

## **BCMS STUDENT HANDBOOK**

### **BCMS BISON BINDERS**

The zipper Bison Binders are required for students as part of our organizational education. It is helpful when we are teaching students how to organize themselves, that they all have the same starting supplies. The Bison Binder and the supplies in it, encompass the majority of our required school supplies. There are a few classes that may require some unique materials, such as calculators in math. Families may choose to purchase a similar zipper binder and the same supplies on their own.

### **ACADEMIC INTEGRITY**

All BCMS 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.

### **PRIME TIME (Putting Relationships In My Education To Improve My Existence)**

All BCMS students will have a Prime Time class. Prime Time groups include sixth, seventh, and eighth graders together with an advisor, who will remain with the group all three years. This time will be spent learning about our school and one another, developing relationships, promoting reading and academic skills and having an adult who is there to answer any questions.

### **WIN Time**

WIN is an acronym that stands for "What I Need". It is a 28 minute period, two days a week that is designed to provide flexible options to support students' individual needs. Teachers will meet with groups of students for reteaching and/or enrichment of the current curriculum. Weekly, students will register themselves for WIN time with one of their teachers.

### **STUDENT GRADE REPORTS**

Parents and students will have access to mid-term progress reports and term report cards through the Infinite Campus portal. Parents must request a paper copy of report cards if they so desire. Please contact our scheduling assistant at 763-682-8207.

### **INCOMPLETE GRADES**

Students must complete all coursework before the end of the term. In the event that an extenuating situation exists which may require additional time for completing coursework, a student must complete the required coursework on a timeline set by the instructor or the grade will change to an F by midterm of the following quarter.

## **GRADING SYSTEM**

Buffalo Community Middle School's grading system is based on the following 12-point system:

(A+) = 12	(B) = 8	(C-) = 4	(F) = 0
(A) = 11	(B-) = 7	(D+) = 3	
(A-) = 10	(C+) = 6	(D) = 2	
(B+) = 9	(C) = 5	(D-) = 1	

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 10.00 or above. To be included on the "B" honor roll students must achieve a grade point average (GPA) from 7.000 to 9.999. Students in the 8th grade Geometry class will receive one high school credit upon successful completion of the course.

## **ACADEMIC AWARDS**

### **PRESIDENTIAL ACADEMIC AWARD**

Buffalo Community Middle School recognizes superior academic achievement. Students with a cumulative 11.0 grade point average for the first three quarters will receive a Presidential Academic Award Certificate.

### **STUDENT OF THE WEEK**

Every two weeks, teams and departments name two "Students of the Week". Students receive a certificate from their teacher(s) describing positive contributions they have made to our school. Once a quarter, students and parents are invited to a morning breakfast and recognition ceremony.

### **8th GRADE STUDENT OF DISTINCTION**

Each month, our teachers collectively vote for an eighth grade Student of Distinction. This student leader is selected based on the attitude, character, respect, compassion, service, courage and integrity exhibited throughout their middle school experience. At the end of the school year, a poster of selected students will be posted in our mall area.

### **STUDENT SUPPORT SERVICES**

**Counseling Services** – You may make an appointment with a school counselor at the front desk. The counselors are available to talk over problems you might be having with your school work, students, teachers, family, etc. Our counselors are Kaitlin Kolbinger (763-682-8220) for 6<sup>th</sup> grade students, Ashley Kamphenkel (763-682-8217) for 7<sup>th</sup> grade students and Penny Thalacker (763-682-8219) for 8<sup>th</sup> grade students.

**Special Education and Social Work** - Jennifer Holte (763-682-8216) and Jamie Peterson (763-682-8213) serve as our building social workers for special education students who qualify for social work support.

**Police Resource Officer** – Jeff Davis is our School Resource Officer at Buffalo Community Middle School and is available to students, staff and parents (763-682-8240).

**Health & Nursing Services** - The health office is directed by a licensed school nurse and staffed by a health aide. Students who become ill during the school day are to report to the health office. Students who need

to take medications during the school day are to bring medications to the health office. Parental permission is required to use any medication at school and a physician's order is necessary for any prescription medications. The health office will hold over-the-counter medications (such as Tylenol or ibuprofen) as these may not be kept in your locker. Forms for medication use during school may be picked up at the health office. For the safety of our students, staff and the general public who use our buildings, the district does not allow the use of latex balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are allowed. If students have special health needs such as diabetes, seizures, asthma, ADD, please feel free to contact our school nurse, Erica Kindt, RN, BSN with questions or concerns (763-682-8211) or the School Health Aide, Jody Bremer (763-682-8208).

**Health Office COVID19 Guidance** - If your student is experiencing a new onset or worsening cough, or shortness of breath, or multiple symptoms, please call your student's school health office to review the COVID19 exclusion guidelines for return to school. We ask that all parents check student temperatures before the school day; if 100.4 or above, your student should stay home. If any other new onset of signs or symptoms of illness are present, please also keep your student at home to monitor for additional symptoms. If no other symptoms are experienced, your student may return to school following our district guidelines for illness posted on the BHM website under district > department > Health Services > Illness and Injuries Guide.

### **HEARING AND VISION SCREENING**

Students new to the district, starting 1st grade or later, may receive a basic hearing and vision screening as recommended by MDH. Routine h/v screening occurs in 1st, 3rd, 5th and 7th grades, unless a nurse is notified by the guardian that they wish to opt out.

### **STUDENT HOURS**

If you arrive before 8:25 am, please wait in the Mall area until you hear the bell. After school, students should ride the bus home or make plans to walk or get picked up by 3:35 pm. If you are here after 3:35 pm, you must be under the supervision of a staff member. Any student unsupervised by a BCMS staff member after 3:35 pm must wait in the front office area. Students cannot leave school grounds and return without a valid excuse.

### **ACADEMIC TEAMS**

Every 6<sup>th</sup> and 7<sup>th</sup> grade student is a member of a team. Each team is a smaller community within the larger school. Most team core classes are in a common area. 8<sup>th</sup> Grade students are not teamed.

### **MEDIA CENTER**

You are always welcome in the Media Center – before classes begin, with your class, or with a pass. The Media Center is a place to look for materials, read or work quietly. Computers are available for tests, class work and portal grade checks. Please follow instructions given by Ms. Bauernschmitt and staff members. You may check out books for 3 weeks and magazines for 1 week. You are allowed to have three items at a time. A charge will be assessed for books lost, damaged or not returned.

### **NUTRITION SERVICES**

Breakfast and lunch are served each day at all schools in the district. Menus are posted on the district website and emailed to parents/guardians monthly. Students are assigned their own PIN and asked to memorize that number for their meal account. Please remind your student not to share their PIN with

friends. Meal account deposits can be made online with a credit or debit card at Campus Parent Portal or by sending cash or check to the school with your student. Please write your child's full name or PIN on the check/envelope if paying by cash or check. Meal accounts are debit accounts and a positive balance must be maintained.

Email and text messages for meal accounts with low or negative balances are sent to parents/guardians Monday through Friday. All students will be provided a complete meal regardless of the balance in their meal account. Students will not be denied a meal due to a negative balance. We believe this is in the best interest of the student. Students will not be allowed to purchase ala carte items or extras if their account balance is negative. A complete copy of the Meal Account Management Policy is available on the district website. If you wish to receive a full copy of the policy, please contact the Nutrition Services Office at 763-682-8477.

Applications for free or reduced price meals can be completed anytime during the school year. Online applications are available at Campus Parent Portal. Parents will need to have a Campus Parent account in order to apply online. Contact your school office if you need to set up a Campus Parent account. Paper applications are available upon request by contacting the Nutrition Services Office at 763-682-8477. Families must apply annually for free or reduced price meal benefits.

**The Free Meals for Kids Program allows one free breakfast meal and one free lunch meal per student each day. Ala carte items will be charged to the meal account.**

### **BHM WELLNESS POLICY SUMMARY**

The District has a Wellness Policy that is implemented throughout all schools in the District. The purpose of this policy is to set forth methods and expectations that promote student wellness, prevent and reduce childhood obesity, and that food and beverages sold or otherwise made available on school grounds during the school day are consistent with applicable minimum local, state and federal regulations. A complete copy of the district Wellness Policy is available on the district website.

Here are some important highlights of the policy:

- The school district will encourage and support healthy eating by students and engage in nutrition promotion.
- Students will be provided opportunities for physical activity during the school day.
- Celebrations and parties: The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Rewards and incentives: Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

Additional highlights for parents:

- Parents are encouraged to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
- Classroom snacks brought by parents - the school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.

Please reference the full BHM Wellness Policy 533, including additional wellness resources at:

<https://www.bhmschools.org/policies>

## **HEALTHY SNACK AND BEVERAGE IDEAS**

- Water, plain or flavored
- 100% fruit juice with no added sugar
- Fat-free or low-fat milk
- Fresh fruit
- Fresh vegetables
- Canned fruit or fruit cup (in water, 100% fruit juice or light syrup)
- Frozen fruit or fruit cup (in water, 100% fruit juice or light syrup)
- Dried fruit with no added sugar
- Nut or seed butter (served with fruit or whole grain crackers)
- Nuts or seeds
- Beef or turkey sticks/jerky
- Trail mix made of nuts or seeds and dried fruit with no added sugar
- Whole grain goldfish/multigrain crackers
- Low-fat cheese cubes/string cheese (serve with fruit or whole grain crackers)
- Hummus (serve with vegetables or whole grain crackers)
- Graham crackers
- Whole grain cereal bar or granola bar
- Baked chips or Veggie chips/sticks (small portions)
- Whole grain cereal
- Whole grain pretzels (small portions)

Check ingredient statements and nutrition information to ensure items meet the USDA Smart Snacks in School nutrition standards. Ensure food allergies of any participants and school allergen avoidance expectations are known before serving any food item.

## **LOCKERS**

Hall lockers and physical education lockers are “on loan” to students for the school year and remain the property of District 877. Students will be responsible for any damage incurred to lockers during the school year. School locks can be purchased in the front office. For security reasons, all lockers must have a school lock on them. 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, damaged, or stolen property. Students are expected to keep hallway and physical education lockers locked at all times. The school reserves the right to inspect lockers when building administrators deem such action necessary to ensure the safety and welfare of students and staff.

## **STUDENT RECORDS POLICY**

District 877 shall permit the parents of a student to inspect and review the educational records of the student, except those that are made confidential by state or federal law. District 877 will comply with the request as soon as possible or within five days of the date of the request, excluding Saturday, Sunday and legal holidays. If we can’t comply within five days, the parent will be notified and an additional five days will be permitted.

## **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 administration at least one week in advance.

## **BUS POLICIES**

Each fall, the school sends out a transportation policy that explains bus rules. Riding the bus is a privilege, not a right, and failure to follow the rules will mean loss of bus riding privileges. It is also the expectation that all students will ride his or her own bus to and from school. It is district policy that students may not ride to school or home on another student's bus.

## **ATTENDANCE PROCEDURES**

### **STATEMENT OF PURPOSE**

The administration and faculty of Buffalo Community Middle 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 ensure 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 Community Middle School.

### **WHAT TO DO IF ABSENT: CALL THE ATTENDANCE HOTLINE: 763-682-8242**

If a student is gone from school for any reason, parents or guardians need to call in the absence to the attendance hotline listed above, or send a note to school with their son or daughter as to why they were absent. A student will be considered absent when the student is missing from school for any day or part of the day. When medical absences from school reach ten or more, a letter requesting medical verification may 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 763-682-8242. 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.

### **STUDENT ABSENCES**

The school reserves the right to excuse a student from school. Valid excuses for absence/tardies may include: illness, medical or dental appointments, death of a family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, a significant family event, and other absences/tardies at the discretion of the building administration. Absences/tardies, which are not listed above and are not excused by administration, shall be considered unexcused. This includes missing the bus or oversleeping.

## **MAKE-UP WORK**

Students who are absent because of activities, vacations, and other scheduled or pre-arranged activities must notify the office in advance 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. 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.

## **TARDINESS**

A top priority at BCMS is student achievement and maximizing instructional minutes. Tardies are a major disruption to the learning environment and student learning.

Students are expected to be in class when the class begins. Students who are tardy at the start of the school day should report to the front desk and sign in. Here is our building-wide process for tardies:

When a student is late for class without a pass:

1. The teacher gives the student a warning.
2. Parents are notified automatically via email.
3. After 3 tardies - students will be assigned morning make-up time.
4. If the student continues to be late to class after morning make-up time, the teacher will call the parent to discuss a plan.
5. If the student continues to be late after step 4, the teacher will refer the student to administration.

## **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 truanies. Remember, the attendance telephone line is accessible 24 hours a day. It is the parent and student's responsibility to make sure his or her absences are verified. Minnesota law defines a student as "continuing truant" after only three class periods without a valid excuse on three different days. At this point a letter will be sent out to parents stating the school's concern. A child becomes a "habitual truant" in the eyes of the law when he or she is absent without a valid excuse for one or more class periods of seven school days. At this point a truancy petition will be filed with the county, and parents will be required to provide a doctor's excuse for any future absences. A doctor's note may also be required for excessive excused absences.

# **EXPECTED BEHAVIORS AND REQUIREMENTS**

## **BUILDING A POSITIVE SCHOOL COMMUNITY**

Each day, we ask our students to live up to the high expectations that we have for them. Positive behaviors need to be demonstrated while at school, at school activities, and when representing our school in the community. In our mall area and media center, we have posted seven words to help guide our thoughts and actions. We will spend time in Prime Time exploring what these words mean along with how we can maximize our middle school experience by staying true to these words: **Attitude Character Compassion Courage Integrity Respect Service**

The BCMS Behavior Matrix helps define what respect, attitude, and integrity look like at BCMS:

## BCMS Behavior Matrix



Respect

Attitude

Integrity

	Lunchroom	Halls	Bathroom	Classroom	Bus (Also part of school day)
<b>Respect</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Put trash in cans, and neatly stack trays</li> <li><input type="checkbox"/> Make sure your area is clean before you leave</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep locker clean</li> <li><input type="checkbox"/> Walk</li> <li><input type="checkbox"/> Keep to the right</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep area clean</li> <li><input type="checkbox"/> Be mindful of others' personal space</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be on time</li> <li><input type="checkbox"/> Be prepared</li> <li><input type="checkbox"/> Attend regularly</li> <li><input type="checkbox"/> Follow class rules</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be to your stop on time</li> <li><input type="checkbox"/> Keep the bus seats and floors clean</li> <li><input type="checkbox"/> Stay seated and keep aisle open</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be courteous to all staff and students</li> <li><input type="checkbox"/> Monitor noise level</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Monitor time to get to class</li> <li><input type="checkbox"/> Be courteous to all staff and students</li> <li><input type="checkbox"/> Monitor noise level</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be a good example to other students</li> <li><input type="checkbox"/> Try to use bathroom during passing time</li> <li><input type="checkbox"/> Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do your best on all assignments and assessments</li> <li><input type="checkbox"/> Be an active learner</li> <li><input type="checkbox"/> Enter and exit orderly</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Get on and off the bus calmly</li> <li><input type="checkbox"/> Share the seat while keeping hands and feet to self</li> <li><input type="checkbox"/> Be friendly and listen to the bus driver</li> </ul>
<b>Integrity</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Walk to and from lunch</li> <li><input type="checkbox"/> Keep your own place in line</li> <li><input type="checkbox"/> Maintain personal boundaries</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Be considerate of your and others' personal space</li> <li><input type="checkbox"/> Use appropriate language</li> <li><input type="checkbox"/> Pick up trash off the floor</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Report any vandalism immediately</li> <li><input type="checkbox"/> Leave the room better than you found it</li> <li><input type="checkbox"/> No technology use</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Do your own work</li> <li><input type="checkbox"/> Give everyone a chance to learn</li> <li><input type="checkbox"/> Use technology for academic purposes with teacher permission</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ride only your own bus</li> <li><input type="checkbox"/> Use appropriate voice level and language</li> <li><input type="checkbox"/> Support other students</li> </ul>

### EXPECTED BEHAVIORS AND REQUIREMENTS

1. Be on time and prepared! Be attentive and participate in classroom activities. Make an effort each day to be successful.
2. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
3. Take care of school property. Help keep classrooms and our school neat and clean.
4. Keep personal property in your possession or in your assigned locked locker.
5. Pictures and video taken by non-school personnel on school grounds or during school sponsored activities are not allowed without written consent.
6. Students will have opportunities to recite the Pledge of Allegiance. Any person may elect not to participate and students must respect another person's right to make that choice.
7. Skateboards, rollerblades, and roller shoes are not to be used on school property.
8. All bikes must be locked on bike racks, which are located on the East side of the school. For safety, bikes are not to be used in the bus loading area. Skateboards, rollerblades and roller shoes should not be used on school property.



9. Please refrain from having food and beverage on carpet and in gymnasium areas and leave energy drinks at home.

## **COMPUTER/INTERNET USAGE**

During the first weeks of school, all students will receive copies of the Buffalo Community Middle School Computer and Internet Usage Policy. Students will sign a sheet saying that they know, understand and will abide by this policy. Computers at Buffalo Community Middle School are to be used for schoolwork and all printing must be related to school projects. Any electronic device that you bring to BCMS will be under the same guidelines.

### **Digital Tool Inventory of Core Curriculum and Assessment Tools Utilized (Data Privacy Bill HF 2353)**

The Buffalo-Hanover-Montrose School District utilizes a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing and assessment tools, which includes an outline of the student data elements within each tool, posted at the following link: ([t.ly/-e9O](https://t.ly/-e9O)).

This list is maintained and communicated annually to all families at the start of the school year via our school handbooks. Please feel free to reach out to your child's teacher or principal for additional information regarding specific digital tools used in classrooms.

## **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES (PEDs)**

Students do not need a cell phone in school. Students who bring a cell phone to school should note the following information:

- Cell phones along with headphones may be appropriately used before school until 8:50am. By 8:50am, all devices and headphones must be properly stowed away in lockers during all class periods.
- Personal devices may be used during passing times and lunchtime, as well as, after 3:25 PM.

### **Here is our building-wide process for a student who brings a cellphone to class:**

**1st Incident:** The teacher gives the student a warning.

**2nd Incident:** The teacher gives the phone to the front desk and the student can pick it up at 3:25pm.

**3rd Incident:** If the student continues to bring a cell phone to class, the teacher will refer the student to administration.

If students choose to bring a phone to school, the school is not responsible for loss, damage or theft. If technology misuse is an issue, the student's parent may be required to pick the item up at school and the student may lose the privilege of bringing their device to school. Operation of all electronic devices are prohibited in bathroom and locker room areas.

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

## **APPROPRIATE CLOTHING/ACCESSORIES**

Clothing is generally acceptable for school wear as long as it follows health and safety guidelines, does not disrupt the teaching/learning process, does not create school disorder, and does not create a harassing or intimidating environment. Students may not wear clothing or accessories that display words or images directly or indirectly advertising alcohol, tobacco, drugs or related products or which promote the use of these products, or that are profane, obscene or sexually suggestive. In addition to clothing, students may NOT display other items or accessories that can cause a safety issue, disrupt the teaching/learning process, create school disorder, or cause a harassing or intimidating environment.

## **STUDENT TOBACCO USE POLICY**

Buffalo Community Middle School is a tobacco free school. Student use and/or possession of tobacco in any form including E-Cigarettes 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.

## **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. All over-the-counter drugs must be kept in the Health Office. Before a suspended student can be readmitted to school, a conference consisting of parents, the 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.

## **BEHAVIOR INTERVENTIONS**

Various intervention strategies will be used when infractions of school rules occur including consequences such as detentions, suspension, or in severe cases, expulsion. Parent conferences are necessary for re-admittance following a student suspension. Our school resource officer may talk to students about any school rule infraction.

## **SUSPENSION**

Occasionally it becomes necessary to suspend a student from school. In this event, the Minnesota State Law (MSA 121A.46-127.40) will govern all procedures: Students may be suspended from school for any of the following reasons:

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.

### **wRight CHOICE**

wRight Choice is an alternative to suspension program for Wright County students in grades 6-12 located in the Wright County Government Center. Students attending wRight Choice can keep up on their schoolwork with help from a licensed teacher. The day is scheduled from 8 a.m. to 2 p.m. with the morning devoted to academic support and the afternoon alternating between probation; presentations about chemical health, children's mental health and public health; truancy intervention; and community service. Generally, BCMS administration has used this program when suspensions have not proven to be effective.

### **EXPULSION**

Expulsion as defined by Minnesota State Law (MSA 127.26 - 127.40):

“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.

### **SCHOOL SAFETY**

All doors are to remain locked during normal school hours with the exception of the south side of the building by the main office. Students are asked to help us by not opening any back doors for any reason during the day. All district employees have identification badges to wear during student contact hours. Any visitor, parent or worker should register in the office and wear a visitor’s badge. If you see anyone without a badge, please tell the nearest adult. If you hear any information that could result in harm to any person or property, report that information to the nearest adult.

Video cameras are used throughout the hallways to ensure student safety. We have regularly scheduled fire drills, severe weather drills and lockdown drills each year. Please participate and cooperate as if they are real so we can be prepared for these situations if they occur.

### **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 and 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, on school grounds, on the school bus or at 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.

### **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 and 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 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.

### **BULLYING (District Policy 514)**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and a teacher’s ability to educate students in a safe environment and is expressly prohibited on school property or at school-related functions. “Bullying” means any written, verbal or visual expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Any bullying should be reported to our building principals immediately.

For a more comprehensive listing of Independent School District 877 policies, please visit the following website: <http://www.bhmschools.org/information/policies>

### **EQUAL EDUCATIONAL OPPORTUNITY**

BHM Schools is committed to providing an equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. BHM Schools will investigate allegations of discrimination and will take appropriate follow-up action, which may include disciplinary action. The School Board has adopted a supplement to Board Policy 102 outlining the rights of students, including transgender and gender non-conforming students, with respect to bathroom and locker room access, participation in extracurricular events and activities, and the use of preferred names and pronouns. Board Policy 102 and its supplement are publicly available on the District’s website. BHM Schools offers resources for students who are in need of support. Students and parents are strongly encouraged to speak with a principal or school counselor if they would like more information about resources available through the school district or if they have questions about how to formally report a complaint or concern.

### **PUBLIC NOTICE**

Buffalo-Hanover-Montrose ISD 877 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and line spacing students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students and students are hereby informed that they have the following rights:
  - a. All instructional materials, including teacher’s manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.

- b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - (1) political affiliations or beliefs of the student or the student's parent;
  - (2) mental and psychological problems of the student or the student's family;
  - (3) sex behavior or attitudes;
  - (4) illegal, antisocial, self-incriminating or demeaning behavior;
  - (5) critical appraisals of other individuals with whom respondents have close family relationships;
  - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers;
  - (7) religious practices, affiliations or beliefs of the student or the student's parent; or
  - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
  - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
  - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
  - (1) Collection, disclosure, or use of personal information for marketing, sales or other distribution.
  - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
  - (3) Any nonemergency, invasive physical examination or screening as described above.

*[See consent/opt-out for specific activities attached hereto.]*

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW Washington, DC 20202-5920

### **Title IX**

Title IX is a federal law that prohibits discrimination on the basis of sex by any education program or activity receiving federal funding. 20 U.S.C. § 1681(a). Title IX applies to students and employees in “any academic, extracurricular, research, occupational training or other education program or activity.” 34 C.F.R. § 106.31(a). Additional information regarding Title IX including copies of district policies, grievance procedures, and a Harassment/Violence/Bullying report form can be found at:

<https://www.bhmschools.org/title-ix-information>

#### **Title IX Coordinator:**

Amy Ernst  
Director of Special Education  
214 1st Ave. NE  
Buffalo, MN 55313 763.682.8721

#### **Human Rights Officer:**

Evan Ronken  
Director of Human Resources  
214 1st Ave. NE  
Buffalo, MN 55313 763.682.8713

### **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
- 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, 2023.

\*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 child’s photographs and identifying names not be published. This request must be made in writing to the District Communications Coordinator.

### **CRIMINAL HISTORY BACKGROUND CHECK**

Buffalo-Hanover-Montrose Schools is required to conduct a criminal history background check on all individuals who are offered employment in the district, any Type III bus drivers, and on all individuals, except District 877 student volunteers, who provide athletic coaching or other extracurricular services, regardless of whether they receive compensation from the school district. Recognizing our responsibility to

ensure the safety and security of our students and everyone connected with the Buffalo-Hanover-Montrose Schools, we require a criminal history background check for school volunteers and chaperones. Any volunteer or chaperone supervising students or responsible for them will be required to have a background check. The cost of the background check is paid by the person requesting to volunteer in the District. Potential volunteers/chaperones will need to fill out a Volunteer Background Authorization Form and pay the fee. This can then be given to the school secretary for processing. If a background check has already been done for the District at another school, an additional background check will not be needed. You can pick up a form in any school office or access it from your school's website.

Parents and volunteers will only need to complete one background check, which at this time will be good for the entire time that their children are attending a district school. Applicants will be notified if they are not eligible to volunteer. Any questions can be directed to the building principal.

The background check will include a county, state and national search. If you have been charged or convicted of anything, please answer yes to this question on the consent form and give specifics. If something shows up on the Criminal Background Check and you did not answer yes, even if it was dismissed, it may prevent you from volunteering. Final approval will be up to the building principal.