

877 BISON BLVD, BUFFALO, MN 55313 (763) 682-8100

## DEAR STUDENTS AND PARENTS,

Welcome to Buffalo High School. We feel that our school is a special place. Our motto, "**Making a Difference-Doing What's Best For Kids**" reflects our belief that every student deserves an excellent education and should be treated with respect and care. We value positive relationships within our school-community, and use them to build on our successes.

There are several ways that you can help to ensure that you are able to maximize your time at Buffalo High School. As you look ahead to the challenges of the school year, we would like to share some tips that we feel will help you accomplish this.

- **Set clear goals for your schoolwork and take responsibility for your success**
- **Participate and excel in a wide variety of academic and extra-curricular areas**
- **Have a positive attitude every day you come to school**
- **Manage your time effectively by prioritizing your work**
- **Build positive relationships with your teachers and peers**

We will do all that we can to help each student in his/her pursuit of academic excellence and personal happiness. It is our goal that every student leaves our school with a sense of accomplishment and confidence. Most of all, we want our graduates to feel they were important members of our school community and were honored and respected by our staff. On behalf of the entire staff at Buffalo High School, I want to welcome you to the **2013-2014** school year. Together we will continue to build on our tradition of excellence, and challenge you to reach to new heights.

Sincerely,

Mark Mischke, Principal  
Buffalo High School

## DAILY SCHEDULE

Block 1:	7:45	-	9:05
Passing	9:05	-	9:13
Block 2:	9:13	-	10:33
Passing	10:33	-	10:41
Block 3:	10:41	-	12:26
A	<b>Lunch</b>	<b>10:33</b>	- <b>11:03</b>
	Class	11:03	- 12:26
B	Class	10:41	- 11:03
	<b>Lunch</b>	<b>11:03</b>	- <b>11:33</b>
	Class	11:33	- 12:26
C	Class	10:41	- 11:33
	<b>Lunch</b>	<b>11:33</b>	- <b>12:03</b>
	Class	12:03	- 12:26
D	Class	10:41	- 12:03
	<b>Lunch</b>	<b>12:03</b>	- <b>12:34</b>
Passing	12:26	-	12:34
Block 4	12:34	-	1:54
Passing	1:54	-	2:00
Triple A / SSR	2:00	-	2:20

## TWO HOUR LATE START SCHEDULE

Block 2	9:45 - 10:33
<i>Passing</i>	10:33 - 10:41
Block 3 & Lunch	Normal Times and Lunches
Block 4	12:34 - 1:24
<i>Passing</i>	1:24 - 1:30
Block 1	1:30 - 2:20

NO TRIPLE A or SSR

**“An annual review of the school’s discipline policy was conducted as a part of the process of assembling this year’s handbook.”**

## GENERAL STUDENT INFORMATION

### • SUPPORT SERVICES

**Counseling and Guidance Services** - BHS has four guidance counselors to help you. Services offered include assistance with educational planning, interpretation of test scores, occupational information, career information, school and personal problems.

**Psychological Services** - The school provides a psychologist in the area of testing and counseling.

**Social Workers** - The school district provides social workers to help students with family and personal problems.

**Health Services**- The health office is staffed by a health assistant and directed by a Licensed School Nurse. Students who become ill during the school day are to report to the health office. The health office staff will assist students in determining what they should do. Students leaving school without reporting to the Health Office will be considered truant. Students who need to take medication during the school day are to bring the medication to the health office. Parent permission is required to use any medication at school and a physician’s order is necessary for any prescription medications. Medication Permission forms can be picked up in the health office. The school does not supply medications. The Health Office number is 763-682-8121.

If students have special health needs or medical concerns it is important for the health office staff to be aware of them. When a student has special or unique health concerns, please connect with the school Principal, Counselor, or School Nurse for a health plan. Medical verification may be necessary. The District Nurse can be reached at 763-682-8120 for any questions or concerns. To promote the safety of all students using ~~Vison~~ **Vision** of Buffalo Bus Company, parents are asked to provide medical and emergency information to the bus company directly by emailing or calling Dawn Johnson at [djohnson@bhmschools.org](mailto:djohnson@bhmschools.org) or 763-682-3232. Due to confidentiality laws the school district is unable to provide this information to the contracted transportation company.

**Special Education** - Trained staff are available to provide students who have learning and physical disabilities with help and support.

### **School Resource Officer**

Josh Erickson, our School Resource Officer at Buffalo High School, is available to students, staff, and parents. He can be reached at 763-682-8135.

### • FOOD SELECTIONS

The cafeteria will be open each day for breakfast, lunch and after school. Breakfast is served from 7:00-7:40 a.m. Breakfast is ~~\$1.65~~ **\$1.75** for students and ~~\$1.85~~ **\$1.95** for adults. In addition, ala carte items can be purchased separately. Lunch includes 3 menu options and a vast array of ala carte items. Lunch prices are ~~\$2.45~~ **\$2.55** for students and ~~\$3.25~~ **\$3.35**for adults. Single serv-

ing milk is \$.50.

Students have the opportunity to make deposits to their account in the office or cafeteria area. Deposits received by 9:00 a.m. will be ready for use at lunch. Please remember that your PIN (personal identification number) is confidential and for your use only. You will give the cashier your name when you punch in your pin number.

- **18-YEAR OLD STUDENT POLICIES**

At Buffalo High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under 18 years of age. Buffalo High School requires that students 18 years and older must provide parental verification of absences.

- **LATEX BALLOONS**

For the safety of our students, staff and the general public who use our buildings, the district is no longer allowing the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed.

Latex (rubber) is a substance that can have an immediate or life-threatening impact when a person is exposed to it.

- **LOCKERS**

Hall lockers and physical education lockers are "on loan" to students for the school year and remain the property of the District 877. All student locker numbers must be registered with the front office. The school reserves the right to inspect lockers when building administrators deem such action necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep his/her locker clean and neat inside and out. Students are advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property. Students are expected to keep hallway and physical education lockers locked at all times. If the administration has *reasonable suspicion* that a student may be in possession of something dangerous, ✘ illegal or may cause a substantial disruption to the school environment the school reserves the right to search lockers or a student's personal property.

Students must purchase a padlock from the high school. These locks should be used for hallway and Physical Education lockers. Only locks purchased through the school will be allowed on any school lockers. You may use the locks you purchased from the high school or middle school in previous years.

- **SEARCHES**

Students should be aware that school officials are allowed to search students, and their lockers, motor vehicles, and personal property when they have reasonable suspicion that a particular student is in violation of school rules or the law ,or may cause a substantial disruption to the school environment.

- **STUDENT RECORDS**

District 877 shall permit the parents of a student or an eligible student who is or has been in attendance in District 877 to inspect and review the educational records of the student except those records which are made confidential by state or federal law. District 877 shall comply with a request immediately, if possible, or within five days of the date of request, excluding Saturdays, Sundays and legal holidays. If District 877 cannot comply with the request within that time, the responsible authority shall so inform the requestor and may have five additional days within which to comply, excluding Saturdays, Sundays and legal holidays.

- **POST SECONDARY ENROLLMENT OPTIONS ACT**

All public school 11<sup>th</sup> and 12<sup>th</sup> grade students are eligible to participate in this program. The purpose of the program is to promote rigorous educational pursuits, and provide a wider variety of options to high school student by enabling 11<sup>th</sup> and 12<sup>th</sup> graders to enroll full-time or part-time, without cost to them, in a non-sectarian course or program in any eligible Minnesota post-secondary institutions.

- **SCHOOL DAY**

Since every student must be under supervision every hour of the school day, students will not be permitted in the hallways or other areas in or on school property without supervision during the class period.

“**School day**” is defined as the time from when a student gets on the bus in the morning or enters school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity. Buffalo High School operates on a closed campus policy which includes the lunch periods.

- **TRIPLE A TIME (ACADEMICS, ADVISEMENT, ACTIVITIES)**

Triple A is a structured period of time that allows students the opportunity to spend time in one of their classes working on homework, tests, group projects or getting individual help from a teacher. During this time, students must be under direct supervision of a staff person in an assigned area. AAA is part of the academic school day. Truancy during this time may result in the student being assigned a specific class for that time. Seniors with AAA truancy may not be eligible for senior privileges.

- **VISITORS**

Any visitors who come to the school during the school day must sign in and wear an identification badge. We ask that all visitors follow these procedures so that we can ensure the safety of our students. **Students are not to bring other student guests during the school day.** Requests for visitations due to extenuating circumstances must be cleared by an administrator at least one day in advance.

- **WRIGHT TECHNICAL CENTER STUDENTS**

On those days that BHS is in session but WTC is not, WTC students will be allowed to leave campus unless a parent notifies us that the student must stay at school. Students in WTC fourth block classes are to follow the WTC schedule for that day.

## **ACADEMIC INFORMATION**

### **GRADUATION REQUIREMENTS**

#### **30 Credits to Graduate** *(could earn 32 credits)*

Students will be notified of specific course requirements for their grade level as the district in accordance with state statutes determines them.

- Students are required by Minnesota State law to demonstrate basic reading, mathematics, and writing skills in order to receive a public high school diploma.
- In addition to satisfying the State Testing Requirements, students will be required to meet specific standards as determined by the District 877 School Board and the State of Minnesota.

### **ACADEMIC INTEGRITY**

All BHS students are expected to adhere to the fundamental values of academic integrity which include honesty, trust, fairness, respect and responsibility. Scholastic dishonesty is defined as cheating on assignments or tests, plagiarizing, altering, fabricating, forging, or acting alone or in cooperation with another to falsify records or to obtain dishonestly homework, tests or grades.

- **GRADUATION POLICY FOR STUDENTS INVOLVED IN ALTERNATIVE PROGRAMS**

Alternative School Students planning to graduate from BHS must attend a publicly accredited alternative program to earn their credits. They must complete their program by May 15 to be eligible to participate in the graduation ceremony at Buffalo High School. Please meet with a counselor to determine a plan for graduation at Buffalo High School.

- **GRADUATION POLICY FOR BUFFALO HIGH SCHOOL STUDENTS**

BHS students who are unable to accumulate the credits and testing components necessary to

graduate will be notified by letter after the May 15th deadline that they will not be allowed to participate in the graduation ceremony. Students who are eligible to graduate but fail a class(es) last term, may participate in the graduation ceremony, but will not receive a diploma until they have met all BHS requirements. Please meet with a counselor to determine a plan for graduation from Buffalo High School.

- **EARLY GRADUATION**

Seniors interested in early graduation must see their counselor by mid-term Quarter 3 of their senior year. A Student who participates in the summer term or after-school program at an ALC or other state-approved learning year program is ineligible for early graduation. Students who have chosen to accelerate their learning by accessing coursework outside Minnesota public education may still be eligible. See your counselor for more information.

- **ACT TESTING AND REGISTRATION, MCA-II / GRAD**

Buffalo High School is a test center for the American College Testing (ACT) program. It serves as a regional site for area high school juniors to take the ACT test multiple times during the school year. Information and registration materials for the ACT test are available in the counseling office. Testing dates are listed in the calendar section of this handbook.

- **GRADING POLICY**

Students have the responsibility to complete all assigned work within a class, and an A,B,C,D and F system is employed for recognizing scholastic achievement. Our marking system denotes "A" as excellent and "F" for failing.

- **STUDENT GRADE REPORTS**

Each term is approximately 9 weeks. Infinite Campus is available for students and parents to have continual access of academic progress. Hard copies of mid-term reports will be printed for parents and guardians attending conferences. Report cards are mailed at the end of each quarter.

- **INCOMPLETE GRADES**

Students must complete all course work and graduation standards before the end of the term. In the event that an extenuating situation exists which may require additional time for completing course work, a student must request from a principal the form for incomplete grades. The student must convince the principal and the teacher that the additional time request is reasonable. If the incomplete grade is granted, the student must complete all work assigned by the teacher within the agreed upon time schedule. Students are reminded that incomplete term grades will become F's if the extension is not granted or the work not completed in the allotted time frame. Incomplete grades can delay your graduation. Each student will work with his or her counselor for all incompletes.

- **GRADING SYSTEM**

Buffalo High School's grading system is based on the following -point system:

(A+/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

Due to the previous 12.0 scale, A+ grades earned prior to June 2011 will be given a weight of 4.33.

Students will be recognized for scholastic achievement by a published honor roll. To be included on the "A" honor roll, students must achieve a grade point average of 3.67 or above. To be included on the "B" honor roll students must achieve a grade point average (GPA) from 3.00 to 3.66. If you have an incomplete grade(s) your name may not appear on the published honor roll. CIS classes require that students receive both a High School grade and a College grade.

- **ACADEMIC EXCELLENCE AWARDS**

Buffalo High School recognizes superior academic achievement. A special program will be held in the spring to honor students. Students are eligible for departmental awards determined by teachers. One senior male and female will also be selected to be inducted into the Buffalo High School Hall of Fame. Seniors are also eligible for the Presidential Academic Excellence Awards. Students

from each grade with the Top Ten/4.0 GPA's are also honored.

- **ACADEMIC LETTERING**

Students, in all grades, are eligible to win a BHS Letter if their cumulative GPA meets a certain standard. The standard has been set at a cumulative GPA over the first three terms of the academic year. Letters will be awarded at Academic Excellence Night.

Grades 9 and 10 = 3.80

Grade 11 = 3.75

Grade 12 = 3.70

- **HONOR GRADUATES**

Graduating seniors will be recognized for their scholastic achievement and will wear the symbolic gold cord during the commencement exercises. To achieve honor graduate status, a student must earn a grade point average of 3.50 or above for their 9-12 school years. This GPA is calculated after the 3<sup>rd</sup> term of the senior year.

- **SENIOR PRIVILEGES**

Seniors will have the opportunity to earn a "Senior Pass" to leave campus during AAA/SSR Bison Time. This program will start the first day of fourth term. Senior students who demonstrate academic success and display good leadership through positive behavior will be eligible for this privilege.

- **SENIOR APPRECIATION DAY**

Seniors in good academic standing will be excused from classes the Friday before Prom.

## **ATTENDANCE PROCEDURES**

- **STATEMENT OF PURPOSE**

The administration and faculty of Buffalo High School believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is directly correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, student absence from school should be limited to those instances in which it is unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance. The school may request medical verification for excessive absences. This philosophy is reflected and implemented in the Attendance Policy of Buffalo High School.

- **OUT OF BUILDING PASSES**

In order to leave the school during the school day; students must obtain an "Out of Building Pass" prior to leaving. You can obtain this "Out of Building Pass" from 7:15a.m. to 7:45a.m. You need to provide the Attendance Office with a parental note or phone call that gives you permission to leave. Please make every effort to schedule personal appointments outside of the school day. If you leave school at any time without signing out and obtaining an "Out of Building Pass, your absence will be considered a truancy.

- **ABSENCE FROM SCHOOL 763-682-8181 - ATTENDANCE HOTLINE**

A student will be considered absent when the student 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 policies.

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**

Before or on the morning of a student's absence, the student's parents or guardian is requested to call the attendance clerk's voice mail at 682-8181. This number may be accessed 24 hours a day.

**STUDENTS AND PARENTS SHOULD BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE,**

## **THE ABSENCE MAY BECOME A TRUANCY.**

### **Excused Absences**

#### **Definition**

Valid excuses for absence/tardies are: Illness, medical or dental appointments, death of a family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, up to two (2) days for significant family event, and other absences/tardies at the discretion of the building administration.

#### **Unexcused Absences/Tardies**

Those absences/tardies which are not listed under Excused Absences/Tardies and are not excused by an administrator shall be considered unexcused, i.e., missed the bus, overslept or personal reasons. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

#### **• ADVANCED MAKE-UP**

Students who are absent because of activities, vacations, and other scheduled or prearranged activities must notify the office with an advanced notification **before** their absence or the absence may be considered unexcused/truant. Advance notification forms are available in the office. Homework must be completed in advance of the absence or other arrangements **must** be made with your teachers. *Examples: College fairs, state tournaments, family vacations.*

#### **• MAKE-UP WORK**

When a student returns to class from an unanticipated absence, the teacher will provide make-up work and a clearly defined due date for that make-up work.

#### **• STATE TOURNAMENT ATTENDANCE POLICY**

There will be tournament schedules available upon request in the main office. Verification must be obtained at least **one day prior** to the tournament day(s) that will excuse the student to attend the tournament. The verification must be specific as to the **day and time** that the students are to be excused from school. It is imperative that students receive prior permission to attend state tournaments. Failure to do so may result in a truancy. It is our high school recommendation that students not be excused more than two hours prior to the beginning of the event. **All students, including athletes, must secure advance notification of absence.**

If a Buffalo High School team is participating in a state tournament contest, the school district may provide supervised fan buses. The high school administration discourages students driving their own vehicles to tournaments. The provision of school buses is an economical and safe mode of transportation.

#### **• TARDINESS**

We believe that being on time is a very important life skill. Students are expected to be in class when the block begins. Students who are tardy first block should report directly to their classroom. Teachers will inform students of their individual tardy policy. Students should be aware that tardiness may result in loss of credit for coursework missed.

#### **• TRUANCY**

##### **Definition:**

When a student is absent from any class without parental request and administrative approval, the absence is considered a truancy. Absences that are not excused within two days are truanancies. Remember the attendance telephone line is accessible 24 hours a day. It is the student's responsibility to make sure his or her absences are verified.

#### **• CONSEQUENCES OF TRUANCY**

**STUDENTS WILL NOT RECEIVE CREDIT FOR ANY WORK MISSED FOR TRUANCIES. (eg. tests, quizzes, reports due, etc...)**

Truancies will be dealt with as follows:

1. For a student's first and second truancy, a disciplinary referral form may be sent home. Also, the student may be required to meet with an administrator.

2. For any additional truancy, the student may be sent home pending a parent conference.
3. Continual or habitual truancy may result in the loss of credit.
4. Continual truancy may also be reported to the Wright County Truancy Intervention Program.

## **EXPECTED BEHAVIORS AND REQUIREMENTS**

### **• EXPECTED BEHAVIOR**

Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities. Good behavior is necessary to provide a successful educational environment. The following guidelines will help insure that the educational program can function to the best advantage for all students and staff.

1. Be present in classes daily.
2. Be in class on time.
3. Be prepared for class.
4. Bring all required materials to class, i.e., books, paper, pencils, physical education clothes, etc.
5. Be attentive to classroom activities.
6. Make an effort to be successful.
7. Participate in classroom activities.
8. Show respect for teachers, other students, and school property by not engaging in activities, which disturb the class or school environment. This includes students having no beverages or food in the carpeted areas of the school.
9. Do not use vulgar or offensive language to staff members or other students. (Includes writing on lockers, walls, etc.) This includes any written, verbal or implied threats.
10. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
11. Help keep classrooms and our school neat and clean.
12. Take care of school property, i.e., books, equipment, etc.
13. Do not bring valuables to school. Keep personal property in your possession or in a LOCKED locker.
14. Students will have opportunities to recite the Pledge of Allegiance. Any person may elect not to and students must respect another person's right to make that choice.
15. Ethical use of electronic equipment & technology is expected.

### **• ELECTRONIC DEVICES**

Cellular phones, pagers, laser pointers, electronic games, MP3 players, iPods or any other electronic or picture taking device that may cause disruption are not allowed in the academic setting, locker rooms, or lavatories unless preapproved by the instructor.

Recommended Policy:

1<sup>st</sup> Incident - Verbal Warning (to put the device away)

2<sup>nd</sup> Incident - Teacher may confiscate the device up until the end of the day.

3<sup>rd</sup> Incident - The teacher may confiscate the device and give it to administration in which case a parent will be called and may be asked to pick up the device.

### **• DETENTION**

Students may be assigned detention for infractions of school rules or disruptive behavior.

### **• INAPPROPRIATE CLOTHING/ACCESSORIES**

Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect (e.g., students are to wear shoes or sandals and keep the torso and



undergarments covered.) Students may not wear clothing or accessories which display words or images advertising directly or indirectly, alcohol, tobacco, drugs or related products or which promote the use of these products or which are profane, obscene, or sexually suggestive.

### • **STUDENT TOBACCO USE POLICY**

Buffalo High School is a tobacco free school. Student use and/or possession of tobacco in any form will not be permitted on or adjacent to or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event, home or away. Minnesota State Law prohibits anyone under 18 to possess/use tobacco. In addition to receiving school consequences, violators will be referred to the School Resource Officer. Multiple tobacco violations may result in long-term suspension or expulsion.

### • **STUDENT DRIVING RESPONSIBILITIES**

1. We encourage all students to use school transportation.
2. Students granted permission to drive a vehicle to school agree to abide by the following regulations:
  - a. Follow all school rules listed and implied in the student handbook.
  - b. Conform to all state and local driving laws and regulations.
  - c. Consent to a complete search of the vehicle for any reason.
  - d. Display a validated BHS parking permit from the rear view mirror.
  - e. Park correctly in the student designated parking area.
  - f. Obey speed limits (15mph maximum in parking lot).
  - g. All vehicles parked on campus must be registered.
3. Violations may result in, but are not limited to the following measures;
  - a. Parking/driving permit suspended or cancelled.
  - b. Vehicle towed at owner's expense, or immobilized (booted) and fined.
4. Snowmobiles and motorcycles must also be registered and parked in designated areas.
5. All student vehicles must be registered with appropriate fees paid, to park on campus. Students may purchase a semester parking permit for \$50.00 or a daily permit for \$3.00.

### • **DRUGS AND ALCOHOL**

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away or have possession of drugs, paraphernalia, or alcohol on school property or at school sponsored activities may be suspended or expelled from school. Illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, student and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home if the principal suspects (via smell, action, and/or appearance) that a student has used drugs/alcohol. Our goal is to handle the situation in a manner that is in the best interest of the student, the student body and staff.

### • **WRIGHT CHOICE**

wRight Choice is an alternative consequence to an out-of-school suspension. The program is a joint effort between the Buffalo-Hanover-Montrose School District and Wright County Court Services. wRight Choice provides academic and behavioral support for students who display inappropriate behavior at school.

### • **SUSPENSION**

Occasionally it becomes necessary to suspend a student from school. In this event, the Minnesota State Law (MSA 127.26-127.40) will govern all procedures: Students may be suspended from school for any of the following:

1. Willful violation of any school regulation.
2. Willful conduct which materially and substantially disrupts the right of others to an education (this includes test cheating, harassment, threats of physical or mental harm, and/or offensive language).
3. Willful conduct which endangers persons or property (fighting, vandalism, stealing).
4. Other violations included in the District School Discipline Policy.

- **EXPULSION**

Expulsion is defined by Minnesota State Law (MSA 127.26 - 127.40) as: "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. Students will be recommended to the Board of Education of Independent School District #877 for expulsion from school for severe or persistent violation of school policy.

- **WITHDRAWAL FROM SCHOOL**

A student's parent or guardian must attend a meeting with a school counselor if they are pursuing a withdrawal from Buffalo High School.

- **SCHOOL SAFETY**

It is our priority to provide our students with a safe and secure environment in which to learn. We have studied our safety needs and taken steps to meet those needs. We have developed plans to deal with various possible emergency situations. We have hired a school resource officer who proactively works with students and parents to identify any possible safety problems. There are four AEDs spread throughout the building. We have a Safe School Committee in our community that meets each month to discuss such safety issues as traffic, drinking, drugs, probation, transportation, bomb threats, tornadoes etc. We feel that we have taken the issue of student safety seriously and will continue to look at this issue.

Potential safety hazards exist for students in the following areas:

1. **Fire Alarms** - Periodic fire drills will be held during the school year. Students who tamper with or set off the school fire alarm system may be suspended and turned over to the appropriate local authorities for prosecution.
2. **Fire extinguisher** - Students who tamper with fire a extinguisher may be suspended from school. In addition they will be responsible for costs incurred for inspection, recharge or replacement.
3. **Fire crackers** - Possession or use of any firecrackers, stink bombs, smoke bombs, or any other pyrotechnic device in the building or on school grounds is forbidden. Violators will be turned over to the appropriate local authorities for prosecution. Students may be suspended for possession or use of these devices.

- **DANGEROUS WEAPONS POLICY**

It is the policy of the Independent School District 877 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) that exhibit and promote violence and disruptive behaviors. The Board of Education is committed to promoting healthy human relationships, working and learning environments that are physically and psychologically safe.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, or school grounds, on the school bus or on any school-related activity. District personnel or students shall not bring or store a "dangerous weapon" on school property. This policy does not apply to firearm safety, color guard or marksmanship courses or approved activities that may be conducted on school property.

**Scope and Application:**

Independent School District 877 shall take proactive measures to eliminate violence in our schools by protecting children and employees whose health or welfare may be jeopardized through acts of

violence. Each school will strive to make schools safe by promoting safe and secure learning and working environments.

A student who brings a firearm to school may be expelled for up to 365 calendar days. The Superintendent may, on a case-by-case basis, recommend to the Board of Education a modification on this requirement. Students with disabilities may be expelled for behavior unrelated to their disabilities as long as procedural safeguards required by IDEA and Section 504 are followed. Students will be expelled according to the Pupil Fair Dismissal Act. Any person in violation of this policy will be referred to the local law enforcement agency.

- **COMPUTER/INTERNET USAGE**

During the first weeks of school all students will receive copies of the Buffalo High School computer and Internet usage policy. Students will sign a sheet saying that they know, understand and will abide by these policies. Computers at Buffalo Senior High are to be used for schoolwork and all printing must be related to school projects.

- **RACIAL/RELIGIOUS/SEXUAL HARASSMENT & HAZING**

It is the policy of Independent School District 877 to maintain a learning and working environment that is free of Racial/Religious/Sexual Harassment & Violence.

It shall be a violation of this policy for any student or employee of School District 877 to harass a student or employee through conduct or communication of a racial/religious sexual nature or hazing nature.

The school district will act to investigate all complaints, either formal or informal - verbal or written. The school district will discipline any student or employee who violates this policy.

Students are requested to complete a "Student Concern Report Form" to provide documentation of any Racial/Religious/Sexual Harassment & Hazing. These forms are available from a principal or the front office.

- **RELEASE OF STUDENT DIRECTORY INFORMATION**

In accordance with the Minnesota Data Practices Act, Buffalo-Hanover-Montrose Schools may release the following information without permission unless the district has been notified that it should not be released.

- Student's name, address and telephone number

- Student's gender and date and place of birth

- Major field of study

- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams

- Dates of attendance and grade levels completed

- Degrees and awards received

- Most recent previous educational agency or institution attended

- Photographs for school district publications and local newspaper \*

Parents or students ages 18 or older who do not want this information released must notify the district in writing by October 1, 2013.

\*Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Parents may request that their children's photographs and identifying names not be published. This request must be made in writing to the District Communications Coordinator.

- **PUBLICATION**

Copies of the school discipline, truancy, harassment, hazing and equal opportunity policies are available for all students in the main office. Students may pick these up at any time.

- **OFFICIAL TRANSCRIPT REQUESTS**

Transcript requests are conducted online via [www.parchment.com](http://www.parchment.com). To order, look for the Secure Transcript link on the school website, create an account, login, and make your requests.

*Secure Transcript™* is provided by Docufide, Inc. They will deliver your official school verified and approved transcript, to the college and scholarship funds you choose. You will receive an email confirmation when each transcript is delivered, and for colleges that accept transcripts electronically, when they receive it as well. Cost will be \$3.25 for an electronic transcript.

## **ACTIVITIES**

### **• STUDENT ELIGIBILITY**

When a student enrolls in an activity at Buffalo High School the student is under the jurisdiction of the Minnesota State High School League and Buffalo High School Activity Policies/Regulations. Also, a seventh or eighth grader who is selected to be on a high school team, shall be under the same jurisdiction. Requirements to be a Buffalo High School Activities Program Participant:

- A. To be involved in a Buffalo High School activity one must:
  - 1. Have a current physical exam slip on file in the main office, which is due every three years.
  - 2. Have the Minnesota State High School League and Buffalo High School Eligibility Statement and Health Questionnaire signed by the athlete and parent/guardian.
  - 3. Be in good standing with the scholarship, racial/religious/sexual harassment, hazing, and chemical policies.
  - 4. Pay the fee for the sport or have the waiver form signed by Activities Director.
  - 5. Because School District 877 does not provide medical insurance for athletes, each person should secure his/her own coverage.
  - 6. Have the Addendum to Minnesota State High School League Code of Student Responsibilities signed by parent and athlete.
- B. To be in any other Student Activity one must also follow the rules / guidelines of the MSHSL:
  - 1. Have the Minnesota State High School League and Buffalo High School Eligibility Statement signed by the student and parent/guardian.
  - 2. Be in good standing with scholarship, racial/religious/sexual harassment, hazing and chemical policies.
  - 3. Pay the necessary fee for the activity or have the waiver form signed by the Activities Director.
  - 4. Have the Addendum to Minnesota State High School League Code of Student Responsibilities signed by parent and participant.

### **C. Penalties**

Penalties for violation of racial/religious/sexual harassment, hazing and chemical policies will be administered as follows:

- 1. Category I Activities include those activities with a defined season and will be administered as seen in the Athletic Eligibility Information brochure.
  - a. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two weeks.
  - b. Second Violation: After confirmation, the student shall lose eligibility for the next three weeks.
  - c. Third and Subsequent Violations: After confirmation the student shall lose eligibility for the next four weeks.
  - d. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
  - e. Denial Qualification: A student shall be disqualified from all activity for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the

violation.

- 2. Category II Activities include other co-curricular activities that do not have a defined season and the penalties will be as follows:
  - a. Each member school shall develop penalties that it will apply to the participants in these activities. An appropriate penalty shall be administered at the discretion of the Activities Director and High School Principal.

D. Student Code

These statements were composed by a task force of students, staff and parents (1994)

- 1. Co-curricular participants must make a strong classroom effort. They must also have positive attitudes and good attendance. These qualities may be expected both in-season and off-season.
- 2. Co-curricular participants must behave in a proper manner before, after and during their activity.
- 3. Co-curricular participants must behave properly in the community at all times.

**Student Code of Responsibility** as stated in the Minnesota State High School League eligibility brochure must be followed. If not, the following penalties can be administered by the Principal in cooperation with the Activities Director.

- 1. warning
- 2. suspension from school or activity or both
- 3. reported to higher authority outside of school
- 4. required to do certain amount of community service

• **SCHOLARSHIP POLICY FOR ACTIVITY PARTICIPANTS**

The purpose of the Activities Program is to provide additional educational opportunities for Buffalo High School students. Beneficial attributes of participation are fun, commitment, affiliation and reaching common goals. A student’s responsibility for participation in Activities is to maintain satisfactory progress towards graduation. A student’s academic progress is evaluated eight times a year, at mid-term and with quarter grades. Any student who fails any number of semester classes will be put on “academic alert” and may continue to participate in the Activity. (A student may be “nurtured” by a coach and encouraged to improve, but is still the ultimate responsibility of the student to maintain satisfactory progress.) Parents are also encouraged to contact the coach and the students’ teachers to support the student in making academic progress. At any time, the Administration and/or the coach have the discretion to suspend the student from the activity if improvement is not seen.

• **ACTIVITY OFFERINGS**

**Seasonal Activities - Starting Dates \* (Approximate) Check the Monitor**

Girls and Boys Cross Country.....	August 12
Girls Tennis .....	August <del>12</del>
Football .....	August <del>12</del>
Girls Swimming and Diving .....	August <del>12</del>
Soccer .....	August <del>12</del>
Volleyball.....	August <del>12</del>
Fall Play .....	September 8 <del>7</del>
Special Olympics Bowling.....	September <del>16</del>
Girls Dance Team .....	October 21
Girls Hockey.....	October 28

Mock Trial.....	November 5
Girls Gymnastics.....	November 11
Girls Basketball.....	November 18
Boys Hockey.....	November 12
9 <sup>th</sup> Grade Boys Basketball.....	November 11
Wrestling.....	November 18
Boys Basketball.....	November 11
One Act Play.....	November 18
Knowledge Bowl.....	November 25
Boys Swimming and Diving.....	November 25
Spring Musical.....	February 11
Pegasus Literary Magazine.....	February 24
MAAA Softball.....	March 3
Girls Softball.....	March 10
Track & Field.....	March 10
9 <sup>th</sup> Grade Baseball.....	March 10
Golf.....	March 17
Baseball.....	March 17
Boys Tennis.....	March 24
LaCrosse.....	March 31
Summer Marching Band *Color Guard & Drumline.....	April 14
Summer Marching Band * Instrumental.....	May 14

**• YEAR LONG ACTIVITIES**

Students should listen to the daily announcements or refer to monitors for organization meetings.

International Club	Student Care Committee
FFA	BHS Singers
Hoofprint Newspaper	National Honor Society
Tatanka Yearbook	Jazz Band
Student Council/Class Cabinets	Students Stepping Up
BPA and DECA	Cultures United

**• ACTIVITY FEES**

Students who participate in the following activities will pay:

<b>Category #1</b>	<b>Lacrosse.....</b>	
<b>Category #2 -</b>	Basketball, Football, Golf, Gymnastics, Hockey, Wrestling, .....	\$185.00
<b>Category #3-</b>	Baseball, Cross Country, Nordic Ski, Softball, Soccer, Swim & Dive, Tennis, Volleyball, Track & Field, Dance Team .....	\$150.00
<b>Category #4 -</b>	BHS Singers, Knowledge Bowl, Mock Trial, Summer Marching Band, One-Act Play, Musicals .....	\$115.00
<b>Category #45-</b>	Cheerleading, Special Olympics, Adapted Softball, DECA, BPA .....	\$60.00
<b>Category #6 -</b>	One-Act Play Crew and Student Directors .....	\$25.00

An appropriate fee will be charged for solo/ensemble participation

Class Officers, yearbook staff, choir and band activities (except for solo/ensemble participants) and

multi-act crew, do not receive monies for transportation and/or supplies and therefore are **exempt from the fee system**. *National competitions of Buffalo High School will not be funded.*

### • **FEE PAYMENT PROCEDURE**

1. High school fees are to be paid to the Activities Secretary in the Main Office, either before or directly after school.
2. The fee must be paid before you are able to practice or participate.
3. Fees may be waived in cases of undue hardship. Fees will also be waived or reduced if a student qualifies for the "free or reduced lunch program." The parent notification letter for free or reduced meals must be shown upon request.
4. Family Fee Allowance - The maximum fee amount for any family is \$700.00. Families are responsible to track fees paid each year. When the amount of \$700.00 is reached, families should send a letter of request for the family allowance to include detailed payment documentation. Fees will then be waived for the family for the remainder of the school year.
5. Middle School students competing on high school teams must pay high school fees, unless otherwise approved by the Activities Director.
6. **REFUNDS** - They are available upon request. A request form can be secured from the Activities Office.

### • **AWARDS**

In appreciation for your efforts in the Activities Program we honor you by presenting you with a certificate of participation in the activity. If you have made outstanding achievements in the activity as well as finished the season in good standing, then you will be awarded the block letter "B". One "B" will be awarded per student along with a designated activity pin. The season begins with the first day of practice and ends with the awards presentation at the end of the season.

Plaques will be given for "most valuable player, editor," etc. in each activity. Students who receive "All-Conference" honors will be presented with a distinguished certificate.

Varsity members who have at least a 3.70 GPA and are participating in a Mississippi 8 Conference activity will receive an Academic All-Conference award.

### • **SPORTSMANSHIP**

Good sportsmanship is viewed by Buffalo High School as the behaviors that demonstrate understanding and commitment to fair play, ethical behavior and integrity. Buffalo High School expects good sportsmanship from students during school and at all school events.

### • **CAPTAIN'S PRACTICE POLICY**

It shall be the policy of School District No. 877 that no athletic training sessions, conditioning sessions, or athletic practices may be held on school property unless supervised by a school coach or other properly licensed people in accordance with the rules of the Minnesota State High School League.

It is also the policy of the School District to discourage so-called "captain's practice" away from the school property.

No school equipment or uniforms may be used for training sessions, conditioning sessions, or athletic practices unless such practices are supervised by a school coach or other properly licensed/contracted people. **This rule may be superseded by any specific sport rule allowed by the Minnesota State High School League.**

This policy will also govern any other School District 877 student activities. Rationale: In order to protect us and you, we want you to know we are not condoning teams/groups getting together as a school group to practice or rehearse without supervision. This policy we have enforced for years. Anytime you get together as a school team without supervision means you do so at your own risk.

### • **NATIONAL HONOR SOCIETY SELECTION**

Every chapter of the National Honor Society has four main goals:

- To create an enthusiasm for scholarship

- To stimulate a desire to render services
- To promote worthy leadership
- To encourage the development of character in fellow students

Membership in the Buffalo chapter of National Honor Society is based on the following criteria:

1. The student must have achieved a grade point average of 3.50 or higher. New members are considered at the beginning of the junior and senior years using the most current GPA.
2. The student is given an opportunity to describe, through an information sheet and application, his/her service experiences in our school and community.
3. A letter of recommendation regarding the student's service performance will be needed from a community member who is not an employer, a family member, or a district teacher/coach.
4. Faculty members (six teachers, one from each of the four core subject areas - math, science, English, social studies, or five teachers and one coach or adviser) will evaluate each candidate on character/attitude and leadership.
5. Students are scored individually based on service, leadership, character, and attitude - the advisers and administration will evaluate each candidate and extend an invitation for membership at that time.

The National Honor Society is seeking students who have consistently demonstrated excellence in character, scholarship, leadership, and who show an enthusiastic willingness to serve others. The Executive Council and advisers reserve the right to deny membership. The excitement and satisfaction of this organization is achieved by active participation in service projects.

NHS members are **REQUIRED** to:

- A. Attend all meetings.
- B. Complete at least **12** character hours during the school year in approved activities.
- C. Complete at least **12** leadership hours at Buffalo High School and/or in the Buffalo-Hanover-Montrose district. (Opportunities will be made available throughout the year.)
- D. Complete at least **12** service hours that pertain to the BHS Service Project. (Opportunities will be made available throughout the year.)
- E. **Maintain a GPA of 3.50 or higher.**

### • **DANCE POLICY**

School sponsored dances are an extension of the normal school day and all school rules apply. Students are permitted to bring one guest to a dance. The guest's name must be signed up with a principal. The administration reserves the right to turn away guests at the door if they are not on the lists. All guests must be high school age students. Prom guests must be high school students or 20 years of age and younger.

### • **OTHER MINNESOTA STATE HIGH SCHOOL LEAGUE INFORMATION**

For further information concerning MSHSL rules or regulations contact Tom Bauman, Activities Director. 763-682-8108

## **DIRECTIONS TO MISSISSIPPI 8 SCHOOLS**

**Big Lake - 501 Minnesota Ave, Big Lake MN 55309**

**763-262-2547**

Take Highway 25 north to Big Lake. Turn right onto Highway 10 / Jefferson Blvd East. Turn left onto Eagle Lake Road / County Road 5. Then a right onto Minnesota Ave.

**Cambridge - 430 NW Eighth Avenue, Cambridge MN 55008-1097**

**763-689-6016**

Take County Road 35 through St. Michael and go across Interstate bridge to Hwy 101. Go left on 101 to Hwy 169 north to Zimmerman, go right on Cty Rd 4 east. Follow same road as it changes



counties, Cty 8, Cty 10 to Hwy 95, go right to Cambridge. After the first stoplight, go one more block to Cypress. Turn left on Cypress and proceed to the end of the street and school.

**Monticello - 5225 School Blvd., Monticello MN 55362**

**763-272-3100**

Go past our high school east on Cty Rd. 35 2 miles, go left at Cty Rd 15 (at the church) go to Cty Rd 37, cross over Cty Rd 37 and go straight to School Blvd. From Hwy 25W turn right one mile past the driving range on School Blvd. Go into High School from east entrance.

**Rogers High School - 21000 141st Avenue, Rogers 55374**

**763-274-3140**

Take County Road 35 through St. Michael to I-94 east. Take the MN 101 exit (exit number 207) towards Elk River/Rogers. Turn left onto Main Street. Then turn right onto 141st Avenue North to the school.

**St. Michael-Albertville - 5800 Jamison Ave NE**

**763-497-2192**

Take Cty Rd 35 to St. Michael. Turn left on Main Street. Turn left onto Jason Ave NE for 1.8 miles. Turn left on Jamison Ave NE. The school is on the left.

**Chisago Lakes – 29400 Olinda Trail, Lindstrom, MN 55045**

Head south on Dague Ave NE toward 20<sup>th</sup> St NE. Take the 1<sup>st</sup> left onto 20<sup>th</sup> St NE. Continue onto Fenning Ave NE. Continue onto 30<sup>th</sup> St. NE. Continue onto St. Michael Pkwy. Continue onto Central Ave E. Continue onto 42<sup>nd</sup> St NE. Turn right onto 94E. Keep left to continue onto 694 E. Take exit 41B onto 35W N. Continue on 35 N. Take exit 147 for MN-95 toward Cambridge/North Branch. Turn right onto MN-95/Main St/St.Croix Trail. Turn right onto Grand Ave.. The school is on the left.

**North Branch High School – 38175 Grand Ave, North Branch, MN 55056**

Head south on Dague Ave NE toward 20<sup>th</sup> St NE. Take the first left onto 20<sup>th</sup> St NE. Continue onto Fenning Ave NE. Continue on to 30<sup>th</sup> St NE. Continue onto Kahl Ave NE. Continue onto St. Michael Pkwy. Continue onto Central Ave E. Continue onto 42<sup>nd</sup> St NE. Turn right onto 94E. Keep left to continue on 694 E. Take exit 41-B to merge onto 35W N. Continue onto 35 N. Take exit 132 to merge onto US-8 E toward Taylors Falls. Continue onto Lake Blvd. Turn right onto Olinda Trail. The school will be on the right.

**Princeton High School – 807 Eighth Ave South, Princeton, MN 55371**

Head south on Dague Ave NE toward 20<sup>th</sup> St NE. Take the first left onto 20<sup>th</sup> St NE. Continue onto Fenning Ave NE. Continue on to 30<sup>th</sup> St NE. Continue onto Kahl Ave NE. Continue onto St. Michael Pkwy. Continue onto Central Ave E. Continue onto MN-241/42<sup>nd</sup> St NE. Continue onto 45<sup>th</sup> St NE. Turn left onto MN 101 N. Continue onto US 169 N. Take the County Road 29 S/Rum River Drive exit. Merge onto County Road 29 N/S Rum River Dr. Turn left toward 7<sup>th</sup> Ave S. Turn right onto 7<sup>th</sup> Ave S. The school is on the left.

**St. Francis High School – 3325 Bridge Street NW, St. Francis, MN 55070**

Head south on Dague Ave NE toward 20<sup>th</sup> St NE. Take the first left onto 20<sup>th</sup> St NE. Continue onto Fenning Ave NE. Continue on to 30<sup>th</sup> St NE. Continue onto Kahl Ave NE. Continue onto St. Mi-

chael Pkwy. Continue onto Central Ave E. Continue onto MN-241/42<sup>nd</sup> St NE. Continue onto 45<sup>th</sup> St NE. Turn left onto MN 101 N. Continue onto US 169 N. Turn right onto 5<sup>th</sup> St. Turn left onto Line Ave NW. Take the 2<sup>nd</sup> left onto Twin Lakes Rd NW. Turn right onto Viking Blvd NW. Turn left onto Anoka County 7/Rum River Blvd. Turn right onto Rum River Blvd NW. Turn right onto Bridge St NW. The school will be on the left.