

School Board Workshop:

August 12, 2024

Subject:
Handbook

BHS/PLC Student

Presenter:

**Ed Cox,
BHS Assistant Principal**

SUGGESTED SCHOOL BOARD ACTION:

Review

DESCRIPTION: Changes to the 2024-25 BHS/PLC Student Handbook

Pg. 4 - Add: Schedule Changes

Student Schedules Students should carefully plan their schedule through a completed 4-year plan, input from parents/guardians, and conversations with their school counselor. Choosing classes is not only important for students to prepare themselves to be college and career ready, but it is also how BHS determines which classes to offer. After registration, there is very limited opportunity to change a student's requested classes.

Schedule Changes

Reasons we would make a schedule change:

- The student does not have the prerequisite(s)
- The student failed a class
- There is an obvious error (two classes at the same time)
- To add a class that is needed to graduate
- The schedule is unbalanced
- Open/Empty class period within a student's schedule

Schedule changes will not be made for:

- Request a specific teacher
- Request a specific trimester or class period
- Change lunch periods
- Have a class or lunch with a friend
- Leave to attend school or non-school sanctioned activities

All schedule changes must be completed by the end of the student's school day on the 1st day of the term in which the class is scheduled for.

Pg. 7 - Add: Locker Searches and Use

It is the policy of the state of Minnesota that:

"School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

BHS locker rooms will be locked during class periods and staff may not be available to open them while classes are in session. PE lockers should only be used for PE classes and activities. All other locker needs should be with a locker in the regular locker bays.

Pg. 7 - Add: Senior Study Parameters

● SENIOR STUDY

BHS recognizes that Seniors taking exceptionally rigorous coursework (e.g. multiple CIS/AP courses) and comfortably on track to graduate may benefit from reducing their course load in order to focus on these challenging courses. The Senior Study has been developed to meet this need. Students interested in registering for a Senior Study should be aware of the following:

- Students must meet academic and credit requirements
- Students may only take one Senior Study per trimester for a maximum of three Senior Studies during the school year. (No stacking Senior Studies into the same trimester)
- Senior Study is offered for NO CREDIT
- Senior Study is offered in limited capacity throughout the school day
- Students registered for a Senior Study during 1st or 5th hour are encouraged to leave the building.
- Senior Study students must be in the dedicated location for that class period.

Students intending to register for a Senior Study need to complete a Senior Study form from the Student Services office.

Pg. 11 - Add: Academic Eligibility Guidelines for Activities

● ACADEMIC ELIGIBILITY GUIDELINES FOR ACTIVITIES

All students intending to participate in co-curricular activities must meet minimum academic guidelines for eligibility. Failure to meet these requirements will result in a student being ineligible until they have successfully demonstrated they can meet academic expectations.

1. All co-curricular participants must be making satisfactory progress towards graduation. This is defined as having enough credits in order to graduate on time during a student's 12th grade year. Please see the BHS Registration Guide for specific graduation requirements by graduating class.
2. Any co-curricular participant that is failing more than one (1) class at or after the mid-trimester mark will be considered on academic probation. In order to maintain eligibility, the student must meet with the Activities Director and create a plan for academic improvement, within five (5) days of the student being declared on academic probation. If a student fails to follow these guidelines, he/she will be considered academically ineligible until determined by the Activities Director.
3. A student can fail no more than one (1) class in any trimester to maintain continuing eligibility provided that the student is making satisfactory progress towards graduation. If a student fails more than one (1) class in a trimester, he/she will be academically ineligible in the next activity season following the trimester. A student must pass all classes in the new trimester to recover his/her academic eligibility. Until a student completes a trimester successfully with no failed classes, he/she will remain academically ineligible to participate in co-curricular activities at the high school.
4. Students with an Individual Education Plan (IEP) that modifies graduation outcomes, must be making satisfactory progress toward the goals of the IEP as determined by the student's IEP team.
5. Any student requesting consideration of significant extenuating circumstances affecting his/her grades beyond the control of the student may submit a request to the principal within five (5) school days of being declared ineligible. The request must state the significant extenuating circumstances and substantiated facts.
6. A student and/or parent may file an appeal petition with the principal.

Pg. 13-14 - Change: Absence Reporting

● ABSENCES

A student will be considered absent when he/she is missing from school for any day or part of the day. Teachers will make students aware of specific absence/attendance expectations. It is the student's responsibility to know each of their teacher's specific expectations.

When absences from school become habitual, a letter requesting medical verification will be sent home. From that point on, all additional absences will require medical verification to be considered excused.

Reporting Procedure: Late Arrivals, Early Departures and Absences – **Infinite Campus Parent Portal "Absence Request"** or call the Attendance Hotline 763.682.8181

Before or on the morning of a student's absence, late arrival or early departure, the student's parent/guardian is requested to submit an absence through the Infinite

Campus Parent Portal "Absence Request" tool or call the Attendance Hotline at 763.682.8181. Both of these services may be accessed 24 hours per day.

Infinite Campus Parent Portal - Absence Request is a new service offered this school year. More information for how to access this service can be found at: [Portal Absence Request for Families](#)

Pg. 14 - Add: Absences and Activity Participation

- ABSENCES AND ACTIVITY PARTICIPATION

Students participating in co-curricular activities are expected to prioritize their school attendance. Students who are absent from school without an approved excused absence, will not be permitted to practice, play or perform that day. Additionally, students who are repeatedly tardy or miss class, may not be permitted to participate in their scheduled activities until they have demonstrated more consistent attendance. BHS Activities Director, Nick Guida, will make any determinations on a student's eligibility as it relates to attendance.

Pg. 15-17 - Change: Cell Phone Guidelines

- ~~CELL PHONES/PERSONAL ELECTRONIC DEVICES/CAMERAS~~

~~Handheld devices such as cell phones and other electronic devices may be appropriately used before school until 8:50 am. By 8:50 am, when the school day begins, all devices must be appropriately stowed away. Personal devices may be used during passing times and lunch, as well as after 3:25pm. Students may only use cell phones during instructional time with the **expressed permission** of the teacher. If students choose to bring a phone to school, the school is not responsible for loss, damage or theft. If technology misuse is an issue, students will be directed to return the device to their backpack or locker, give the device to the teacher for the remainder of the period, or to an administrator for the rest of the school day. If a student refuses, a parent may be required to pick the item up at school. The student may lose the privilege of bringing their device to school as well. Operation of any electronic device is prohibited in bathroom and locker room areas.~~

~~Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, before or after school while on school property, and at off-site, school-related events.~~

- **CELL PHONES, SMART WATCHES AND EARBUDS OR HEADPHONES**

Readily available technology can be a powerful asset when it comes to student learning and building real-world connections. Also, there is significant research to support the concern that personal devices, such as cell phones, continuously connected to social networks, are a challenging distraction to teens and adults alike and, in many cases, negatively impact student academic performance, classroom environment, social interaction with peers, and individual mental

health. BHS will take necessary measures to help promote a distraction-free classroom environment where students can thrive personally and academically.

General Guidelines

All students are expected to have daily access to a charged learning device, not a cell phone. If a student needs access to a chromebook, these are available through Buffalo High School. Students may NOT use cell phones, smart watches, earbuds/headphones, other personal electronic devices during class time - bell to bell. Students may only use these devices if they have the expressed permission of the teacher, within the classroom, and it is being used for academic tasks only. Personal device use is limited to before and after school, during passing time, and the cafeteria during lunch. All electronic devices should be kept off and stored in either a backpack or a locker during school hours.

Specific Restrictions

- Locker Rooms and Bathrooms: Devices with photo or video taking capabilities may NOT be used in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
- Unauthorized Recording: Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, before or after school while on school property, and at off-site, school-related events.
- Earbuds and Headphones: Earbuds or headphones are not allowed in class, unless expressly authorized by the teacher. If use is approved, any earbuds or headphones should be connected to a chromebook or other dedicated learning device. Headphones should not be connected to a cell phone.

Extenuating Circumstances

- Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times. Please contact school administration if there is an essential need for an approved phone. In the case of medical necessity or emergency, a student should have a health plan or prior approval.
- Students who have a documented accommodation through an IEP or 504 to "listen to music during work-time" must connect their headphones to a chromebook or other dedicated learning device. Headphones should not be connected to a cell phone.

Additional Considerations

- The school reserves the right to inspect a student's electronic device if there is reason to believe the student has violated school policies or engaged in misconduct while using the device. Refusing a search or disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
- The school is not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

- In case of emergencies, parents/guardians that need to speak with their student during the school day should contact the main office at 763.682.8100.

Pg. 20-21 - Change: Racial/Religious/Sexual Harassment and Hazing

**Add definition of "Malicious and sadistic conduct" as prescribed by statute*

MALICIOUS AND SADISTIC CONDUCT (MN Statute § 121A.0312)

(a) For purposes of this section, "malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

(b) A school board of a district or charter school must adopt a written policy to address malicious and sadistic conduct and sexual exploitation by a district or school staff member, independent contractor, or student enrolled in a public school against a staff member, independent contractor, or student that occurs as described in section 121A.031, subdivision 1, paragraph (a). The policy must prohibit:

- (1) malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity, as defined in chapter 363A;*
- and(2) sexual exploitation.*

Pg. 21-22 - Add: Information about district with assessment and screening tools.

● ASSESSMENTS AND SCREENERS

BHM Schools uses the following academic and behavioral screeners to help identify student progress:

Screener	Fall (Sept-Oct)	Winter (Jan-Feb)	Spring (May)
earlyReading	Gr K-1	Gr K-1	Gr K-1
CBM-R Curriculum Based Measure of Oral Reading	Gr 2-5	Gr 2-5	Gr 2-5
aReading	Gr 2-8	Gr 2-5 optional - site dependent	Gr 2 Gr 3-5 optional - site dependent
aMath	Gr 2-8	Gr 2-5 optional - site dependent	Gr 2 Gr 3-5 optional - site dependent
mySAEBRS (Social, Academic, and Emotional Behavior Risk Screener)	Gr 2-12		Gr 2-12

More information about assessments, including more specific dates, can be found under [Testing & Assessments](#) on the BHM Schools website.

Agency Survey

In addition, BHM Schools administers the following survey to monitor district progress towards achieving the Student Agency goals outlined in the [Portrait of a Graduate](#). As outlined in [Policy 520 Student Surveys](#), a parent/guardian has the opportunity to review the survey and to opt their student(s) out of participating in the survey by contacting the school.

Screener	Fall (Sept-Oct)	Winter (Jan-Feb)	Spring (May)
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Student Agency Survey	Gr 4-12		Gr 4-12
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