

**INDEPENDENT SCHOOL DISTRICT
No. 716**

Belle Plaine Public Schools



2025-2026 7-12 Staff Handbook

Administrative team

Mindy Chevalier, Principal

Margot Hansen, Director of Teaching and Learning / Assistant Principal

Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. We promote a Be RED culture of kindness, inclusion, and pride in ourselves, our school, and our community.

2025-2026 Daily Schedule
No Advisory
Monday/Tuesday/Thursday

STUDENTS ENTER ACADEMIC WINGS	8:00
WARNING BELL	8:15
PERIOD 1	8:20-9:12 (52)
PERIOD 2	9:16-10:07 (51)
PERIOD 3	10:11 -11:03 (52)
JH LUNCH	11:07 -11:35 (28)
PERIOD 4 HS	11:07 -11:59 (52)
PERIOD 4 JH	11:40 - 12:31 (51)
SH LUNCH	12:02 -12:31 (29)
PERIOD 5	12:35 -1:26 (51)
PERIOD 6	1:30 -2:20 (50)
PERIOD 7	2:24 - 3:15 (51)

Pledge of Allegiance

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

2025-2026 Daily Schedule

Advisory Schedule

Wednesday/Friday

STUDENTS ENTER ACADEMIC WINGS	8:00
WARNING BELL	8:15
PERIOD 1	8:20-9:05 (45)
PERIOD 2	9:09 - 9:53 (44)
ADVISORY	9:57-10:42 (45)
PERIOD 3	10:46 -11:30 (44)
JH LUNCH	11:34-11:59 (27)
PERIOD 4 - SH	11:34 - 12:19 (45)
PERIOD 4- JH	12:04 - 12:49 (44)
HS LUNCH	12:23 - 12:49 (26)
PERIOD 5	12:53 - 1:38 (45)
PERIOD 6	1:42 - 2:27 (45)
PERIOD 7	2:31 - 3:15 (44)

2025-2026 Activity Day Schedule

STUDENTS ENTER ACADEMIC WINGS	8:00
WARNING BELL	8:15
PERIOD 1	8:20-9:07
PERIOD 2	9:11-9:58
PERIOD 3	10:02-10:49
PERIOD 4	10:53-11:39
JH LUNCH	11:39-12:04
PERIOD 5 - JH	12:08-12:55
PERIOD 5 - HS	11:43-12:29
HS LUNCH	12:30-12:55
PERIOD 6	12:59-1:46
PERIOD 7	1:50-2:37
ACTIVITY	2:42-3:15

2025-2026 2 HR Late Schedule

STUDENTS ENTER ACADEMIC WINGS	10:00
WARNING BELL	10:15
PERIOD 1	10:20-10:55
PERIOD 2	10:59-11:34
JH LUNCH	11:34-11:59
PERIOD 3 - JH	12:03-12:39
PERIOD 3 - HS	11:38-12:13
HS LUNCH	12:13-12:39
PERIOD 4	12:43-1:18
PERIOD 5	1:22-1:57
PERIOD 6	2:01-2:36
PERIOD 7	2:40-3:15

E-Learning Day Schedule

****Students should log in virtually to each class period by finding the Google Meets link in their class Schoology folder. They should be logged in by the start time.**

Period 1	9:30am-9:50am
Period 2	9:55am-10:15am
Period 3	10:20am-10:40am
Period 4	10:45am-11:05am
Period 5	11:10am-11:30am
Period 6	11:35am-11:55am
Period 7	12:00pm - 12:20pm

- **Teacher Lunch Break - 12:20-12:50**
- **12:50-3:00 - Time to connect with students virtually or by email**
- **Students who cannot attend for the day need to be excused by calling the attendance line.**
- **There will be a combination of synchronous and asynchronous learning throughout the day.**
- **Students who attend Southwest Metro Classes in Chaska/Shakopee - You should connect with your teacher for the designated assignment or access the LMS used for your course. You do not report on site that day.**



Independent School District No. 716
District Calendar 2025-2026
<http://www.isd716.org>
Approved 5/19/2025

District Contact Information
 District Office: (952) 873-2400
 Chatfield Elementary: (952) 873-2401
 Oak Crest Elementary: (952) 873-2402
 Junior-Senior High: (952) 873-2403

Jul-25

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Jan-26

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Aug-25

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Feb-26

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Sep-25

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Mar-26

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Oct-25

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Apr-26

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Nov-25

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May-26

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec-25

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jun-26

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

No School (Holiday)	End of Quarter
No School (Teacher Workshop)	E-Learning Day
No School (Conference Comp)	Parent-Teacher Conferences

August	
25-28	New Teacher Workshop; Teacher Workshop
27	Back to School Night 7-12
September	
1	No School - Labor Day
2	School Begins 7-12
2-3	K-6 Conferences (9am - 5pm)
4	School Begins K-6
October	
16-17	No School - Education Minnesota Conference
31	End of 1st Quarter
November	
3	No School - Teacher Workshop
TBD	K-6 Parent Teacher Conferences
TBD	7-12 Parent Teacher Conferences
26-28	No School - Thanksgiving Break
December	
22-31	No School - Holiday Break
January	
1-2	No School - Holiday Break
16	End 2nd Q/1st Semester
19	No School - Teacher Workshop
February	
TBD	K-6 Parent Teacher Conferences
16	No School - Teacher Workshop
TBD	7-12 Parent Teacher Conferences
March	
20	End 3rd Quarter
30-31	No School - Spring Break
April	
1-3	No School - Spring Break
May	
25	No School Memorial Day
28	Last student day, end of 4th Quarter
29	Teacher workshop
31	Graduation

Student Contact Day Summary

Quarter Summary	
1st Quarter	42
2nd Quarter	41
3rd Quarter	43
4th Quarter	43
Total	169

8 teacher workshop days
 2 paid days off for parent-teacher conferences

Total teacher days: 179

TEACHER EXPECTATIONS

BUILDING MEETINGS

The time of all staff members is very valuable. Meetings, in general, should have an agenda communicated out beforehand. In order to maximize the efficiency and productivity of meetings, the following expectations are in place:

- Be punctual - be on time for your portion of the meeting
- Be prepared - have all documents accessible and technology with you
- Be engaged - engage in professional conversation as designated
- Be a problem solver - when a challenge is presented, look to positive problem solve
- Be “present” - refrain from technology use other than what is designated
- Be a communicator - share feedback after the meeting, communicate absences from a meeting in advance of the meeting.

Belle Plaine Schools Building Meeting Schedule 2025-26

Days	Chatfield	Oak Crest	JSH
Monday	PST [Problem Solving Team] <i>*PST will be by invitation and may occur on alternative days to involve necessary staff.</i>	BILT after school (EOW) Staff Meetings 1x/month	Meetings as Needed
Tuesday	Child Study Weekly at 7:30am	PST @ OC <i>*PST will be by invitation and may occur on alternative days to involve necessary staff.</i>	1. Grade Level 2. Department 3. Grade Level 4. Department
Wednesday	PLC @ Chatfield Weekly at 7:30am	PLC @ OC Weekly at 7:30am	1. Child Study at 7:30am 2. PST - by Invitation 3. Child Study 4. PST - by Invitation
Thursday	1. BILT 2. Staff Meeting [option] 3. BILT [as needed] 4. PBIS	Child Study @ OC Weekly at 7:30am	1. BILT 2. Staff Meetings option 3. BILT 4. Staff Meeting option
Friday		Meetings as Needed	Meetings as Needed

PROFESSIONALISM

Establishing clear boundaries between staff and students is crucial in creating a respectful and professional classroom environment. Here are some key considerations to help maintain these boundaries:

Within the Classroom

- **Professional Presentation:** Personal views should not be incorporated into the curriculum, ensuring that the focus remains on academic and educational content.

- **Respectful Address:** Staff should communicate how they would like students to address them to show respect and authority not a peer to peer relationship.
- **Defined Availability:** Setting specific hours when you are accessible for questions or assignment corrections promotes structure and helps manage expectations.
- **School Communication Channels:** Use only official staff emails and school distribution lists for all school-related topics to maintain transparency and professional communication.

Professional Interactions

- **Appropriate Behavior:** Avoid any peer-like behavior, such as telling inappropriate jokes, using innuendos, or engaging in conversations not suited to the educational environment.
- **Dress Code:** Adhere to professional attire, avoiding any revealing or suggestive clothing, to model the standards expected of students.
- **Physical Interactions:** Use universally accepted gestures, such as fist bumps, handshakes, or high-fives, to encourage students while maintaining professional boundaries. All physical interactions should be public and appropriate from the perspectives of students, parents, and administration.

Support and Consistency

- **Sensitive Subjects:** Seek guidance from counseling staff when addressing sensitive or complex student issues to ensure a professional and supportive approach.
- **Impartiality:** Interact consistently with all students, avoiding any behavior that might suggest favoritism to create a fair, inclusive environment.
- **Cultural Awareness:** Show awareness of student diversity in both written and verbal communication, modeling respect for all backgrounds and perspectives.

Social Media Communication

- **Approved Platforms:** Use only district-approved platforms for communication, such as Schoology, Infinite Campus, or SeeSaw, to maintain transparency and security.
- **Group Messages:** Send messages to groups or teams rather than individual students to reduce the risk of miscommunication and maintain a professional tone.
- **No Social Media Connections:** Avoid following or friending individual students on personal social media to keep personal and professional lives separate.
- **Communication Hours:** Set and communicate clear boundaries for availability, ensuring no messages are sent or expected after 9:00 p.m.
- **Parental Inclusion:** When students are included in communication, always provide an option for parents to be included to maintain transparency.
- **District-Issued Email:** Use only district-issued email addresses for all school-related correspondence to ensure accountability and security.

Interactions Outside the Classroom

- **Home Visits:** Avoid having students at your home. If it becomes necessary, other adults should be present to provide supervision and transparency.
- **No Transportation:** Refrain from giving students rides, as this can create uncomfortable or potentially risky situations. Use district transportation protocols whenever possible.
- **Off-Campus Activities:** For any trips or events outside of school, follow the school's procedures for field trips, ensuring parental permission and proper oversight.
- **Key Security:** Do not share or distribute district keys to students or unauthorized adults. Staff members are solely responsible for safeguarding their keys to protect school property and maintain security.

These guidelines help protect both staff and students, promoting a professional relationship built on respect, transparency, and appropriate boundaries. By following these practices, educators can create a safe, effective, and supportive environment that prioritizes student well-being and upholds professional standards.

DRESS CODE

All school district staff are expected to maintain a professional appearance that reflects the values and standards of the district. Clothing should be neat, clean, and appropriate for a school setting. Staff are encouraged to dress in a manner that promotes respect, professionalism, and safety.

Guidelines include:

- Clothing must not be revealing, offensive, or promote inappropriate messages.
- Business casual attire is generally expected. Jeans may be worn on designated days or as approved by administration.
- Footwear should be safe and appropriate for the duties performed.
- PE teachers, custodians, and other staff with specialized roles may wear job-appropriate attire with administrative approval.
- Staff are encouraged to dress up during spirit week and Fun Fit Friday's.

Administration reserves the right to address attire deemed inappropriate or unprofessional. Consistent adherence supports a positive educational environment.

TEACHER HOURS

The workday is from 7:30 am to 3:30 pm, or eight consecutive hours with a 25 minute duty free lunch period. Teachers should be available for 7:30 a.m. for meetings, help with students, etc.

SICK DAYS

All staff members, whether they need a substitute or not, should go online to Frontline Education to enter an absence before 6:00 am. Any absence requested past 6:00am should be made by contacting the building principal. Teachers and Paras who have a planned absence can go online several days in advance to ensure a substitute is assigned. Teachers and Paras must supply lesson plans/outlines for the substitutes. These lesson plans should be shared with the front office staff and Principals or linked in Frontline. A form of district technology should also be left for the substitute to utilize.

SUBSTITUTE TEACHERS/PARAS

Teachers are expected to always leave detailed lesson plans, including pertinent policies and procedures i.e.- the library pass system, attendance taking, PBIS expectations, Advisory/SEL/MCIS, supervision, etc. Teachers should leave plans for internal and external substitutes. Leave passwords to technology as well. Teachers are also expected to follow through on any notes regarding discipline problems that the substitute may have had.

Long-Term Substitute Teachers: When staff members are out on leave and a long term substitute is appointed, the substitute will use that staff member's district owned technology. Long term substitute teachers will also be given their own district email address.

Student Teachers: When a student teacher is assigned to the district they will be given access to the secure network on their personal device. No district owned devices will be assigned. Exceptions will be made on a case by case basis, to be determined by the IT Director.

DISTRICT TECHNOLOGY

Secure WiFi Access: It is the district's policy that only district owned devices will be placed on our secure network, TigerSecure. TigerGuest is an open network you may access at anytime from your personal device(s). Please see an IT specialist if you need assistance accessing the guest network.

Personal Use of District Technology: If a district staff member chooses to use the device for non-professional related purposes or store personal information on it, the district is not responsible for backing up or recovering that content. The role of our IT staff is to ensure that all district technology and school related software is performing optimally.

Damages & Repairs: It is understood that accidents happen and occasionally technology hardware will be damaged, for this reason the department policy includes a first time damage repair at no cost to the staff member. Subsequent damage repairs will have associated fees that will be determined by the severity of damage and total cost of repair and/or replacement.

Technology Requests/Purchases: Technology requests should be made first to the IT specialist in your building via the [Help Desk](#). If the item requested is not currently available in the district a request for purchase MAY be forwarded to the Director of Technology.

Technology Checkout: A variety of additional technology hardware is available to checkout on an as-needed basis. This includes, but is not limited to: microphones, USB disk drives, laptop

chargers, projectors, speakers, presentation clickers, doc cams, laptops, dongles, computer labs. For assistance requesting an item for checkout please speak to the IT specialist in your building.

Printing: Staff have access to the printer/scanner/copier units in the office of each building and the district office. One additional printing unit may be accessible to staff depending on the building. Finite quantities of color toner will be purchased for the school year at each building, once the toner is gone no additional toner will be purchased. Every effort made to conserve paper and toner resources is greatly appreciated.

BE RED

The Be RED culture of Respect, Engaged and Dependable behavior is intended to improve culture for both staff and students at Belle Plaine Public Schools. This program includes posters with detailed behavioral expectations for various building settings. Staff are asked to positively reinforce these expectations by awarding Be RED tickets to students. Other events throughout the year will be held for both students and staff to maintain a positive work and learning environment.

EVENT PASSES

Teachers' attendance at extracurricular events helps build student relationships. Teachers are encouraged to attend such activities. To promote attendance, teachers and his/her spouse are provided with an activity pass to allow them into most extracurricular activities free of charge. Passes can be obtained from the activities office.

ASSEMBLIES AND PEP FESTS

Staff are required to attend all programs, pep fests, and assemblies during the school day and assist monitoring students unless on prep. Staff should sit among students, not in a separate seating/standing area. The higher the level of staff involvement, the higher the level of student involvement.

FACILITY USE

Use of other facilities in the building other than your classroom must be reserved through the Community Education office or Activities office.

UNIVERSAL EMERGENCY PROCEDURES

UTILIZE RAPTOR ALERT SYSTEM



EVACUATION

EVACUATION

For use when conditions outside are safer than inside.

- Take the closest and safest way out - utilize building map
- Bring with you a walky talking and/or cell phone for communication
- Report missing students/staff to principal's office



SHELTER
IN PLACE

SHELTER IN PLACE

For use when learning can safely continue, but student and staff movement needs to be limited.

- Bring students into classroom and close doors and window coverings
- Remain with students in the same classroom until an "all clear" announcement is made



LOCKDOWN

LOCKDOWN

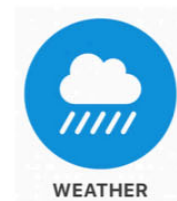
• WITH WARNING

For use to protect students/staff from a potential danger outside of the building

- Direct students to the nearest classroom or safe location
- Lock all doors, close windows and coverings
- Control all movement and noise

• WITH INTRUDER

- Direct all students outside to the nearest safe location (this could be outside of the building)
- Lock all doors, close windows and coverings, turn off lights
- Take cover and control all movement and noise until "all clear" is announced by administrator



WEATHER

SEVERE WEATHER/REVERSE EVACUATION

For use when conditions inside are safer than outside.

- Move all staff/students inside immediately to the designated area
- Bring walky talky and/or cell phone for communication
- Assume safety position if appropriate

REUNIFICATION

For use when students or staff need to leave school grounds for safety reasons.

- Reunification location will be communicated through Raptor App
- Direct students/staff to appropriate reunification location
- Take attendance and keep all students in your supervision with you, and wait for direction from administration



COMMUNICATION

We value the school-parent relationship and know that strong and clear communication is important to foster student success. Teachers are expected to respond to parent emails and phone calls within 24 business hours. Also, to address concerns with student success, the following procedures are in place for students who are failing:

1. Teacher has a one-one conversation with the student about grades (during advisory at JSH)
2. Teacher has developed a plan with the student
3. Communication has been made with parents with reciprocal communication
 - a. Via phone, in person, or e-mails exchanged
 - b. 2 forms of communication if they have not reciprocated the communication
 - c. Must happen after the 3rd academic check if it hasn't happened before

CONFERENCES/OPEN HOUSE

During conferences, teachers are available during all contracted hours, 3:30pm-7:30pm, to communicate with parents and students. Students are encouraged to participate with parents. Recommendations for conference conversations include:

- Be honest - be professional as you share student progress
- Be constructive - provide feedback on where the student is currently at and where they can go. Everyone has something to improve upon.
- Be available - meet with parents in a timely manner
- Discuss learning, not just grades - parents want to hear about more than what they just see on Infinite Campus
- Share highlights of your curriculum - encourage parents to engage their child in conversation on the curriculum

SCHOOLGY/INFINITE CAMPUS

Infinite Campus is a tool used to inform families of attendance and grade progress. Infinite Campus provides the most accurate final grade at designated academic checks. Belle Plaine Schools utilizes **Schoology** as our learning management system (LMS). Staff members utilize Schoology to house much of the course content utilized day-to-day in class. It is an essential tool in staying organized and up-to-date on current class developments. Staff members utilize Schoology to inform parents and students about upcoming events.

Teachers will communicate, using district tools, at least two days in advance of upcoming tests to parents. The communication will also include the expected timeline for the reassessment to take place and direct them to materials that may be used to prepare for the test.

CLASSROOMS

Administration designates the optimal classroom for teachers, based on subject area, grade level, and necessary space. Any change in classroom space should be approved by administration. If a staff member desires a location change, a request should be made in May

the academic year before the change is desired. Administration will make a decision based on subject area, grade level, and space needed. Classrooms are cleaned each summer and should be left in a way that allows the summer cleaning crew to accomplish their task efficiently. If a certain arrangement is desired, communication and documentation (check out sheet and pictures) should take place at the end of the academic year. The checkout process will include an opportunity to identify items that should be fixed in the classroom. All facilities repairs and requests during the school year should be submitted through the web help desk.

PURCHASING PROCESS - update

Budgets are managed at the building level. An allocation is provided to the principal to address building level needs. Teachers make requests to the building principal using the order request options available in the Employee Self-Service System. Purchases made on your own, prior to an approval, will not be reimbursed by the district. The [purchasing requisition form](#) is the necessary first step in beginning the process. Requests for the upcoming school year need to be to the principal before or during end of the year check out.

STUDENT ACTIVITY ACCOUNTS - Coaches/Advisors

Forms and procedures can be obtained from the Activities office. All advisors managing student organizations must have proper forms and documentation on file, which includes leadership positions identified, a copy of meeting minutes, and fundraising forms.

END OF YEAR PROCEDURES

During the month of May, the principal will identify items that must be completed before summer check out takes place. Some of the required items on the checklist will include: reporting final grades, identifying summer school students, completing the requirements for the teacher evaluation process & addressing technology department requests.

CONTINUING EDUCATION UNITS

The principals collect and distribute a document with internal professional development hours. Teachers will identify which opportunities they took part in. Teachers are responsible for collecting and keeping track of their CEUs necessary for license renewal and will submit the necessary paperwork to the Continuing Education Committee.

TEACHER DEVELOPMENT AND EVALUATION

- All staff will be required to participate in meetings with supervisors. Based on your staffing assignment, the process for observation, feedback, reflection, and documentation will differ.
 - [5D+ Rubric](#)
 - [25-26 Summative Teacher Evaluation Documentation](#)

Academic Reporting

Grades are reported each **semester**. Academic checks take place every 4-5 weeks. Academic checks will be communicated with parents, but only the **semester** grade impacts credit attainment, class rank, and grade point average. Infinite Campus provides a composite grade of the entire semester. Honor rolls are determined at the end of each semester.

2025-2026 Grading for Learning

The academic reporting timelines for the school year:

1ST SEMESTER GRADING TIMELINES

Academic Check #1 - 1st Quarter Mid Quarter

- Mid Quarter - Wednesday, October 1
- Mid-Quarter Grades Due - Thursday, October 2 - 3:30pm
- Activities Eligibility goes into effect - Monday, October 6

Academic Check #2 - End of 1st Quarter

- End of Quarter 1 - Friday, October 31
- Quarter Grades Due - Monday, November 3 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, November 5

Academic Check #3 - 2nd Quarter Mid-Quarter

- 2nd Quarter Mid-Quarter - Friday, December 5
- Mid-Quarter Grades Due - Monday, December 8 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, December 10

Academic Check #4 - End of 1st Semester / End of 2nd Quarter

- End of Sem 1 / Quarter 2 - Wednesday, January 16
- End of Sem 1 / Quarter 2 Grades Due - Monday, January 19 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, January 21

2nd Semester Grading Timelines

Academic Check #5 - 3rd Quarter Mid Quarter

- 3rd Quarter Mid - Quarter - Friday, February 20
- Mid-Quarter Grades Due - Monday, February 23 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, February 25

Academic Check #6 - End of 3rd Quarter

- End of Quarter 3 - Friday, March 20
- 3rd Quarter Grades Due - Monday, March 23 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, March 25

Academic Check #7 - 4th Quarter Mid-Quarter

- 4th Quarter Mid-Quarter - Friday, April 24
- Mid-Quarter Grades Due - Monday, April 27 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, April 29

Academic Check #8 - End of 2nd Semester / End of 4th Quarter

- End of Sem 2 / Quarter 4 - Thursday, May 28
- End of Sem 2 / Quarter 4 Grades Due - Friday, May 29 - 3:30pm

- Activities Eligibility goes into effect - Monday, June 1

Junior-Senior High Academic Eligibility Policy & Requirements

A student participating in a MSHSL or in Belle Plaine extra-curricular activities must be in good academic standing. Grades are checked every four to five weeks, with three grading checks taking place each semester. A student who is not passing at a grading check is ineligible until they have reached a passing grade for the course. Reasonable time must be given to the teacher to allow them to correct a submission to adjust eligibility status. A student who fails the first semester is ineligible until the first grade check of the second semester. A student who fails a second semester course is ineligible for the remaining events of the current school year, including Sub-Section, Section and State competition.

*Junior High Students who fail an Elective (quarter class) will be on academic probation and work with administration to gain eligibility.

*All academic eligibility appeals will be addressed with the Principal and Activities Director.

Incompletes

Incompletes may be given at the end of grading term by teachers. Incompletes are most often used when there are unique circumstances that have prevented students from completing work or attending class. The incomplete grade must be addressed in the two week window provided after grades are due. The two week window is not designed to repair or address classes where non incomplete grades were earned. After two weeks the grade will be reported based on the points earned.

Academic Integrity

A violation of our academic integrity policy is compromising the integrity of the academic work and includes plagiarism, cheating, and stealing of information. Academic dishonesty can include taking information and passing it off as your own, the unauthorized utilization of technology or other materials, sharing answers with others, or the unauthorized distribution of materials.

Use of AI Programs

AI programs should not be used to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws. Students should maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences as listed in the Academic Integrity policy.

Consequences may include but are not limited to: (Severity of offense will be considered.)

1st Offense/Consequence	2nd Offense/Consequence in academic year, does not need to be in the same subject	3rd Offense/Consequence in academic year, does not need to be in the same subject
<ul style="list-style-type: none"> • Documented • 2 hours of detention • Alternative 	<ul style="list-style-type: none"> • Documented • 1 day in school suspension 	<ul style="list-style-type: none"> • Documented • 2 days in school suspension

<p>Assignment or “Redo” Provided</p> <ul style="list-style-type: none"> • Conference between Student, Teacher, and Administrator • Parent Contacted by Administrator or Teacher 	<ul style="list-style-type: none"> • Alternative Assignment or “Redo” Provided • Plan of Action and Reflection Written • All teachers and coaches informed of infraction • Conference between Parent (s), Student, Counselor, Teacher, and Administrator • MSHSL Code of Conduct - loss of 1 competition 	<ul style="list-style-type: none"> • Zero on assignment • Assignment/task must be completed to earn credit in the class • All teachers and coaches informed of infraction • Conference between Parent (s), Student, Counselor, Teacher, and Administrator • MSHSL Code of Conduct - loss of 2 weeks of activities or 2 contests whichever is greater.
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Advisory

The Belle Plaine Schools Advisory program will provide academic support, personal academic guidance, and foster positive student-adult relationships. Advisory is held 2 days per week on Wednesdays and Fridays. [25-26 Daily Schedules](#)

- **Academic Support & Guidance**
 - All staff will be available for academic assistance. This designated time for students will be used for academic intervention & support.
- **Positive Student/Adult Relationships, Parent Communication, SEL and MCIS**
 - Each student will be assigned an Advisory teacher that they will meet with throughout the year on Advisory days (Wednesday & Friday). This teacher will help support their Advisory students in the areas of:
 - Social & Emotional Learning - TheHuman Connection Hub Curriculum
 - Weekly grade checks and communication home - student/parent
 - MCIS - Career & College Ready Information

The Human Connection Hub - SEL Curriculum

The Human Connection Hub is a Social Emotional Learning Curriculum designed to provide all students with support in the areas of: Self-Awareness, Self-Management, Responsible Decision Making, Relationship Skills and Social Awareness

MCIS - Minnesota Career Information System

The Minnesota Career Information System (MCIS) is a comprehensive online career exploration system that operates as a small non-profit. MCIS offers career, educational and labor market information in one, easy-to-use tool, including:

- Career interest, employability skill and learning style self-surveys
- Information on colleges and programs of study
- Short term-training, apprenticeship and employment resources

Students use their MCIS portfolio to plan and view progress toward goals and create a Personal Learning Plan (PLP) ([Minnesota Statutes, section 120B.125](#)).

HALLWAY SUPERVISION

Active supervision provides an opportunity for teachers to form relationships with students and prevent behavior issues in the hallway. Teachers are expected to be in the hallway **before school starts from 8:00-8:20am**, between classes and engage students in conversations.

LUNCH SUPERVISION

Lunch supervisors serve an important role in keeping a safe, well managed lunch time. Principals will designate specific locations for supervision, which may include: the hallways, the front of the lunch line, the lunch line, near lunch tables in the commons area, and the area at the end of the commons. Consistent expectations in all of the locations include:

- Being at their post at the designated time
- Communicating to substitutes their responsibilities
- Controlling student traffic to areas considered “off limits” during lunch
- Preventing high school students from eating during junior high lunch and vice versa
- Monitoring the sound level
- Engaging students in conversation and developing relationships
- Preventing students from “cutting” in line
- Working with food service with any needs that may arise

STUDENT EXPECTATIONS & DISCIPLINE

STUDENT DRESS CODE

Students who come to school or attend any school activity dressed inappropriately will be asked to change into school appropriate clothing or be sent home for appropriate dress. Teachers who notice student dress code violations should call the front office who will alert counseling staff/principals. Counseling staff/principals will do their best to address the violation in a timely and respectful manner.

Examples of prohibited attire include, but are not limited to, the following:

- Going without shoes;
- Undergarments worn as outer garments do not meet school expectations;
- Shirts must include sleeves or straps;
- Clothing with language that is lewd, vulgar or obscene;
- Apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals
- The school administration reserves the right to allow or prohibit student attire.

STUDENT ATTENDANCE

Please take attendance in the first five minutes of each class period. (Jr./Sr. Privs could be the beginning or end of an hour). A phone call goes out to parents letting them know their child(ren) has been marked absent without an excuse at 9:15 am, 1:15 pm, and 3:00 pm each day. The building secretary will follow up at the end of each day with any unverified marked absences. Unexcused absences are taken care of in the office. Consequences for unexcused absences will be determined by building administrators. Administrators reserve the right to adjust consequences at their discretion, on a case-by-case basis.

TARDY POLICY AND PROCEDURE

Teachers are responsible for marking students tardy for all classes they instruct through their Minga Class Roster. If a student is 15 or more minutes tardy to a class period they will be marked absent for the entire hour. Absences should be marked in Infinite Campus. Being tardy 3 times to any class period results in 1 hour of detention. Once a student is given their 3rd Tardy the Minga System pushes out an autogenerated email informing the student, parent, administration and the detention supervisor. The student also receives a detention badge on their ID through Minga.

1. Morning detention should be served in Mr. Pederson's (room 216) 7:30am-8:10am with the exception of Tuesdays due to teacher meetings. To receive credit for the hour, you must arrive on time and not leave room. If your child has a Chaska class they are expected to make alternate arrangements with the principal or Student Success Coordinator.
2. By arrangement with the Principal/Student Success Coordinator.
3. With the teacher by arrangement.
4. Students will have 3 days to serve their detention or it will show as overdue. Once overdue, students will be assigned another hour of detention and will not have hallway privileges. They will need to see administration to get their detentions served and their hallway privileges reinstated. There will be a badge on their Minga ID that hallway passes are revoked and they will not be able to create a pass.

Detention email template in Minga:

(Student) has been assigned one hour of detention for being tardy 3 times to class over a 9 week period. (Student) will be expected to serve this detention within the next 3 days. Detention is to be served at 7:30 in room 216 (Mr. Pederson), with the exception of Tuesdays due to teacher meetings. To receive credit for the hour, you must arrive on time and not leave room. If your child has a Chaska class or is unable to make it in the mornings, they are expected to make other arrangements with the Principal or Student Success Coordinator.

Attendance Regulations

Reporting a Student Absence: Parents should email jshattendance@belleplaine.k12.mn.us or call the attendance line at (952) 873-2404 before 8:00 a.m. to excuse students from classes. Written excuses are discouraged. If students need to leave school for parts of the day they need a pass from the office. Students should sign in and out of school at the front desk during the school day.

Attendance Communication: Infinite Campus is utilized to inform parents of absences if the absence has not been excused. An email and a phone call will go out from the principal each day at 9:15, 1:15, and 3:00. Office personnel strive for accuracy in this communication home.

Compulsory Attendance Law: Minnesota State Law provides that every child between seven and sixteen years of age shall attend a public school, or a private school, for a period of not less than nine months during any school year. (Sec, 120.10, School Laws of 1961)

Family Vacations:

We know it is sometimes difficult to plan extended time out of school during designated school breaks. However, vacations during regular instructional days should be avoided whenever possible. When students are absent from school they miss valuable opportunities for discussion, collaboration, and instruction within their classrooms and it is not possible to replicate all of the learning activities and skills students miss while they are out of school. In the event your child is away from school for travel, please notify school staff as far in advance as possible. Vacations are unexcused unless approved by administration in advance.

Daily Attendance: Students are expected to be in school every day that school is in session. Regular attendance plays an important part in determining success in school. Students are excused from school under the following circumstances:

- They are sick
- There is a serious illness or death in the immediate family
- When roads are impassable
- College visit, medical appointment

The office reserves the right to mark a make-up slip “excused” or “unexcused” after evaluating individual circumstances. Students who are absent will be expected to complete assigned work. Students showing up to class 10 min late will receive an Unexcused absence for that class period.

Attendance reports are run on a weekly basis. The following policy is followed:

- **One** unexcused class period = 1 hour of detention
- **Four** or more unexcused periods = 1 day of in-school suspension
- **Six Days** or more absences a courtesy letter is sent home to parents.
- **Nine Days** or more absences a courtesy letter is sent home to parents.
- **Twelve Days** or more absences a courtesy letter is sent home and the student is required to obtain a doctor's note for any further absences.
- **Nine Periods** or more unexcused class periods a courtesy letter is sent home to inform parents, that refers to **Scott County's truancy guidelines**. A student support plan is put in place to better assist the student.

Attendance Policy for Credit Attainment

3+ Unexcused Absences (by period)

- Parent Communication
- 1 hour of detention per unexcused absence

- Student meets with student support for additional resources
- 11/12th grade students
 - Loss of Study Hall Privs & students remain in study hall - 1 week (unless attendance does not improve)
- 9/10th grade students
 - Study Hall check-ins with Student Support and in office study hall 1-week (unless attendance does not improve)

6+ to 9+ Combination of Excused & Unexcused Absences

- Parent/student meeting in person or by phone to set up an attendance plan
- Detention or In-school suspension for Unexcused absences
- 11/12th grade students
 - Loss of study hall privs for the semester & office check in during study hall.
 - Loss of open lunch - 2 weeks (unless attendance does not improve)
- 9/10th grade students
 - Study hall in the office
 - Modified In-School Suspension - office to classroom check ins (Principal discretion)

12+ Combination of Excused & Unexcused Absences

- Loss of Credit for the course
- The student needs to continue to attend class and work under the parameters listed above for 6+ absences.
- A plan will be designed to have the student needs to make up the class in credit recovery after school

*School related absences are not included in the total number of absences for a class period.

Attendance Policy for extracurricular Participation

In order for a student to participate in an extracurricular practice, game, event, or contest, she/he must be in class all day. Any exception must be approved by the Activities Director or Building Principal. Exceptions can be but are not limited to, funerals, college visit, field trips. Medical Appointments (Doctor or Dental) ARE excused absences and will NOT result in any eligibility issues. Please clarify and be specific when calling in to excuse the student. Parents/Students are strongly encouraged to communicate directly with the office or Administration prior to the start of the school day for clarity to ensure eligibility for the day. Depending on the circumstances, a note from a Doctor may be required for clarification purposes.

*Please reference the [BPHS Activities Handbook](#) for all participation eligibility requirements.

Junior-Senior High Academic Eligibility Policy & Requirements

A student participating in a MSHSL or in Belle Plaine extra-curricular activities must be in good academic standing. Grades are checked every four to five weeks, with three grading checks taking place each semester. A student who is not passing at a grading check is ineligible until they have reached a passing grade for the course. Reasonable time must be given to the teacher to allow them to correct a submission to adjust eligibility status. A student who fails the first semester is ineligible until the first grade check of the second semester. A student who fails a

second semester course is ineligible for the remaining events of the current school year, including Sub-Section, Section and State competition.

*All academic eligibility appeals will be addressed with the Principal and Activities Director.

*Junior High Students that have failed a core class (Social, Science, Math, English) at Semester will be ineligible until the next Academic Check.

*Junior High Students who fail an elective (quarter class) will be ineligible and be placed on academic probation. They will work with the administration to regain eligibility.

Minga Hallway Pass

Teachers manage the flow of their classroom and should use professional judgment when allowing students to leave the classroom once class has begun. If a student requests to leave the room and the teacher grants the request, the student should create a Minga Hall Pass. Students requesting to see the counselor, nurse, another teacher or office personnel can create a Minga pass after receiving permission from the classroom teacher. Teachers should make sure the requested party is available.

CELL PHONES

All non-school issued electronic devices, **including earbuds**, must be turned off and **properly stored** during instructional time, unless authorized by the classroom teacher for instructional purposes. This includes while in the media center and computer labs. **Teachers can request that cell phones remain in the student's locker or designated phone caddy during the class period.** Making or receiving a call or messaging may only occur before or after school, during the individual student's assigned lunch or during passing time. Belle Plaine High School assumes no responsibility for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft.

Consequences:

- **1st Offense:** Confiscation of the device plus verbal warning. Student will pick up the device at the end of the day from the Principal. Parent email notification.
- **2nd Offense:** Confiscation of the device. Student will pick up the device at the end of the day from the Principal. Parents will be notified via email of the second offense and reminder of the policy.
- **3rd Offense:** (Insubordination) Confiscation of the device plus student will be required to check device into the office for an extended period determined by administration. Student will pick up device at the end of the day from the Principal. Parents will be notified via email of the third offense and reminder of the policy.
- **4th Offense:** (Insubordination) Confiscation of the device plus parent meeting for alternate plan of the student's possession of the device.

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, but must adhere to all other expectations of the cell phone policy.
- In the case of medical necessity or emergency, a student should have a health plan or prior approval from Administration and the Health Office.

Backpacks/Bags

Student safety is a high priority. Teaching and learning can proceed at maximum efficiency only when the school climate is positive and all people feel safe. In order to promote a safe atmosphere, backpacks/tie bags/briefcases are not allowed in classrooms. Backpacks/tie bags/briefcases should be locked in the student's locker, not be left outside the classrooms or in the hallway.

OFFICE REFERRAL PROCESS

Teachers have the need to manage their classroom and prevent major interruptions. It is at the teacher's discretion to remove a student from their classroom. When the behavior warrants classroom removal, the teacher will send the student to the office and inform Jill Leonard (403) in the office that a student has been sent or call a principal down to remove the student. An email can also be sent to Jill Leonard, Dave Frisell & Mindy Chevalier

MAJOR/MINOR BEHAVIORAL INCIDENTS

This behavior chart serves as a guideline for managing student behavior. Repetitive or frequent behavior with the "Classroom Managed" category will be referred to the office.

	Classroom Managed	Office Referral
Abuse of Technology	<ul style="list-style-type: none">● Use during class when not directed by teacher● Taking another student's charger or iPad● Accessing videos, games, or social media sites● Uncharged devices	<ul style="list-style-type: none">● Refusal to relinquish device when asked by staff member● Damaging equipment● Inappropriate content
Electronic Devices	<ul style="list-style-type: none">● Use of cell phone or electronic device without permission● iPad is uncharged or is in the student's lockerUsing headphones	<ul style="list-style-type: none">● Taking pictures/video without the teacher's direction● Refusal to relinquish device when asked by staff member● Inappropriate content or websites● Repeated occurrences of the behavior after it has been addressed by the teacher

Peer Issue	<ul style="list-style-type: none"> ● Arguing ● Verbal or physical taunts (poking another student, teasing behavior) ● Hiding or playing with another student's belongings ● Spreading rumors ● Excluding others from a group assignment or activity 	<ul style="list-style-type: none"> ● Physically/verbally intimidating or threatening behavior ● Student calls another student a derogatory name ● Stealing another student's belongings ● Physical altercation ● Offensive or insulting language ● Repeated intentional bullying behavior ● Cyber bullying
Disruptive Conduct	<ul style="list-style-type: none"> ● Blurting ● Inappropriate language ● Continual talking in class ● Repeatedly getting up out of seat during lecture ● Reckless use of lab equipment, unsafe practices ● Sleeping in class, head down on desk ● Unintentional rudeness, student is approachable 	<ul style="list-style-type: none"> ● Threatening behavior ● Throwing something at a teacher ● Continued behavior of getting out of seat after already addressed by teacher ● Language or attitude directed toward the teacher or disrupts learning, student is unapproachable or is in need of more support ● Repeated refusal to follow redirection
Nuisance Objects	<ul style="list-style-type: none"> ● Minor objects that are distracting but not dangerous and include pencils, pens, headphones, laser pointers, water bottles, bouncy balls, rubber bands, food, gum 	<ul style="list-style-type: none"> ● Objects that are distracting and dangerous including anything that would be perceived as a weapon ● Repeated occurrences of the behavior after it has already been addressed by the teacher
Insubordinate and/or Disrespectful Behavior	<ul style="list-style-type: none"> ● Language ● Work refusal ● Excessive talking ● Unintentional, bad day behaviors 	<ul style="list-style-type: none"> ● Repeated occurrences of the behavior after it has already been addressed by the teacher ● Inappropriate language that is more vulgar or threatening in nature

Physical Behavior	<ul style="list-style-type: none"> • Students chasing each other or good-natured roughhousing (poking behaviors, wrestling behavior, etc.) • Misuse of tools, machinery, and classroom equipment 	<ul style="list-style-type: none"> • Excessive physical force • Behavior that could result in injury or destruction of another's property
Dangerous, Harmful, Nuisance Substances & Articles	<ul style="list-style-type: none"> • Food and beverages in the classroom 	<ul style="list-style-type: none"> • Alcohol, illegal drugs, narcotics, tobacco, matches or lighters
Vandalism	<ul style="list-style-type: none"> • Writing on desk, books, posters, etc. 	<ul style="list-style-type: none"> • Damaging another student's materials • Breaking equipment/furniture • Repeated offenses of behavior • Language or message is malicious in nature • Destroying property such as carving name in desk, slamming iPad onto the ground
Plagiarism/Cheating	<ul style="list-style-type: none"> • Non-graded work (teacher discretion) 	<ul style="list-style-type: none"> • Cheating in any form is reported to the office (copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments, or projects)

PENALTIES

Administrators use the [Discipline Matrix](#) as a guideline for determining consequences.

DETENTION

Detention is every day from 7:30 until 8:10 in the detention supervisor's room, unless otherwise noted. Detentions are to be made up within one week of the consequence being issued, unless special plans have been arranged and approved through the principal. Failure to serve the detention in 3 days will result in an additional detention. If still unserved it becomes in-school suspension. Detentions may be issued by any staff member.

CHEMICAL USE SUSPECTED

If you suspect a student may be under the influence or you have suspicion of prior or future planned use; please follow [these action steps](#) to ensure the safety of our school.

BUILDING EXPECTATIONS

STUDY HALLS

Study hall is a quiet work environment for students. Students are provided with feedback from the study hall supervisor and may seek assistance from peers and the study hall supervisor.

Expectations:

- Study hall supervisor or student accesses Infinite Campus grade reports as needed.
- Students who are missing work are not allowed to leave study hall, unless specific permission for an academically purposeful activity is given by a staff member.
- First 5 / last 5 min to go to the bathroom.
- During junior high study halls, the first 20 minutes of the time is spent reading. Students should have reading materials prepared.
- Junior high study hall students are unable to request passes to the media center. They are allowed to have occasional brief visits (i.e. print, check out a book) to the media center at the discretion of the study hall supervisor.

LOGOS

We have identified consistent logos and lettering to be used for our district. The logos are expected to be used by district organizations and may not be used by outside organizations without permission. We desire and promote a consistent identity for our district. [The logos are available here.](#)

JSH Important Links:

- [7-12 Schedule with prep and supervision](#)
- [25-26 Daily Schedule](#)
- [2025-26 School District Calendar](#)
- [Jr/Sr High Student/Parent Handbook](#)
- [2025-26 Building Meeting Calendar](#)