid, to administer medications, and to give other health assistance as needed. During class time, students are required to have a pass to be admitted to the Health Office. Ms. Tolkinen can be reached at ext. 63317.

Students who leave the High School during the school day due to illness or injury must obtain a Permit to Leave from the Health Office or from the Student Management (Green) Office.

If a student needs to take medication during school hours, the school requires the following:

1. A written order, from your doctor, which includes the following:
 - a. student name
 - b. name and dosage of medication
 - c. time medication is to be given
2. Written consent from a parent/guardian requesting school personnel to give the medication as ordered by the doctor.
3. Parents must bring the medication to the Health Office **in person**.
4. All medication must be brought to school in a pharmacy-labeled container. School personnel may refuse to give medication sent in any other way.
5. Over-the-counter/non-prescription medications may only be given with written consent of parent/guardian and must be provided in an original container.
6. Students who self-medicate should have an order from their doctor on file in the Health Office.

District #31 Immunization Policy requires that all students meet the minimum State Immunization Requirements **at the time of registration**. Students in grades 9 -12 must have a minimum of 3 DPT, 3 Polio, and 2 MMR and a TD booster given at or after age 11 years. New students who do not have the minimum State Required Immunizations will **not** be allowed to complete registration or attend school. Vision and hearing screenings are available at the request of student, parent/guardian or teacher.

Parents of students with special health needs are asked to contact Ms. Tolkinen in the Health Office at 444-1600 ext 3317 so that the needs of the child can be discussed and an appropriate health plan developed.

Homebound Instruction

Homebound instruction may be available for students who are absent from school for medical reasons for more than fifteen (15) days. A signed letter from the student's doctor, recommending homebound instruction, must be submitted to the principal before homebound instruction will be considered.

Elevators

Any student who is temporarily or permanently physically challenged may use the elevators upon approval from the Health Office.

Parking for Cars/Motorcycles

Use of student parking at Bemidji High School is a privilege that can be lost if students abuse it by driving carelessly or by failing to purchase a valid parking permit. Students who do not have outstanding fees and fines are eligible to purchase parking permits. Students with outstanding fees or fines must pay them, along with their parking permit cost, before they will be issued a permit.

1. Students who wish to park their automobile or motorcycle in the BHS student parking area must purchase a parking permit from the Student Management (Green) Office. Students must display that permit on the lower right passenger side windshield of the automobile and it must be clearly visible. The license number of an automobile or motorcycle must be submitted to the office when purchasing a parking permit. The cost of a parking permit is \$50 per year, \$30 per semester, \$20 per term, \$3 per week or \$1 per day.
2. Students must park in the appropriate and designated area and be within the marked parking spots. We reserve the right to tow illegally parked vehicles, at the owner's expense.
3. The Parking Lot Monitor will be on duty during school hours to ensure vehicle safety and that all parking regulations are followed.
4. A number of "Handicap" and "Visitor" parking areas have been designated. Students may **not** park in these areas unless qualified to park in a "Handicap" area.
5. Students and their parents/guardians will sign a parking/driving contract before purchasing a parking permit. Students will receive a copy of additional parking regulations.
6. Students may purchase a parking pass for motorcycles for both fall and spring terms. The cost is \$20.00 per term.
7. Truant behavior, or supporting truant behavior, will result in suspension of parking privileges.

8. Students are not allowed to take other students in their vehicles without permission from school or guardian.

Students who use private motorized vehicles for transportation to and from school are expected to comply with the regulations listed below:

1. Reckless, careless, or aggressive driving on school property whether before, after, during the school day, or at extra-curricular activities may result in loss of parking privileges. First offenses will receive a warning, however, if the reckless/careless/aggressive driving results in an accident a citation will be issued. Second offenses will result in the loss of parking privileges.
2. Students are not to go to the parking area or to their vehicles during the school day unless permission is granted from the Student Management (Green) Office.
3. Cars and motorcycles are to be parked in designated areas with a parking permit clearly visible.
4. While on campus, a vehicle, including the interior, may be inspected by school authorities, for any reason, at any time, without student consent or parent consent, and without a search warrant.
5. Any student violating the above rules will lose the privilege to drive his/her vehicle on school property (this includes off-campus event sites) for a period of time determined by the assistant principal, may be ticketed by the police, and may also be suspended from school per the Code of Conduct-School Board Policy 700-40-4.
6. On the third ticket, the vehicle will be disabled with a "wheel boot lock". The student will pay the tickets received (3 tickets at \$5.00 apiece totaling \$15.00) to get the "wheel boot lock" removed.
7. The school is not liable for lost, stolen or damaged items in vehicles.
8. We reserve the right to tow vehicles for parking violations, truancy, loss of privileges and/or violations of the Code of Conduct.

Bicycles

A bicycle rack for the safe storage of bicycles is available near the activities entrance to the high school.

Snowmobiles/4-Wheelers

Because of the dangers of poor visibility and potential for damage, snowmobiles and 4-Wheelers are not allowed on school property.

Lockers

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 the students. Inspection of the interior of the lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. As soon as possible after the search of a student's personal possessions, the school authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. (MN State Statute)

Students are assigned the same locker for the four years they are in attendance at BHS. The locks are to remain on the assigned locker. There will be no other locks on school lockers. Lockers are not to be shared with other students. **The school is not liable for lost or stolen items. Students should not share their lockers or locker combinations with other students.** The replacement cost of each lock is \$5.00 and must be paid in the Main Office prior to issuing a replacement lock. Students may be assessed a fine for lockers that require extensive cleaning or repair.

Students should not loiter in the locker bay areas. Students may gather in the break-out areas, classroom areas or commons before and after school.

IT IS RECOMMENDED THAT YOU DO NOT LEAVE MONEY, ELECTRONIC DEVICES, CELL PHONES, OR OTHER VALUABLES IN YOUR LOCKER. IF YOU HAVE MONEY OR POSSESSIONS THAT YOU DO NOT WANT TO LOSE, YOU MAY BRING THEM TO THE STUDENT MANAGEMENT (GREEN) OFFICE IN THE MORNING FOR SECURITY. BEMIDJI HIGH SCHOOL WILL NOT ASSUME ANY LIABILITY FOR ANY LOST, STOLEN, OR DAMAGED CELL PHONES, ELECTRONICS, OR OTHER VALUABLES THAT ARE EITHER IN SCHOOL OR IN THE STUDENT'S POSSESSION.

Detection Canines

To maintain a safe, drug-free environment at Bemidji High School, detection canines will make unannounced visits to buildings and grounds including parking lots. Students (self) and possessions will be searched when the canine detects an illegal/banned substance. While on campus, a vehicle, including the interior, may be inspected by school authorities for any reason, at any time, without student consent or parent consent, and without a search warrant.

Lost and Found

The "Lost and Found" is located in the Media Center. Students should file a report in the Student Management (Green) Office as soon as they discover an article has been lost or stolen. Taking items from the "Lost and Found" that do not belong to you is considered theft. At the end of each term, the Interact club delivers all unclaimed items to Good Will.

Yearbook and Student Activity Ticket Purchases

Students may purchase yearbooks and/or tickets for school events at the Activities Office. Information about extra-curricular activities is also available at the Activities Office. You may contact the Activities Office at 444-1600 ext. 63316.



GO JACKS!

COMMUNICATION

Activity Announcements

Any information for the daily bulletin must be signed by an administrator and received in the Main Office by 2:00 pm the day before it will be printed.

Letters of Recommendation

Students who wish to ask faculty members for letters of recommendation are asked to observe the following guidelines:

1. Students must ask for recommendations at least **two weeks** in advance. Students who make late requests cannot expect a faculty member to finish a recommendation on time.
2. Inform each faculty member of specifics they may want to include in the letter. Remember to be specific and accurately detail those accomplishments you would like included.
3. Complete a background resume for each faculty member so they may be more familiar with your achievements. Resume forms are available in the Student Services (Blue) Office or the Career Center.

Messages/Deliveries

The offices do not have personnel to make deliveries to students during the school day. Emergency messages **from parents or guardians only** will be delivered. Balloons or flowers will not be delivered to classrooms, students may pick them up in the office after school.

Distribution of Literature/Materials in School

Any person desiring to distribute literature to students in school or on school property, must observe the following procedure:

1. A copy of the material is to be submitted to the principal for approval.
2. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or be a violation of any federal, state or municipal law.

CODE OF CONDUCT INFORMATION

The SBR 700-40-4 Code of Conduct rules and regulations are enforced at Bemidji High School. (See School Board Regulation SBR 700-40-4.) The Code of Conduct addresses the most serious behaviors and places a student who has violated the "code" on a three-year continuum. Violation of any school discipline rule may result in loss of privileges, detention, suspension, or other consequences as assigned by the principal.

Students who enroll after the first week of school will be oriented to the Student Handbook, by their counselor, upon registration.

All students are responsible for the information in the Student Handbook and in the Code of Conduct.

Tennessee Warning to Students and Parents

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students attending school in the school district, or their parents, will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as: homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to educational programs, to maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school

district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extra-curricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.

4. School administration is responsible for maintaining a safe and secure school environment and it is many times necessary to question students in regards to assaults, thefts, etc. Although students may choose not to answer questions, students are expected to cooperate in all school investigations. Students may choose not to share information with staff.
5. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

District #31 Policy Regarding Harassment/Violence/Hazing (Sexism, Racism, Ageism, & Disability)

1. To maintain a learning and working environment that is free from harassment, violence, and hazing, this school district prohibits any form of harassment, violence, and hazing.
2. Any student or employee of this school district who harasses, commits violence, or engages in the act of hazing toward another student or employee through conduct or inappropriate communication will be subject to the consequences described in the policy handbook.
3. All complaints, whether verbal or written, will be investigated and appropriate disciplinary action will be taken.
4. The individual reporting a violation is asked to use the form available in the Student Management (Green) Office. All verbal and written complaints should be submitted to the Principal or the Human Rights Office, District #31, Phone Number (218) 333-3100 ext. 31111 or ext. 31113.

5. Confidentiality of all persons involved will be respected to the fullest extent possible.
6. This is a summary of the District #31 Harassment (Sexism, Racism, Ageism, Disability/Violence, Hazing) Policy. A complete policy is available in the office.

Criminal History Background Checks

In order to maintain a safe and healthy environment and to promote the physical, social and psychological well being of students, the school district has implemented policy SBR 200-90-16 requiring a criminal history background check for applicants who receive an offer of employment. Minnesota law requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. In accordance with the established policy, the district may also elect to request background checks of volunteers, independent contractors and student employees.

Questions about criminal history background check requirements can be referred to the Human Resources department at (218) 333-3100, extension #31111. A copy of the policy can be obtained by contacting the Human Resources department or on the district website at www.bemidji.k12.mn.us

STUDENT PERSONNEL BULLYING PROHIBITION POLICY

Purpose

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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive behavior.

General Statement of Policy

1. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology (including electronic variants) includes but is not limited to; teasing, harassment, intimidation, defaming, threatening, being mean, disrespectful, hurtful or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures.

The school district may take into account the following factors:

- A. The developmental and maturity levels of the parties involved;
- B. The levels of harm, surrounding circumstances, and nature of the behavior;
- C. Past incidences or past or continuing patterns of behavior;
- D. The relationship between the parties involved
- E. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for student bullying and/or cyber bullying will be dealt with as part of the Code of Conduct. 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 and/or termination of services and/or contracts.

7. The school district will act to investigate all complaints of bullying 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.

Definitions

For purposes of this policy, the definitions included in this section apply.

1. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - A. Harming a student;
 - B. Damaging a student's property;
 - C. Placing a student in reasonable fear of harm to his or her person or property; or

- D. Creating a hostile educational environment for a student.
2. "Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:
 - A. Necessary cessation of instruction or educational activities;
 - B. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
 - C. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
 - D. Exhibition of other behavior by students or educational staff that substantially interferes with the learning environment.
 3. "Immediately" means as soon as possible but in no event longer than 24 hours.
 4. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

Reporting Procedure

1. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
2. The school district encourages the reporting party or complainant to use the report form available from the

- principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
3. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
 4. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
 5. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
 6. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
 7. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

1. Within three days of receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
3. In general, school officials can place educationally-based restrictions on student speech "necessary to maintain an appropriate school climate."

On-campus: Inappropriate speech through the district Internet system or using school owned equipment or via personal cell phones used at school.

Off-campus: Courts have ruled that there must be a “substantial and material disruption on campus.”

4. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
5. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Training and Education

1. The school district annually will provide information and any applicable training to school district staff regarding this policy.
2. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
3. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
4. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness. The school district may also initiate other staff workshops and training opportunities and also encourage and support curriculum enhancements as deemed appropriate.

Notice

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

ATTENDANCE POLICY

Philosophy

Attendance is critical to student achievement. Classroom instruction and participation are essential parts of the learning process. Regular attendance in all classes is vital to ensuring a quality learning experience for all students. Regular class attendance instills self-discipline and exposes students to group interactions with teachers and peers. It enables students to hear and participate in class discussion and involves them in educational environments not available elsewhere. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

The federal **No Child Left Behind** legislation insists upon good attendance and holds public schools accountable for improving student attendance. Minnesota state law specifically outlines the expectation for all students to attend school:

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, M.S. 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

The Bemidji School District recognizes that daily attendance and participation are strong indicators of student success and academic achievement. Frequent absences interfere with learning and leave students at high risk for educational failure.

Truancy and Educational Neglect

Minnesota Compulsory Attendance Laws

According to Minnesota State Statute (260C.007, Subd. 19), "habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8.

Roles and Responsibilities

This policy also recognizes that class attendance is a joint responsibility to be shared by the student and the parent or guardian. Teachers and Administrators have specific responsibilities to record and report attendance, to encourage good attendance, and to intervene when students are not attending.

Student's Responsibilities:

1. Students are to attend class daily and arrive on time.
2. Students and/or parents/guardians are asked to sign a verification form indicating they have read and they understand the attendance policy.
3. Students are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent, whether Excused or Unexcused, unless previous arrangements have been made with the classroom teacher.
4. Students may not leave school grounds without permission for any reason. A **Permit to Leave** may be obtained from the Student Management Office or the Health Office. The Student Management Office or the Health Office may grant permission for a student to leave the building.
5. Students should remind their parents to contact the Student Management Office prior to, the day of, or no later than 10:00 a.m. the day after an absence, and to schedule appointments during non-school hours.
6. Students must get an Admit Slip from the Student Management Office any time they are more than five (5) minutes late for class.
7. Bemidji High School does not grant 18 year old students emancipation. Parents/Guardians must still excuse students and sign permission forms.

Parent's or Guardian's Responsibilities:

1. Parents are expected to ensure that their children attend school. Online Family Access is available for parents to check on their student's attendance at any time.

2. **In order to have an absence excused, parents must inform the school of absences prior to, the day of, or no later than 10:00 a.m. the day after the absence.** Parents are asked to state a reason for the absence. It is important that all absences are excused by the parent. Unexcused absences cause students to be ineligible to appeal a loss of credit and may also result in truancy filings.
3. Parents should schedule student appointments outside the school day.
4. Parents are asked to notify the Student Management Office of an extended absence prior to or at the start of the absence and to make arrangements with each teacher for the student to make up the work. Extended absences include family vacations and extended illnesses or injuries.
5. Parents are asked to contact the Student Management Office, Counselor, Social Worker, or teachers if there are any concerns about the student's attendance.
6. Parents who suspect their child is not attending school, should contact the Student Management Office. Parents may call the Office and check on their child's attendance at any time during the school day.
7. Bemidji High School does not grant 18 year old students emancipation. Parents/Guardians must still excuse students and sign permission forms.

Teachers' Responsibilities:

1. Teachers will take attendance daily, regularly, and accurately.
2. When a student is absent, teachers will inform the student of the assignments he/she has missed and when they are due.
3. Teachers will encourage students to attend school and will report frequent absences. Teachers must insist on an Admit to Class whenever a student comes to class more than five (5) minutes late.
4. Teachers are expected to communicate concerns about attendance to parents.
5. Teachers should report any discrepancies in the daily attendance to the Student Management Office.
6. Teachers must be familiar with all procedures governing attendance and apply these procedures uniformly.

7. Teachers should have students sign a verification form stating the students have received, read and understand the attendance policy.
8. Teachers are to mark students LATE (tardy) if they are not in the classroom when the tone sounds. Teachers must inform students when they have been marked tardy.

Administrators'/Student Management Office Responsibilities:

1. Principals will inform students, teachers and parents/guardians of the attendance policy.
2. Principals will communicate and apply procedures developed to address attendance concerns.
3. Principals are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate attendance problems.
4. The principal will ensure that attendance of students will be monitored regularly. Parents or guardians will be contacted when absences and tardies arise.
5. Principals will refer students with attendance problems to appropriate channels for interventions.
6. Principals will hold teachers accountable for recording accurate attendance and for following procedures for reporting tardies.
7. Principals will facilitate the appeals process and/or enter into attendance contracts with the students.

HIGH SCHOOL ATTENDANCE PROCEDURES

Absences

Classifications for “Excused” and “Unexcused” absences exist for the purpose of tracking truancies and for determining whether a student is eligible to appeal a loss of credit.

An “**Excused**” absence is any absence excused by the parent/guardian ahead of time, the day of the absence, or up until 10:00 a.m. the day following the absence. An automated dialer makes calls each evening to inform parents of absences and to remind them to call the Student Management Office if they have questions or need to excuse the absence.

Parents may not excuse a student to be on campus but not attend scheduled classes.

Absences not authorized by the parent/guardian of the student and/or by the school district will be termed “**Unexcused**”. Failure to notify the Attendance Office by 10:00 a.m. the day following the absence will result in an unexcused absence.

Parents may contact the Student Management Office by phone or in writing, although contact by phone is preferred. The Student Management Office has 24-hour voice mail for parents’ convenience.

To report an absence, call: 444-1600

Last Names A – K, dial ext. 63301

Last Names L – Z, dial ext. 63303

Tardies

Teachers will mark students tardy if the student is not in the classroom at the sound of the tone. A student who is more than five minutes late to class must obtain an **Admit to Class** from the Student Management Office before being admitted to class. **Admits are tardies and will follow the consequence sequence below.** Students fifteen (15) minutes late or more will receive an excused/unexcused absence marked on their attendance record.

- Three tardies/admits in a class, per term, will result in one lunch detention and one unexcused absence.
- Six tardies/admits in a class, per term, will result in one day ISS, one unexcused absence, and a parent contact.
- Nine tardies/admits in a class, per term, will result in one day OSS, one unexcused absence, a parent conference and the student may be referred to an alternative education setting.

Truancy

Students who are under the age of 17 will be referred to the truancy intervention program and/or to county social services for educational neglect.

- One class period unexcused absence, for first offense, will result in a lunch detention
- Second unexcused class period absence will result in two lunch detentions.
- Third unexcused class period absence will result in one day of ISS.
- Subsequent unexcused class periods will result in Out of School Suspension

Student Dismissal During the School Day

Before a student leaves the building during the school day, he/she must obtain a **Permit to Leave** from the Student Management Office or the Health Office. **Students who leave school without permission are considered truant and will not be excused after the fact.** The student must also check in with the Student Management Office when returning to school.

Attendance and Participation in Co-Curricular Activities

Co-curricular activities add to a student's high school experience in many positive ways. Participation in co-curricular activities is encouraged. With such participation, however, come additional responsibilities, some of which are related to attendance:

1. **Absences** - A student may not participate in any activity or program on the day that he/she has missed more than half of his/her classes without a medical note, or prior approval by the Activities Director.
2. **In-School and Out-Of-School Suspension** - If a student is suspended from school or if the student is assigned to ISS, he/she may not participate in any co-curricular program on that day (practice or competition).
3. **Detention** - Students assigned to lunch detention may not practice on that day. The decision to compete on that day is at the coach's discretion.
4. **Class Assignments** - Students being dismissed early from school **MUST** turn in all work that is due that day to **all classes** (even if they won't be in attendance).
5. **Attendance** - Coaches and activity advisors are responsible for enforcing the attendance policy in regard to the activity they supervise.
6. **Please Note** - Co-curricular activities are school-sponsored activities; therefore, classes missed due to the student participation are not recorded as an absence toward loss of credit.

Make-Up Work

Whether a student's absence is Excused or Unexcused, the student is required to make up all assignments as deemed appropriate. Students will be given two days for each day missed to make up the work that was assigned during the student's absence. For example, if a student is gone (during a M-F week) on the 22nd, then all work from that day will be due on the 25th. If the student is gone on the 22nd and the 23rd, the makeup work for the 22nd is due on the 25th and the makeup work for the 23rd is due on the 26th.

PROCEDURES FOR COMMUNICATING WITH PARENTS REGARDING EXCESSIVE ABSENCES AND POSSIBLE LOSS OF CREDIT

1. The school will attempt to report any unexcused absences to parents/guardians through family access, auto-dialer calls, emails, and letters. Parents may call the attendance office at any time during the school day to inquire about their child's attendance.
2. At the fifth (5) absence in a one term class and the tenth (10) absence in a semester long class, the teacher will communicate with the parent. The parent/guardian may be requested to attend a conference with the school administrator.
3. After a student's eighth (8) absence in a one term class or fifteenth (15) absence in a semester long class, the student may lose credit for the class. The student's parent/guardian will be notified.

Loss of Credit Due to Excessive Absences

A student risks loss of credit in a course whenever any of the following limits are met:

Length of Course	Absences	Truancies
Term	8	3
Semester	15	5

THE COMBINED TOTAL OF EXCUSED AND UNEXCUSED ABSENCES ACCUMULATE TOWARD THE LOSS OF CREDIT.

Attendance contracts and/or alternative educational settings may be put in place to address attendance concerns.

OTHER POLICIES

Breaking the Law

Students will be referred to law enforcement anytime they break the law at school. This includes, but is not limited to, reckless driving, vandalism, theft, assault, disorderly conduct, underage consumption, drug and tobacco use, etc.

Complaints or Concerns

If a student or parent/guardian has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person whom you have a complaint with and discuss both sides of the story.
2. If the problem still exists, contact the designated assistant principal.
3. If still unresolved, contact the principal's office.

Detention

Students may be assigned to detention for inappropriate behavior or for violating rules in the handbook. Specific dates and times will be arranged at the start of the school year.

Students who do not attend the assigned detention time will be reassigned, with additional detention time added, and may be suspended.

Dress Guidelines

The dress and grooming of students becomes the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others. Student dress should allow the student a full range of participation in the classroom and school events and activities.

BHS students are expected to adhere to the following guidelines:

- Students cannot wear garments that are likely to cause a material or substantial disruption to the school environment or that could be considered offensive.
 - a. Such examples include, but are not limited to, references to drugs, alcohol, tobacco, sex, weapons, violence, vulgar, obscene, or profane

language or images, and/or insults to race, religion, gender, or ethnicity.

- All dresses, skirts and shorts must be at the knee, in front and in back, for both male and female students. Please see visual guideline.



- Students are prohibited from wearing saggy pants/shorts that reveal underwear.
- Students are not allowed to wear backless, low cut, or tops with spaghetti straps, tube tops, midriff shirts, see-through, or excessively tight clothing.
 - a. Tank tops and/or tops with a minimum of one and one half inch straps will be allowed.
 - b. No clothing with revealing holes or cutouts is allowed or clothing that is considered too revealing.
 - c. Underclothing, including bra straps and briefs, should not be visible.
- Outdoor jackets, coats, hats, and large backpacks are not to be brought into the classroom. Exception would be students participating in an outdoor class.
- A student shall be prohibited from wearing any form of dress or accessory identifying him/her with a gang as identified by the local gang task force.
- No type of head covering is to be worn.
 - a. Exceptions would be a cap or hat that is part of a uniform worn at a school activity or a head covering worn for religious or medical purposes.
 - b. Head coverings may be allowed during special school functions, i.e. Homecoming Week, which

have traditionally been recognized and scheduled by the high school office (bandanas must be school colors).

- c. Examples of items prohibited, but not limited to, are: scarves, hats, caps, sweatbands and bandanas.
 - d. Hats are to be removed upon entering the building and should not be put back on until outside of the building.
 - e. Hats may be confiscated for parent pick-up:
 - 1st Violation: hat will be confiscated, student may pick it up at the end of the school day.
 - 2nd Violation: hat confiscated, lunch detention
 - 3rd Violation: hat confiscated, one day of ISS, conference with parent.
 - 4th Violation: hat confiscated, suspended for one day.
- Sunglasses should not be worn in school.
 - Footwear with soles must be worn at all times.
 - Noisy, distracting jewelry or accessories are prohibited, including those that promote chemical usage. Pocket chains can be no longer than 10 inches in cumulative length.
 - Students participating in school-sponsored activities, such as extra-curricular or other special functions, may have different dress required by the sponsor, coach or administration.
 - Backpacks must fit under the student's desk to allow unobstructed walkways in case of an emergency.

Violation of Dress Code

1st violation - Student will be asked to change.

2nd violation - Student asked to change, one day of lunch detention, and a parent contact made.

3rd violation - One day of In School Suspension and a parent conference.

4th and subsequent violations - Out of School Suspension and a parent conference.

Exclusion

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

Expulsion

Expulsion means a school board action to prohibit an enrolled pupil from further attendance for up to twelve (12) months from the date the pupil is

expelled. The student has the right to request a hearing. Examples of behavior and conduct, which could require exclusion or expulsion, or in Lieu of Expulsion are: the use and/or possession of drugs, use and/or possession of a weapon, or any action on the part of a student which endangers the safety and well being of others.

It is the policy of Independent School District No.31 that any student who brings a weapon to school shall be expelled from school. The length of expulsion is determined by the School Board on a case-by-case basis.

Food/Beverages

Food and beverages will be consumed in the commons or outside in the picnic area, weather permitting. Students are expected to pick up after themselves and deposit garbage in the refuse containers in the commons or picnic area. Food and beverages are allowed in the classrooms at the discretion of the teacher. Beverages in the classrooms must have screw on caps. **Bemidji High School maintains a closed campus during the school day, including lunchtime.** Students are not to leave the campus during school hours without a "permit to leave" or permission from the Student Management Office.

Hall Passes/Hallway Conduct

Students are not permitted in the halls during class time unless accompanied by a teacher or possessing a hall pass from an authorized staff person.

Students are to pass from class to class in a quiet and orderly manner. Running, loud talk, yelling, or roughhousing are not appropriate behaviors and will be addressed.

To meet the fire safety codes and the insurance regulations and to provide obstacle-reduced hallways for students, staff, parents and guests as they move about the building, students are not permitted to sit on the floors in the hallways.

Hall Monitors are employed to maintain supervision during class time and passing time. Students are expected to honor their direction and supervision.

In School Suspension

If a student's behavior and conduct are determined by an administrator to warrant removal from the classroom, the student will be assigned in school suspension specific dates and times will be arranged by the administrator.

Out of School Suspension

If a student's behavior and conduct are determined by an administrator to warrant removal from the school building, the student will be suspended from school. Students who are suspended will be issued a formal suspension notice that will be sent to their parent/guardian. A conference with the issuing administrator, the student, and the parent/guardian may be required for re-admittance to the school.

Other Disruptive Devices

Various other items that may be disruptive or unsafe should not be brought to school including, but not limited to, water guns, water balloons, laser pointers, lighters, air horns, or other noise, smell, or smoke producing devices. Many of these items fall under the guidelines of the District Weapons Policy, and appropriate administrative action will be taken. The items will be confiscated and **NOT RETURNED.**

Pep Fest/Assembly Program(s)

Pep Fests will be held in the high school gym and assemblies will be held in the auditorium depending in the nature of the program. Students in attendance will:

1. Be prompt.
2. Be courteous to the speaker and your fellow students by being attentive. Do not whisper or read while attending any pep fest or assembly.
3. Stand for the National Anthem and the School Song. It is considered courteous to remove your hat for the National Anthem.
4. Students will be removed from assemblies for inappropriate behavior and may lose future privileges to attend the activities.

Permit to Leave

A Permit to Leave is issued when a note or telephone call from a parent/guardian is received in the Student Management Office **prior** to the student leaving the school campus. Permits to Leave need to be picked up in the Office by 8:19 a.m. on the day the student is leaving school early.

No student may leave for any portion of the day, including lunchtime, without a Permit to Leave. Students who leave school without obtaining a Permit to Leave will be considered truant and will be assigned detention.

You also need to obtain a pass from the Student Management Office in order to go out to your vehicle during the school day.

Pledge of Allegiance

In accordance with state law, students will be asked to recite the Pledge of Allegiance weekly. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and staff must respect another person's right to make that choice. Also, proper etiquette, display and respect for the flag of the United States of America will be included in the instructional goals. (School Board Policy 400-90-7)

Prom/Winter Formal

Students attending Bemidji Area Schools, and in grades 11 or 12, may attend the Prom. Students attending Bemidji Area Schools, and in grades 10, 11, or 12 may attend Winter Formal. Students may bring a guest. A Guest Request Form must be completed and submitted to the Student Management Office for approval. The guest must be in the appropriate grade level for the formal dance and must not exceed 20 years of age.

School Weapons Policy

In accordance with state law and to provide a safe environment for students, staff, and the public, weapons are not allowed in school buildings or on school grounds. This policy does not apply to licensed peace officers and military personnel. If anyone finds himself/herself by accident to be in possession of a weapon, the individual needs to report immediately to the Principal's Office. (School Board Policy 900-30-1)

Skateboards/Rollerblades/Scooters

Skateboards, rollerblades and scooters are not allowed on school property. They will be confiscated by school officials. Repeated offenses will result in skateboards, rollerblades or scooters being confiscated until parents come to pick them up. Students may also be ticketed by the police for violating school and city ordinances regarding skateboards, rollerblades, etc.

Sprays or Noxious Odors

Information from the Mayo Clinic and the Minnesota Department of Health indicates that spraying or spreading perfumes or noxious sprays or liquids can result in allergic reactions, headaches and/or asthma attacks in students and staff. Such odor causing items should not be brought to school. Students who spray such items will have the item confiscated and may have consequences for their actions.

Substitute Teachers

Substitute teachers perform an invaluable service at BHS and are to be treated with respect. Disciplinary referrals made by substitute teachers will result in consequences assigned by the regular classroom teacher or an administrator.

Theft

Theft is the unauthorized taking of the property of another. Taking food from the food service without intending to pay is considered theft. (i.e. putting food in pockets, hiding extra portions, etc.) Taking items from the lost and found, or anywhere in the school building, is considered theft. Thefts are subject to the penalties listed in the Code of Conduct SBR 700-40-4. The Law Enforcement Center will be notified. All students are asked to report any theft of personal or school property to the Student Management Office immediately and fill out a theft report form. A record of the report will be on file to aid in the investigation.

Trespassing

The Minnesota State Statutes have made it a **gross misdemeanor** for a group of three or more persons to be in a school building unless the persons: (1) are enrolled students or their parents; (2) have reported to the school office or have permission to be in the building; (3) are attending an event to which the public or the individuals are invited.

Truancy

Truancy is an unexcused absence from class.

Truancy Intervention

Truancy Intervention is a process that requires an initial meeting of county probation personnel, parents, the student, and school personnel to formulate a plan for regular school attendance. The plan includes regular review of attendance and referral to the court system for continued truancy.

Vandalism

Students responsible for vandalism or for pranks that cause damage to property or result in extensive clean up will be held responsible through the Code of Conduct and will be expected to pay restitution for costs incurred. Charges may also be filed.

Visitors

For the safety of our students and staff, we require that all visitors report to the Main Office, or check in with an on-duty greeter at the main entrance, upon entering the building.

*Visitors will be required to provide the Main Office with a **proper form of identification** in order to receive a visitor's pass. Visitor's passes are issued during the school day (8:19 a.m. – 3:05 p.m.) for pre-arranged appointments only. This includes visiting during lunchtimes.*

Students are not allowed to have visitors/guests accompany them to their classes unless they have received approval by the building principal **prior to the date of visitation.**

No student visitors will be allowed in the school building during the first week of each new term, nor during the last two weeks of the school year.

School tours are given by appointment only.

STUDENT RIGHTS

Privacy Law

The school will honor a student's written requests to have his/her name or picture omitted from any or all school publications including the school yearbook and the school paper. If no request is made, the name and/or picture will be included when appropriate.

Student Record Information Determined to be Public

In accordance with Public Law 93-38, Section 513, Section 438, General Education Provisions Act, as amended; Public Law 93-563; Public Law 101-476; 45 CFR Sections 99, 1-99.67; P. L. 99-457, Section 619, P. L. 89-313, P. L. 98-199 (Part H) and/or SBR 700-60-1, dated 27 February 2012, notice is hereby given that Bemidji Area Schools, Independent School District No. 31, Bemidji, Minnesota collects, maintains and stores Educational Data and Personnel Data (as defined in statute) upon individuals.

Said data is classified as private data, unless specifically prohibited by law. The following has been designated as directory information: student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s).

Said directory information will be released upon request and without notice to the subject of said data, unless specifically prohibited to do so by the subject and/or his/her parent or guardian. Parents of students, eligible students, and other subjects of said data have the right to refuse to permit designation of directory information of any or all of the categories of personally identifiable information with respect to the student or themselves. Said refusal must be in writing, specify any or all such information for which permission to disclose is refused, and be delivered to the Superintendent of Schools, at 502 Minnesota Avenue NW, Bemidji, MN, and designated responsible authority, no later than 4:30 p.m. (cst), 30 September 2014. Individuals (as defined in statute) have the right to be informed of: 1) the purpose and intended use of the requested data; 2) whether she/he may refuse or is legally required to supply requested data; 3) any known consequence arising from supplying or refusing to supply private data; 4) whether she/he is the subject of stored data and classification of said data; and 5) certain other rights (as defined in statute) relating to copies of said data.

Copies of school district policy relating to Student Records may be obtained from the School District Superintendent's Office or the office of any

elementary or secondary school in the district during the regular business hours upon payment of the current charges for such copies. Copies of said policy may be viewed without charge during regular business hours.

RECORDS

Personal Data Changes

Bemidji Area Schools uses a statewide student information system that requires accurate and current information from students and parents/guardians. If there have been any demographic changes in your family information, please inform us.

Student Records

Parents/guardians and students are allowed to inspect and review any and all official student records, files, and data including all material in the cumulative record. An appointment must be made with a counselor by those wishing to examine records.

All permanent student records, e.g. transcripts, health records, IEP's, are on file and are available upon request. Students needing any of these documents may secure them by filling out a request form in the Registrar's Office or by calling (218)444-1600, ext. 63326. There is no charge for any of these records while a student at Bemidji High School.

After a student graduates or terminates their enrollment at BHS, a fee will be assessed according to the following schedule:

- * Transcripts - \$2.00
- * Health File - \$2.00
- * IEP or any other permanent record materials - \$1.00 per page

Outside agencies will be charged the above fees for ANY student (graduate or non-graduate) information provided the appropriate student release forms have been submitted to the Registrar. These fees will not apply to In-State or Out-State High Schools requesting information on transfer students from BHS.

Bemidji Lumberjacks Activity Department

Category I Activities

Fall – Activities start August

Boys' Cross Country
Girls' Cross Country
Football
Football Cheerleading
Boys' Soccer
Girls' Soccer
Girls' Tennis
Girls' Swimming/Dive
Volleyball

Winter

Boys' Basketball
Girls' Basketball
Basketball Cheerleading
Dance Team
Gymnastics
Boys' Hockey
Girls' Hockey
Hockey Cheerleading
Boys' Nordic Ski
Girls' Nordic Ski
Speech
Boys' Swimming/Dive
Wrestling
Wrestling Cheerleading

Spring

Baseball
Boys' Golf
Girls' Golf
Softball
Boys' Tennis
Boys' Track
Girls' Track

Category II Activities

Band (3)
Marching Band
Choir (2)
Show Choirs
Knowledge Bowl
Math League
Science Olympiad
Mock Trial
Orchestra (2)

Category III Activities/Clubs - Supervision

Art Club
Auto Club
Musical
Economic Challenge
Environmental Club
Fellowship of Christian Athletes
LGBTQI (Lesbian, Gay Bisexual, Transgender) Club
Interact Club
Model United
Nation Outdoor
Club
Stage Crew Club
National Honor Society
Student Council
Yearbook
Madrigals
Jazz Band
Trap Club
League of Legends

BHS SCHOOL SONG

All hail, Bemidji High School
We're a hundred million strong.
Our hearts are always with you,
Our eyes upon you, every Bemidji man.
Oh, yes. We're here to cheer you,
To put the old pep in each play.
So, fight Bemidji, fight Bemidji,
Fight to win your way to victory.

THE STAR SPANGLED BANNER

Oh, say can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
O say, does that Star-Spangled Banner yet wave
O'er the land of the free and the home of the brave?

PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

SPORTSMANSHIP CREED

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials and media. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules of the event should be respected and skill and performance should be recognized regardless of school affiliation. Sportsmanship is a cornerstone of any quality activity program.

Athletic Event Expectations

The following rules will be adhered to:

1. No throwing objects onto playing surface.
2. All signs and locations for signs must be approved by the home site supervisor or administrator. Only signs of a positive nature will be permitted.
3. No profane or abusive cheers, gestures, spitting, or chanting will be permitted.
4. Fighting is prohibited.
5. Use of drugs or alcohol is prohibited.
6. No noisemakers allowed.
7. Band playing collectively or individually during the game is limited to time outs, intermissions, and quarter breaks. This includes all musical instruments, i.e., drums, trumpets, etc.
8. Official cheerleaders and a mascot only allowed on the floor. Mascot must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
9. At events, where a public address is available, the rules for sportsmanship shall be summarized or read.
10. Full-face painting, masks, or costumes that disguise identity are not permitted.
11. The torso must be fully covered

Students must be in attendance for at least half of the school day in order to participate in practice/games that day, unless the absence was pre-approved by school administration. If the Attendance Office indicates a problem exists with a participant, the student will be notified and expected to correct the problem. If the problem isn't corrected, the student will be suspended from activities until a solution is reached.

When squads return late at night from games played during the week, the student is expected to be in school, **on time**, the next morning and attend all classes as usual.

Students who participate in activities must maintain a 2.00 cumulative grade point average and be making satisfactory progress toward BHS's requirements for graduation in order to remain eligible. See Activity Eligibility Bulletin for more information.

Procedure for Handling Possible Scheduling Conflicts

Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt shall be made so that the student need not be

asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies. When conflicts arise, both departments are to be notified of the situation.

1. All performances (games, concerts, meets, contests) take priority over a practice or rehearsal.
2. A musical concert will take priority over a regularly scheduled season game. Every effort will be made to avoid a conflict by scheduling on different days.
3. A post-season game or tournament will take priority over a musical concert.
4. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way by either department.

Minnesota State High School League Rules

Students who participate in any extracurricular activity or in MSHSL activities represent Bemidji High School and must also adhere to Minnesota State High School League rules of conduct. It is expected that all students who participate in an extracurricular activity at Bemidji High School will not possess, buy, use, or sell, any tobacco product, mood-altering chemical, or steroids. Students in attendance at a “kegger,” party, night club or in a vehicle where alcohol is present without being accompanied by a parent, will be deemed as being in possession of alcohol. Students in attendance at a “kegger,” party, nightclub or in a vehicle where any substance defined by law as a drug is present, will be deemed as being in possession of those substances. This rule applies to each participant for the entire calendar year, both in and outside of the defined school day.

- A. Penalties and Recommendations for the Interscholastic Activities
1. First Violation:
Penalty: After confirmation of the first violation, the student shall lose eligibility for the next 21 days of the season in which the student is a participant or for the next three (3) interscholastic contests whichever is greater. The Chemical Health Facilitator will meet with the student during suspension from activities. During this time, the student will be expected to practice.
 2. Second Violation:
Penalty: After confirmation of the second violation, the student shall lose eligibility for the next 42 days of the season in which

the student is a participant or for the next six (6) interscholastic contests whichever is greater. The Chemical Health Facilitator will meet with the student during suspension from activities. During this time, the student will be expected to practice. If the penalty is not completed by the end of the season in which the student is participating; the remainder will be served in the next season of participation.

3. **Third and Subsequent Violations:**
Penalty: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next 12 months following the violation. If after the third of subsequent violations, the student has been assessed to be chemically dependent and the student on his/her own volition completes a chemical dependency program or treatment program, the student may be certified for reinstatement by the athletic director, in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties shall be accumulative beginning with the student's first participation on a school team or activity and continuing throughout the student's high school career.
5. Parents have a right to a hearing with administration to address eligibility suspensions related to Code of Conduct violations for their students participating in activity program(s).

B. Bemidji School District Eligibility Rules for District Sponsored Extracurricular Activities (Band, Orchestra, Chorus, Drama, SADD, Peer Helpers and all other co-curricular activities).

Penalties:

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive performing events in which the student is a participant. The Chemical Health Facilitator will meet with the student during suspension from activities.
2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next three (3) consecutive events in which the student is a participant. The Chemical Health Facilitator will meet with the student during suspension from activities.

3. Third Violation: After confirmation of the third violation or subsequent violations, the student shall lose eligibility for the next 12 months following the violation. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on his/her own volition completes a chemical dependency program or treatment program, then the student may be certified for reinstatement. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
4. Penalties shall be accumulative beginning with the student's first participation on a school team or activity and continuing throughout the student's high school career.
5. Parents have a right to a hearing with administration to address eligibility suspensions related to Code of Conduct violations for their students participating in activity program(s).

NCAA

A student entering a NCAA Division I and II institution must successfully complete at least 13 core courses and must achieve a minimum required grade point average in the core curriculum. The student must also achieve a minimum required score on either the ACT or SAT exam examination to be eligible for institutional financial aid and to practice and compete on an intercollegiate athletic team during his/her first year of collegiate attendance.

Information regarding NCAA guidelines and application forms are available in the Guidance Office.

TRANSPORTATION

Student Conduct on Buses and in Loading Zones

Students are expected to follow the same standards of behavior on the school bus as in school. The school bus is school property and the school bus ride is part of the school day. With regard to the well being of our students, the bus driver has the same responsibility and authority as any other school staff member.

SCHOOL BUS SAFETY GUIDELINES

1. Follow the directions of the bus driver.
2. Stay out of the danger zones outside of the bus.
3. Remain seated, facing forward in the seat.
4. Keep hands, feet and all objects to yourself.
5. Keep all parts of your body in the bus.
6. No fighting, harassing, loud behavior or inappropriate language.
7. The possession of alcohol/controlled substances, including tobacco products, is prohibited.

DISCIPLINE GUIDELINES

1. Verbal warning - seat reassignment.
2. First Referral: conduct report issued and sent home to parent as a warning.
3. Second Referral: conduct report issued, parent notified, possible detention and/or one to three (1-3) day suspension from the bus.
4. Third Referral: conduct report issued, parent notified, detention and/or three to five (3-5) day suspension of riding privileges. Conference scheduled with parent and transportation representative.
5. Additional Referrals: conduct report issued, parent notified, suspension of riding privileges for up to the full school year. Conference scheduled with parent, transportation representative and building principal.

STUDENT TRANSPORTATION SAFETY POLICY
SBR 500-10-1

1. Students are allowed to access the transportation system (High School/Middle School transfer buses) at all elementary locations in the morning.
2. Students that access the transportation system at their designated pickup location shall remain on a bus until arrival at their school of attendance.
3. Students must access the transportation system at their school of attendance in the afternoon.
4. Students with a need to be at another school parking lot or loading zone must obtain written permission from the transportation department.
5. Violation of this section may result in loss of bus riding privileges or loss of driving privileges on school property.
6. Unauthorized persons in loading zones or parking lots may be charged with trespassing in accordance with Minnesota law.

Offenses that are dangerous or destructive will result in immediate suspension of riding privileges and may include notification of law enforcement officials. The length of suspension and further disciplinary measures will be determined by the degree of the offense. Students damaging school buses will be responsible for the damages. Failure to initiate payment for such damages within three (3) days will result in loss of riding privileges until damages are paid.

EMERGENCY PROCEDURES

Fire Drills/Lock Down Drills/Weather Emergency Drills/School Bus Evacuation Drills

Fire drills are held at least five times per year, as required by state statute. It will be each student's responsibility to be familiar with the fire drill procedure. A direction card is posted in each room to show the evacuation route. Everyone must evacuate the building when the fire alarm goes off. Willful tampering with the fire warning system, fire extinguisher and hoses, flashing strobe lights, or the automatic door closer is dangerous and illegal and will be dealt with accordingly.

Lock Down Drills are to be held five times each year, as required by state statute. Each student is responsible for being familiar with the lock down procedure. A direction card is posted in each room to show the evacuation route for taking-cover.

Weather Emergency Drills are held once a year, as required by state statute. A direction card for emergency sheltering is posted in each room.

School Bus Evacuation Drills are held at least twice each year, as required by state statute. The bus company and the Assistant Principal will arrange for the time and places for these drills.

Important Events 2016-2017

August 29th - August 31st - Staff Development Days
September 1st - Freshman/New Student Orientation in the am
September 2nd - No School
September 5th- Labor Day (No School)
September 6th - First Day of School
September 16th - Back To School Dance
September 27th - Picture Day - All Grades
October 4th - 7th - Homecoming Week
October 7th- Homecoming Dance
September 26th - October 19th - MAP Testing - Grade 9
October 3rd - Staff Development (No School)
October 10th - Academic Awards Ceremony 7:00 pm
October 11th and October 13th - BHS Conferences 4:00-8:00 pm
October 20th -21st - Education Minnesota Fall Conferences (No School)
October 27th - Picture Retakes
November 3rd - 4th - Elementary & Middle School Conferences (No School)
November 9th - Career Expo for Sophomores
November 11th - End of Term 1
November 23rd - Staff Development (Early Release)
November 24th - 25th - Thanksgiving Break (No School) |
December 2nd - Winter Formal
December 8th - ASVAB Testing
December 15th - BHS Conferences 4:00-8:00 pm
December 23rd - January 2nd - Winter Break (No School)
January 16th - Martin Luther King Jr. Day (No School) (Snow Make-Up Day if Needed)
January 25th - Staff Development (Early Release)
January 27th- End of Term 2
January 31st - BHS Registration Fair 4:00-8:00 pm
February 15th - Staff Development (Early Release)
February 20th - President's Day (No School) (Snow Make-Up Day if Needed)
February 21st - 24th - Snow Week
March 2nd- BHS Conferences 4:00-8:00 pm
March 9th - 10th - Elementary & Middle School Conferences (No School)
March 6th - May 5th - MCA III Mathematics Online - Grade 11
March 6th - May 5th - MCA III Reading Online - Grade 10
March 6th - May 12th - MCA III Science Online - Grade 10
March 15th - Staff Development (Early Release)
March 31st - End of Term 3
April 14th- Good Friday/Spring Break (No School)
April 19th - ACT Testing
May 1st - 12th - AP Testing Window
May 8th - 31st - MAP Testing - Grade 9
May 1st - Hall of Fame Banquet 6:00 pm
May 4th - BHS Conferences 4:00-8:00 pm
May 6th- Junior/Senior Prom at the Sanford Center
May 11th - Indian Education Senior Honors Banquet 6:00-8:00 pm
May 18th - National Honor Society Ceremony/ Senior Awards Ceremony 5:30 & 7:00 pm
May 27th - BHS Graduation 10:00 a.m. at the Sanford Center
May 29th - Memorial Day (No School)
June 2nd- Students' Last Day - End of Term 4
June 5th - Staff Clerical Day $\frac{1}{2}$ day

*Bemidji
High School*

*“Where great
education flows into
successful futures”*

Web Site – bhs.bemidji.k12.mn.us
Phone Number – 444-1600