

2016 / 2017 Revisions to AEC Handbook

Revised Cover Sheet for the 2016/2017 school year.

Revised Contents page accordingly.

Revised District Personnel page accordingly.

Replaced School Properties – Internet Acceptable use Policy with August 17 2015 version.

Revised School Calendar for 2016/2017 school year.



BEMIDJI AREA SCHOOLS

**TAMI WESELY
PRINCIPAL**

SCHOOL HANDBOOK 2016-2017

Contents

District Personnel and Phone Numbers

Mission Statement

Policies and Procedures

- Policies
- Procedures for Student Referrals
- Learner At Risk Form
- Continuous Learning Plan
- Student Contract

Internet Acceptable Use Policy

Student Internet Acceptable Use form

District Code of Conduct

Hazing, Bullying, Harassment and Violence Policies

Emergency Closing Policies

2016-2017 School Calendar

DISTRICT PERSONNEL

District Office Staff:

Dr. James Hess, Superintendent	333-3100 ext. 31120
Stephanie Hubbard, Director of Special Education	333-3100 ext. 31104
Chris Leinen, Director of Business Services	333-3100 ext. 31125
Jordan Hickman, Director of Human Resources	333-3100 ext. 31113
Kathy Palm, Director of Curriculum	333-3100 ext. 31103
Greg Liedl, Transportation Coordinator	333-3225 ext. 33191
Coordinator of Indian Education	333-3187 ext. 56151

District Principals:

Kathy VanWert, Paul Bunyan Elementary & EIC	333-3119 ext. 45202
Patricia Welte, Central Elementary	333-3220 ext. 41202
Patricia Welte, J.W. Smith Elementary	333-3290 ext. 43203
Ami Aalgaard, Horace May Elementary	333-3240 ext. 42203
Jason Luksik, Lincoln Elementary	333-3250 ext. 44205
Wendy Templin, Northern Elementary	333-3260 ext. 45202
Tami Wesely, Solway Elementary	467-3232 ext. 47203
Tami Wesely, Alternative Education Programs	333-3299 or 333-3458
Drew Hildenbrand, Bemidji Middle School	333-3215 ext. 52041
Brandon Bjerknes, Assist. Principal, Bemidji Middle School	333-3215 ext. 52031
Andra Vaughn, Dean of Students, Bemidji Middle School	333-3215 ext. 52021
Brian Stefanich, Bemidji High School	444-1600 ext. 63305
Jason Stanoch, Assist. Principal, Bemidji High School	444-1600 ext. 63306
Ranae Seykora, Assist. Principal, Bemidji High School	444-1600 ext. 63320

School Board Members:

Melissa Bahr	444-9281
Bill Faver	586-2876
Jeff Haack	444-8127
Carol L. Johnson	751-0415
John Puggleasa	333-3903
Ann Long Voelkner	333-0510

Bemidji AEC Mission Statement:

We believe all people want to be successful.

We believe all people can be successful and do quality work

We believe we can all create the conditions for success.

The Bemidji Alternative Education Center is designed to meet the individual needs of students wanting to earn a high school diploma.

We believe that everyone wants and is capable of learning. Not everyone is suited for the life of a conventional high school.

The AEC provides a year-round educational environment where students can work toward a diploma on a full or part-time basis. Based on an initial assessment, students develop an instructional plan with a teacher that best suits their course needs and learning style.

Bemidji Area Education Center (AEC)

Policies and Procedures

The Minnesota Department of Education (MDE) finds it critical to provide options for children to succeed in school. All Minnesota students who have experienced or are experiencing difficulty in the traditional education system are encouraged to enroll in alternative programs. The AEC is a state approved alternative program offering an Independent Study (IS) option for learners who meet the Graduation Incentives Criteria.

MDE suggests that students who are enrolled in an IS alternative program be identified as self-directed learners who have time management skills to complete classes outside of the school building on an independent basis. Not all students are successful using IS as a means of educational delivery. It is important that the programs use care in identifying students which are appropriate for an IS program and they not set students up to fail by placing them in a system or program that could lead to be unsuccessful.

Student Eligibility Criteria MN Statute 124D.68)

Students who enroll in the AEC must be at least 16 years old and meet at least one of the following characteristics:

- Performs substantially below the performance level of pupils of the same age in a locally determined achievement test
- Is behind in satisfactory completing coursework or obtaining credits for graduation
- Is pregnant or is a parent
- Has been assessed as chemically dependent
- Has been excluded or expelled according to sections 121A.40 to 121A.56
- Has been referred by a school district for enrollment in an eligible program or a program pursuant to section 124D.69
- Is a victim of physical or sexual abuse
- Has experienced mental health problems
- Has experienced homelessness sometime within six months
- Speaks English as a Second Language or has Limited English proficiency
- Has withdrawn from school or has been chronically truant

Registration Process

Students must first register at the District Offices at the Downtown Education Center, 502 Minnesota Ave NW. When registration is complete, students must register at the AEC to attend an orientation session. Orientation occurs each Thursday, 4:00-5:00 PM. Students who are referred from a high school, will need to bring a referral form or have a counselor send a referral form.

Orientation

Orientation is designed to provide students with the guidelines and expectations of the AEC Independent Study Program. Orientation is scheduled every Thursday, 4:00-5:00. Students will complete a Contract for Attendance, Continuous Learning Plan, and schedule an appointment for their class(es).

Continuous Learning Plans

A Continuous Learning Plan (CLP) is required for each student enrolled in the AEC. The plan specifies the learning experiences that must occur during the entire fiscal year and are necessary for grade progression or, for secondary students, graduation. The plan must include:

1. The student's learning objectives and experiences, including courses or credits the student plans to complete each year and, for a secondary student;
2. The graduation requirements the student must complete;
3. The assessment measurements used to evaluate a student's objective;
4. Requirements for a grade level or other appropriate progression;
5. For students generating more than one average daily membership in a given grade, an indication of which objectives were unmet.

Program Guidelines

Hours that the AEC will be available for student appointment are 3:00-5:30 PM Monday through Thursday.

The focus of the AEC is an online curriculum using an online curriculum program or Google Classroom. During orientation, students will discuss with staff which option best meets their needs.

The following guidelines are required to participate in the program:

- Students must have access to the internet. If access is not available at home, the public library or the computer lab at the AEC are available.
- For Google Classroom, students must attend a weekly onsite session with a licensed classroom teacher for each course at the AEC. Specific time slots will be scheduled. During this session, progress will be reviewed, questions answered, and work assigned.
- For the online program, students must attend a weekly onsite computer lab time during open computer hours. Weekly correspondence must occur between a licensed classroom teacher and the student.
- Teachers will provide students with weekly expectations of work to be completed outside the lab time with both options.
- Students will receive credit upon completion of the online course.

Attendance to class sessions or onsite computer lab time is a vital and required component of the classes. Lack of attendance to lab or class session or non-completion of homework can result in being dropped from a course. Students who miss three scheduled labs or class sessions or do not complete homework for three weeks during a .5 credit course, will be dropped from the course. NO EXCEPTIONS. Students who have been dropped from a class will be allowed to reenroll in 30 days.

Students must be on time for appointments. If students are more than 10 minutes late, the appointment time is forfeited and counts as an absence.

Students will be required to sign the ISD 31 Internet Acceptable Use Form, Student Continuous Learning Plan, and an AEC Student Contract.

Minnesota Comprehension Assessments (MCA)

The Minnesota Comprehension Assessments (MCA) are given to students who attend the AEC according to state guidelines. For students who do not make satisfactory progress on the assessment, make-up tests will be given with the opportunity for remediation prior to retaking the test.

ACCUPLACER

The ACCUPLACER is also available for students. ACCUPLACER tests knowledge in math, reading, and writing. Over 1,500 institutions administer ACCUPLACER tests as part of the enrollment process in post-secondary institutes. These tests help identify strengths and needs in each subject area. The academic advisers and counselors at your college or technical school will use the ACCUPLACER test results along with information about academic background, goals, and interests to help determine which courses match skill level and give the best opportunities for success.

Alternative Education Center

BEMIDJI AREA SCHOOLS

Bemidji, MN 56601

Phone: 218-333-3299

Tami Wesely, Principal

Fax: 218-333-3462

Procedures for Student Referrals

AEC student hours will be between 3:00 and 5:30 PM Monday through Thursday.

Enrollment Policies

In order to enroll at the AEC as a **dual student** the following steps must be taken:

Out of district students:

- Students must sign up for and attend an orientation session. **Prior** to attending orientation they must complete the following:
 - Home school counselor or principal must complete the AEC credit referral and the Learner at Risk form. Forms must be received by the AEC before the student may register for an orientation session.
 - Student must enroll at the district office and bring paperwork to the AEC.
 - Student completes AEC registration form.

BHS and LHS Students

- Students must sign up for and attend an orientation session. **Prior** to attending orientation the student must complete the following:
 - Home school counselor or principal must complete the AEC credit referral and the Learner at Risk form. Forms must be received by the AEC before the student may register for an orientation session.
 - Student completes AEC registration form.

AEC only students (not registered at or attending another school)

- Students must sign up for and attend an orientation session. **Prior** to attending orientation the student must complete the following:
 - Enroll at the district office (If the student has been enrolled within the Bemidji School District in the last 60 days they do not need to register at the district office.)
 - Bring registration to the AEC and complete AEC registration form
 - AEC will need to receive records from home school
 - AEC staff will complete the credit referral.

Orientation will be held every Thursday from 4:30 to 5:00 PM.

Alternative Education Center

BEMIDJI AREA SCHOOLS

3300 Gillett Drive NW

Bemidji, MN 56601

Phone: 218-333-3299

Tami Wesely, Principal

Fax: 218-333-3462

LEARNER AT RISK FORM

Student Name _____

DOB _____

Purpose: The Minnesota Department of Education finds it critical to provide options for students to succeed in school; therefore, Minnesota students who have experienced or are experiencing difficulty in the traditional education system are encouraged to enroll in alternative programs.

The Bemidji Area Education Center offers an Independent Study Alternative Program for students. MDE suggests that students who are enrolled in an Independent Study program be identified as self-directed learners who have time management skills to complete classes outside of the school building on an independent basis. Not all students are successful using IS as a means of educational delivery. It is important that the programs use care in identifying students which are appropriate for an IS program and they not set students up to fail by placing them in a system or program that could lead them to be unsuccessful.

Student Eligibility Criteria (MN Statue 124D.68) Please check all that apply for the enrolling student: A pupil under the age of 21 or who meets the requirements of section [120A.20](#), subdivision 1, paragraph (c), is eligible to participate in the graduation incentives program, if the pupil:

___ (1) performs substantially below the performance level for pupils of the same age in a locally determined achievement test;

___ (2) is behind in satisfactorily completing coursework or obtaining credits for graduation;

___ (3) is pregnant or is a parent;

___ (4) has been assessed as chemically dependent;

___ (5) has been excluded or expelled according to sections [121A.40](#) to [121A.56](#);

___ (6) has been referred by a school district for enrollment in an eligible program or a program pursuant to section [124D.69](#);

___ (7) is a victim of physical or sexual abuse;

___ (8) has experienced mental health problems;

___ (9) has experienced homelessness sometime within six months before requesting a transfer to an eligible program;

___ (10) speaks English as a second language or has limited English proficiency; or

___ (11) has withdrawn from school or has been chronically truant.

Signature of person making referral

Date

Alternative Education Center (AEC) Continuous Learning Plan (CLP)

Purpose: The purpose of the CLP is to gather data and develop an individualized learning plan. You will complete some of this information during the orientation session, and you will refer to this form throughout your schooling at AEC to monitor your progress.

CLP Start Date: ____/____/____

Name:	School Year:
Address:	Grad Year:
City, State, Zip:	Birthdate:
Home School:	Phone:

Academic Plan:

School issuing your diploma: _____ School Counselor: _____

IEP in file: Yes or No 504 Plan in file: Yes or No

Student is enrolled for more than 1.0 ADM? Yes or No

Test Scores:

(Enter MCA/GRAD test scores or others taken to meet graduation requirements, such as ASVAB, ACT, ACCUPLACER.)

Test:	Score:	Test:	Score:

Describe your personal time table, barriers or other things that affect your schooling:

Transportation:
Work Schedule:
Motivation to Attend:
Educational Priorities:

What is your learning style: Circle: Visual or auditory or hands-on

Circle: Individually or groups

Circle: Speaking or Writing

Anything else:

Career Assessment:

State your career goals (what you will be doing in 5-8 years): _____

How you will achieve that goal: _____

Self-Knowledge and Career Assessments:

Assessment:	Date:	What I learned:
-------------	-------	-----------------

ISEEK Career Cluster Interest Assessment		
MNCareers Interest Assessment		
CareerOneStop Skills Profiler		
ISEEK Skills Assessment		
Other		

Career Cluster of Interest (check at least one)

<input type="checkbox"/>	Agriculture, Food, and Natural Resources	<input type="checkbox"/>	Hospitality and Tourism
<input type="checkbox"/>	Architecture and Construction	<input type="checkbox"/>	Human Services
<input type="checkbox"/>	Arts, Audio/Visual Technology, and Communication	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Business Management and Administration	<input type="checkbox"/>	Law, Public Safety, Corrections, and Security
<input type="checkbox"/>	Education and Training	<input type="checkbox"/>	Manufacturing
<input type="checkbox"/>	Finance	<input type="checkbox"/>	Marketing
<input type="checkbox"/>	Government and Public Administration	<input type="checkbox"/>	Science, Technology, Engineering, and Mathematics
<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Transportation, Distribution, and Logistics

Occupations of Interest (indicate three occupations you are most interested in):

Occupation:	Date:	What I learned:

My Selected Pathway from the Career Wheel:

School Year	Pathway Requirements (suggested classes)
9 th Grade	
10 th Grade	

11 th Grade	
12 th Grade	

Program of Study Investigated (from the Program of Study Wheel)

Program of Study:	Date:	What I learned:

Post-secondary Schools of Interest/Visited

School/Program:	Date:	What I Learned:

My chosen occupation fits me in the following ways:

Personality/Lifestyle:	
Values/Interests/Ability:	

Annual Goals: This CLP will be developed by students in collaboration with their teachers and should be reviewed by parents. The goals target the learning experiences for the current school year and for graduation. The goals may be academic, personal, attendance, behavior, or vocational in nature. When appropriate, the goal should address the requirements of the State Graduation Rule.

Start with three goals (more will be added as you complete classes):

Goal #1:	Date:
I will know I've accomplished this goal when:	
Timeline:	

Goal #2:	Date:
----------	-------

I will know I've accomplished this goal when:	
Timeline:	

Goal #3:	Date:
I will know I've accomplished this goal when:	
Timeline:	

Goal #4:	Date:
I will know I've accomplished this goal when:	
Timeline:	

Goal #5:	Date:
I will know I've accomplished this goal when:	
Timeline:	

Goal #6:	Date:
I will know I've accomplished this goal when:	
Timeline:	

Management Plan: We agree to this plan, subject to timely revisions.

Student Signature:	Date:
Parent Signature:	Date:
Advisor Signature:	Date:

STUDENTS GRADUATING FROM BEMIDJI AREA SCHOOLS MUST EARN A TOTAL OF **28 CREDITS**

BEMIDJI ALTERNATIVE EDUCATION CENTER STUDENT CONTRACT

I am enrolling as a student at the Bemidji AEC. I agree to follow the policies that have been set to assure my success in completing required coursework.

- I will not miss more than 2 appointments during the 10 week term of a ½ credit class. **Missing more than 2 appointments will result in my being dropped from that class.**
- I will be on time for my scheduled appointments, being 10 minutes or more late **will count as an absence and I will forfeit my appointment that day.**
- I will have my assignments completed for each class prior to attending my scheduled appointments. **Not having assignments completed will count as an absence.**
- I will read and sign the district Internet Usage Policy and AEC Policies.

I understand and agree that if this contract is not fulfilled, it will result in my being dropped from individual classes and not allowed to reenroll for 30 days. Reenrollment will depend on availability of appointment times.

Student Signature

Date

Parent Signature

Date

AEC Staff Signature

Date

SCHOOL PROPERTIES - INTERNET ACCEPTABLE USE POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and to the Internet, the school district considers its own state educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is more specific than providing student and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, address, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with school board policy, or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with school board policy.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks as “MySpace” and “Facebook.”
 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Message and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for authorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate discloser shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during

any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right to investigate or review the contents of their child’s files and e-mail files. Parents have the right to request the termination of their child’s individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other material in files, maintained on the school district system may be subject to review, disclosure, or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, and a parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMIT ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any finance obligation incurred by a student through the Internet is the sole responsibility of the student and/or student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by school board policy.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENT RESPONSIBILITY - NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, and the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's Acceptable Use Policy is available for parental review.

XIII. IMPLEMENTATION: POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district's Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.

Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

ISD NO. 31
SBR 600-50-1
ORIGINAL: 19 JULY 1999
REVISED: 17 MARCH 2014 & 17 AUGUST 2015
PAGE 1 OF 7

Bemidji Internet Acceptable Use Form

Each school in District #31 now has a building network to allow computer connectivity among classrooms, media centers, and the office. In addition, access to a Wide Area Network (WAN) allows schools to communicate with each other and the world via the Internet. This allows access to an incredible amount of up-to-date research information.

Unfortunately, along with all the wonderful services the Internet provides comes the availability of material that is not educationally valuable. On one hand we know it is not possible to control the quality of the information accessible on the Internet. On the other hand we know that the valuable information and communication possibilities far outweigh the negative aspects of this service. Thus we have developed the following Usage Agreement. Students and Parent/Guardians must sign this agreement to use the Internet at school. Any action by the student that is determined to constitute an inappropriate use of the Internet is a breach of this Acceptable Use Contract. A complete copy of the district's Acceptable Use Policy is available at the district office. If the parent/guardian wishes to request alternative educational activities not requiring Internet access, they should contact the building principal.

STUDENT AGREEMENT

Student Access Contract

I understand that when I am using the Internet, I must adhere to all rules of courtesy in my communication. In order to insure my family's privacy, I will not give my home address nor phone number in messages on the Internet, nor make purchases from school computers. I also understand that: ***student use of personal electronic devices is prohibited on school district networks***. The district is responsible for providing adequate access to all resources necessary for students to complete any coursework required by their instructor.

I agree to:

- Use Internet access to do research for assignments and/or interests which are part of my curriculum at school.
- Respect the privacy of other users and not obtain copies, nor modify the files, of other data or passwords belonging to other users.
- Comply with copyright and license agreements to programs, data and documents including media such as pictures and music.
- View or print approved educational/research material only.

I agree NOT to:

- Provide or gain unauthorized or inappropriate access to material or computers or another student/staff member's work nor take part in activities that result in the loss of that student/staff member's work.
- Use school technology resources for a commercial or profit-making enterprise.
- Play games that are not curriculum-related, nor use chat lines, nor use personal e-mail, nor download any programs to school computers, nor use personal disks including USB (Universal Serial Bus) drives, without a teacher's written consent.

I understand that:

Violating the Acceptable Use Policy may result in any or all of the following:

- Restricted network access
- Loss of network access
- Disciplinary or legal action which may include criminal prosecution under appropriate state and federal laws, as well as District #31 action.

STUDENT:

The signature below means that I have read and agree to follow the guidelines of my school's Internet Acceptable Use Policy, which will allow me to use the Internet for classroom curriculum projects.

Student Signature

Date

For school district use upon return:

School Supervisor Signature

Date

DISTRICT CODE OF CONDUCT

The school district passed the Consequences for Misbehavior Policy (#SBR 700-40-4), which is a district –wide policy for dealing with inappropriate student behavior. Elementary students will be subject to all the provisions under this policy. The policy is lengthy and includes consequences for K-12 students. Because of the length and importance of the document, it is being distributed to parents/guardians/students under a separate cover.

BEHAVIOR EXPECTATIONS

Students are expected to behave in a manner that allows them to learn and teachers to teach. Behavior that distracts other students or teachers is inappropriate. Inappropriate behavior will be dealt with on an individual basis.

WEAPONS

A Minnesota law makes it a felony to have a weapon on school district properties. Please make sure you talk with your children about this law. Failure to do so could result in their expulsion from school for the year and possible placement in a juvenile center. A weapon is defined as follows:

“A dangerous weapon means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, or any flammable liquid or other device or instrument that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.”

WEAPONS POLICY

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

STANDARDS OF BEHAVIOR FOR STAFF AND STUDENTS

School Board Regulation 200-90-15 protects all students and staff from discrimination based on race, religion, disability or sex. Regardless of intent, this form of discriminating behavior has the capacity of substantially harming both the individuals to whom slurs are addressed as well as the community at-large. Students and staff who are subjected to this kind of behavior are encourage to file a formal complaint with the site administrator and/or the Office of Human Rights – 759-3112.

This is a summary of the District #31 Standards of Behavior for Students and Staff – SBR 200-90-15. A complete policy is available in the office.

SEXUAL HARASSMENT/VIOLENCE POLICY

School Board Regulation 200-90-9, Sexual Harassment and Sexual Violence, protects all staff and students from sexual harassment and violence. Sexual harassment is defined as unwelcomed sexual behavior that creates a hostile and intimidating work and/or learning environment. All who interact in the school district should be aware of the following:

1. To maintain learning and working environment that is free from sexual harassment and violence, this school district prohibits any form of sexual harassment and violence.
2. Any student or employee of this district who harasses or commits violence toward another student or employee through conduct or communication of a sexual nature will be subject to the consequences described in the policy handbook.
3. All complaints whether verbal or written will be investigated and appropriate disciplinary action will be taken.
4. The individual reporting a violation is encouraged to use the form available in the office. All verbal and written complaints should be submitted to the principal or the Office of Human Rights (218) 333-3100, ext. 113.
5. Confidentiality of all persons involved will be respected to the fullest extent possible.

This is a summary of the District #31 Sexual Harassment/Violence Policy. A complete copy is available in the office.

**STUDENT PERSONNEL
BULLYING PROHIBITION POLICY**

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar and disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on district property or at school-related functions, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, of other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ researched-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harmful conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying" specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harmful conduct" means, but is not limited to, conduct that does the following:
1. causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defines in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance

or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the reasonable authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the

complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district official may take immediate steps, at its discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, reporter, students, or others pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and other school district policies; and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school

years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- 5. Teach students to advocate for themselves and others;
- 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. §121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § 124D.10 (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
 MSBA/MASA Model Policy 423 (Employee-Student Relationships)
 MSBA/MASA Model Policy 501 (School Weapons Policy)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 507 (Corporal Punishment)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
 MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
 MSBA/MASA Model Policy 525 (Violence Prevention)
 MSBA/MASA Model Policy 526 (Hazing Prohibition)

Hazing, Bullying, Harassment and Violence Policies

HAZING PROHIBITION POLICY

PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

GENERAL STATEMENT OF POLICY

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

DEFINITION

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

REPORTING PROCEDURE

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

SCHOOL DISTRICT ACTION

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against

any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

THIS IS A SUMMARY OF THE DISTRICT #31 HAZING PROHIBITION POLICY – SBR 700-90-1. A COMPLETE POLICY IS AVAILABLE IN THE SCHOOL OFFICE.

BULLYING PROHIBITION POLICY

PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

GENERAL STATEMENT OF POLICY

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidation, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

DEFINITION

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

- Harming a student or a group of students;
- Damaging a student's or a group of student's property;
- Placing a student or a group of students in reasonable fear of harm to his or her person or property; or
- Creating a hostile educational environment for a student or a group of students; or
- Intimidating a student or group of students.

REPORTING PROCEDURE

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

SCHOOL DISTRICT ACTION

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

REPRISAL

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

THIS IS A SUMMARY OF THE DISTRICT #31 BULLYING PROHIBITION POLICY – SBR 700-90-4. A COMPLETE POLICY IS AVAILABLE IN THE SCHOOL OFFICE.

HARASSMENT AND VIOLENCE POLICY

PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 31 to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

DEFINITION

“Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individual’s race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

- has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.
- has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or,
- otherwise adversely affects and individual’s employment or academic opportunities.

REPORTING PROCEDURE

Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or

other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

INVESTIGATION

By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

SCHOOL DISTRICT ACTION

Upon completion of the investigation, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment, or intentional disparate treatment.

THIS IS A SUMMARY OF THE DISTRICT #31 HARASSMENT AND VIOLENCE PROHIBITION POLICY – SBR 700-90-9. A COMPLETE POLICY AND/OR REPORT FORM IS AVAILABLE IN THE SCHOOL OFFICE.

Emergency Closings

The superintendent or designee, after consultation with the Coordinator of Transportation, will make the decision about school closings. The Coordinator of Transportation consults with designated “spotters” in various parts of the school district to ascertain conditions district-wide. Parents and students are encouraged to listen to the local media because schools can close for various reasons. (The most common reasons for school closings are: no heat, water, or electricity at a school, road conditions, storms, weather so cold diesel busses do not operate and conditions are unsafe for parents, students, and staff or acts of violence.)

As part of ISD #31, AEC is included in all district-wide emergency closings.

SBR 400-90-3
 ISD #31
 DATE: 21 MARCH 2016

Bemidji Area Schools 2016-2017 School Calendar

<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">AUGUST 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>0 Student/3 Teacher</i></p>	AUGUST 2016							S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">SEPTEMBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p><i>19 Student/19.5 Teacher</i></p>	SEPTEMBER 2016							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
AUGUST 2016																																																																																																										
S	M	T	W	T	F	S																																																																																																				
	1	2	3	4	5	6																																																																																																				
7	8	9	10	11	12	13																																																																																																				
14	15	16	17	18	19	20																																																																																																				
21	22	23	24	25	26	27																																																																																																				
28	29	30	31																																																																																																							
SEPTEMBER 2016																																																																																																										
S	M	T	W	T	F	S																																																																																																				
				1	2	3																																																																																																				
4	5	6	7	8	9	10																																																																																																				
11	12	13	14	15	16	17																																																																																																				
18	19	20	21	22	23	24																																																																																																				
25	26	27	28	29	30																																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">OCTOBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>18 Student/19 Teacher</i></p>	OCTOBER 2016							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">NOVEMBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>17.75 Student/20 Teacher</i></p>	NOVEMBER 2016							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
OCTOBER 2016																																																																																																										
S	M	T	W	T	F	S																																																																																																				
						1																																																																																																				
2	3	4	5	6	7	8																																																																																																				
9	10	11	12	13	14	15																																																																																																				
16	17	18	19	20	21	22																																																																																																				
23	24	25	26	27	28	29																																																																																																				
30	31																																																																																																									
NOVEMBER 2016																																																																																																										
S	M	T	W	T	F	S																																																																																																				
		1	2	3	4	5																																																																																																				
6	7	8	9	10	11	12																																																																																																				
13	14	15	16	17	18	19																																																																																																				
20	21	22	23	24	25	26																																																																																																				
27	28	29	30																																																																																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">DECEMBER 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <p><i>16 Student/16 Teacher</i></p>	DECEMBER 2016							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JANUARY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>19.75 Student/20 Teacher</i></p>	JANUARY 2017							S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
DECEMBER 2016																																																																																																										
S	M	T	W	T	F	S																																																																																																				
				1	2	3																																																																																																				
4	5	6	7	8	9	10																																																																																																				
11	12	13	14	15	16	17																																																																																																				
18	19	20	21	22	23	24																																																																																																				
25	26	27	28	29	30	31																																																																																																				
JANUARY 2017																																																																																																										
S	M	T	W	T	F	S																																																																																																				
1	2	3	4	5	6	7																																																																																																				
8	9	10	11	12	13	14																																																																																																				
15	16	17	18	19	20	21																																																																																																				
22	23	24	25	26	27	28																																																																																																				
29	30	31																																																																																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">FEBRUARY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>18.75 Student/19 Teacher</i></p>	FEBRUARY 2017							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">MARCH 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table> <p><i>20.75 Student/23 Teacher</i></p>	MARCH 2017							S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
FEBRUARY 2017																																																																																																										
S	M	T	W	T	F	S																																																																																																				
			1	2	3	4																																																																																																				
5	6	7	8	9	10	11																																																																																																				
12	13	14	15	16	17	18																																																																																																				
19	20	21	22	23	24	25																																																																																																				
26	27	28																																																																																																								
MARCH 2017																																																																																																										
S	M	T	W	T	F	S																																																																																																				
			1	2	3	4																																																																																																				
5	6	7	8	9	10	11																																																																																																				
12	13	14	15	16	17	18																																																																																																				
19	20	21	22	23	24	25																																																																																																				
26	27	28	29	30	31																																																																																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">APRIL 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>19 Student/19 Teacher</i></p>	APRIL 2017							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">MAY 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table> <p><i>22 Student/22 Teacher</i></p>	MAY 2017							S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
APRIL 2017																																																																																																										
S	M	T	W	T	F	S																																																																																																				
						1																																																																																																				
2	3	4	5	6	7	8																																																																																																				
9	10	11	12	13	14	15																																																																																																				
16	17	18	19	20	21	22																																																																																																				
23	24	25	26	27	28	29																																																																																																				
30																																																																																																										
MAY 2017																																																																																																										
S	M	T	W	T	F	S																																																																																																				
		1	2	3	4	5																																																																																																				
6	7	8	9	10	11	12																																																																																																				
13	14	15	16	17	18	19																																																																																																				
20	21	22	23	24	25	26																																																																																																				
27	28	29	30	31																																																																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7">JUNE 2017</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </tbody> </table> <p><i>2 Student/ 2.5 Teacher</i></p>	JUNE 2017							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																																																										
JUNE 2017																																																																																																										
S	M	T	W	T	F	S																																																																																																				
				1	2	3																																																																																																				
4	5	6	7	8	9	10																																																																																																				
11	12	13	14	15	16	17																																																																																																				
18	19	20	21	22	23	24																																																																																																				
25	26	27	28	29	30																																																																																																					

August 29-31.....Teacher Day
 September 1.....Teacher Half-Day
 September 5.....Labor Day
 September 6.....Students' First Day

October 3.....Staff Development
 October 20-21.....Education Minnesota
 November 3-4.....Conferences
 November 23.....Student Early Release
 November 24-25.....Thanksgiving

December 23 – January 2.....Winter Break
 January 16.....Martin Luther King Jr Day
(or Snow Make-up Day if Needed)
 January 25.....Student Early Release

February 15.....Student Early Release
 February 20.....Presidents' Day
(or Snow Make-up Day if Needed)
 March 9-10.....Conferences
 March 15.....Student Early Release

April 14.....Spring Break
 May 27.....BHS Graduation
 May 29.....Memorial Day

June 2.....Students' Last Day
 June 5.....Teachers' Last Half-Day

End of 1st Term.....November 11
 End of 2nd Term.....January 27
 End of 3rd Term.....March 31
 End of 4th Term.....June 2