



**Buffalo
High School**

BHM SCHOOLS

**2019-2020
Student Handbook**

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

Dear Students and Parents,

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

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

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

We will do all that we can to help each student in his or her pursuit of academic excellence and personal happiness. It is our goal that every student leaves our school with a sense of accomplishment and confidence. Most of all, we want our graduates to feel they were important members of our school community and were honored and respected by our staff. On behalf of the entire staff at Buffalo High School, I want to welcome you to the 2019-2020 school year. Together we will continue to build on our tradition of excellence and challenge you to reach new heights.

Sincerely,



Mark Mischke
Principal
Buffalo High School



Buffalo High School

BUFFALO HANOVER MONTROSE SCHOOLS

Monday/Friday - Advisory

1st Block: 8:50 am – 10:07 am
Advisory: 10:14 am – 10:44 am

2nd Block & Lunch:

A Lunch: 10:44 am – 11:14 am
2nd Block: 11:14 am – 12:37 pm

B Lunch

2nd Block: 10:51 am – 11:14 am
B Lunch: 11:14 am – 11:44 am
2nd Block: 11:44 am – 12:37 pm

C Lunch

2nd Block: 10:51 am – 11:44 am
C Lunch: 11:44 am – 12:14 pm
2nd Block: 12:14 pm – 12:37 pm

D Lunch

2nd Block: 10:51 am – 12:14 pm
D Lunch: 12:14 pm – 12:44 pm

3rd Block: 12:44 pm – 2:01 pm

4th Block: 2:08 pm – 3:25 pm

Wednesday

1st Block: 8:50 am – 10:16 am

2nd Block & Lunch:

A Lunch: 10:16 am – 10:46 am
2nd Block: 10:46 am – 12:19 pm

B Lunch

2nd Block: 10:23 am – 10:46 am
B Lunch: 10:46 am – 11:16 am
2nd Block: 11:16 am – 12:19 pm

C Lunch

2nd Block: 10:23 am – 11:26 am
C Lunch: 11:26 am – 11:56 am
2nd Block: 11:56 am – 12:19 pm

D Lunch

2nd Block: 10:23 am – 11:56 am
D Lunch: 11:56 am – 12:26 pm

3rd Block: 12:26 pm – 1:52 pm

4th Block: 1:59 pm – 3:25 pm

Tuesday/Thursday - BASE

1st Block: 8:50 am – 10:05 am
BASE: 10:12 am – 10:47 am

2nd Block & Lunch:

A Lunch: 10:47 am – 11:17 am
2nd Block: 11:17 am – 12:41 pm

B Lunch

2nd Block: 10:54 am – 11:17 am
B Lunch: 11:17 am – 11:47 am
2nd Block: 11:47 am – 12:41 pm

C Lunch

2nd Block: 10:54 am – 11:47 am
C Lunch: 11:47 am – 12:17 pm
2nd Block: 12:17 pm – 12:41 pm

D Lunch

2nd Block: 10:54 am – 12:17 pm
D Lunch: 12:17 pm – 12:48 pm

3rd Block: 12:48 pm – 2:03 pm

4th Block: 2:10 pm – 3:25 pm

Student lunch times are based on the *teacher* they have during 2nd block. Lunch schedules will be available for students on the first day of each term.

Assembly Schedule

1st Block: 8:50 am – 10:11 am

2nd Block & Lunch:

A Lunch: 10:11 am – 10:41 am
2nd Block: 10:41 am – 12:04 pm

B Lunch

2nd Block: 10:18 am – 10:41 am
B Lunch: 10:41 am – 11:11 am
2nd Block: 11:11 am – 12:04 pm

C Lunch

2nd Block: 10:18 am – 11:11 am
C Lunch: 11:11 am – 11:41 pm
2nd Block: 11:41 am – 12:04 pm

D Lunch

2nd Block: 10:18 am – 11:41 am
D Lunch: 11:41 am – 12:11 pm

3rd Block: 12:11 pm – 1:32 pm

4th Block: 1:39 pm – 3:00 pm

Assembly: 3:05 pm – 3:25 pm

*No Advisory or BASE, regardless of the day

2 Hour Late Start Schedule

2nd Block & Lunch:

A Lunch: 10:50 am – 11:20 am
2nd Block: 11:20 am – 12:35 pm

B Lunch

2nd Block: 10:50 am – 11:17 am
B Lunch: 11:17 am – 11:47 am
2nd Block: 11:47 am – 12:35 pm

C Lunch

2nd Block: 10:50 am – 11:44 am
C Lunch: 11:44 am – 12:14 pm
2nd Block: 12:14 pm – 12:35 pm

D Lunch

2nd Block: 10:50 am – 12:12 pm
D Lunch: 12:12 pm – 12:42 pm

3rd Block: 12:42 pm – 1:33 pm

4th Block: 1:38 pm – 2:29 pm

1st Block: 2:34 pm – 3:25 pm

*No Advisory or BASE, regardless of the day

General Student Information

• SUPPORT SERVICES

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

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

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

Health Services The health office is staffed by a health assistant and directed by a Licensed School Nurse. Students who become ill during the school day are to report to the health office. The health office staff will assist students in determining what they should do. Students leaving school without reporting to the health office will be considered truant. Students who need to take medication during the school day are to bring the medication to the health office. Parent permission is required to use any medication at school and physician's order is necessary for any prescription medications. Medication Permission forms are available in the health office. The school does not supply medications. The health office phone number is 763.682.8121.

If students have special health needs or medical concerns, it is important for the health office staff to be aware of them. When a student has special or unique health concerns, please contact the School Nurse, Principal, or Counselor for a health plan. Medical verification may be necessary. The District Nurse can be reached at 763.682.8120 for any questions or concerns. To promote the safety of all students using Vision of Buffalo Bus Company, parents are asked to provide medical and emergency information to the bus company directly by emailing or calling Dawn Johnson at djohnson@bhmschools.org or 763.682.3232. Due to confidentiality laws, the district is unable to provide this information to the contracted transportation company.

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

School Resource Officer Derek Jacobson is available to students, staff, and parents at Buffalo High School. He can be reached at 763.682.8135.

• FOOD SELECTIONS

The cafeteria will be open each day for breakfast and lunch. Breakfast is served from 8-8:50am. The cost is \$2.00 for students and \$2.20 for adults. Ala Carte items can be purchased separately. Lunch includes three menu options and a vast array of ala carte items. Lunch prices are \$3.00 for students and \$3.85 for adults. Single serving milk is \$0.50. Students have the opportunity to make deposits (cash or check) to their account in the office or cafeteria area. Deposits received by 10:00 am will be ready for use at lunch. Deposits can also be made within your Parent Portal account. Please remember that your PIN (personal identification number) is confidential and for your use only. You will give the cashier your name and you punch in your PIN number.

• NUTRITION SERVICES INFORMATION

Breakfast and lunch are offered each day through the School Meals Program. Menus are posted on the district website and emailed to guardians monthly. Students are assigned their own PIN for their meal

account. Students need to memorize their PIN. Please remind your student not to share their PIN with friends. Meal account deposits can be made online with a credit or debit card at Campus Parent Portal, or by sending cash or check to the school with your student. Please write your student's full name or PIN on the check/envelope if paying by cash or check.

Applications for the School Meals Program can be completed anytime during the school year. Online applications are available at Infinite Campus Parent Portal. Paper applications are available in the District Nutrition Services Office. Families must apply annually for benefits. Parents will need to have a Parent Portal account to access the online application, make online meal payments, and monitor student meal purchases. See your school office if you need to set up a Parent Portal account.

Student meal costs are the responsibility of a student's guardians. Email and text messages for meal accounts with low and negative balances are sent to guardians Monday through Friday. All students will be provided a complete meal regardless of meal account status. Students will not be denied a meal due to a negative balance. We believe this is in the best interest of the student. Students will not be allowed to purchase ala carte items if their account balance is negative. Students choosing to bring a breakfast or lunch from home may use their meal account to purchase milk in the lunchroom. Please choose foods that are nutritious when packing a breakfast or lunch from home for your student. A complete copy of the Meal Account Management Policy is available on the district website. If you wish to receive a full copy, please contact the District Nutrition Services Office.

● **18 YEAR OLD STUDENT POLICIES**

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

● **LATEX BALLOONS**

For the safety of our students, staff and general public who use our buildings, the district does not allow the use of the latex (rubber) balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed. Latex is a substance that can have a life threatening impact when a person is exposed to it.

● **LOCKERS**

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

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

● **SEARCHES**

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

● **STUDENT RECORDS**

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

● **POST SECONDARY ENROLLMENT OPTIONS ACT**

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

● **SCHOOL DAY**

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

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

● **ADVISORY**

The purpose of Advisory is to create a community environment of learners where students and staff experience belonging, foster healthy relationships, develop academic skills, and enhance school culture.

- Every student will meet in an Advisory two times per week
- Advisory is grade-level and mixed alpha by counselor
- Balanced: Lessons focused on college/career readiness, academic support and planning, social/emotional literacy

● **BASE TIME (Bison Academic Support & Enrichment)**

The purpose of BASE TIME is to provide targeted, timely and systematic learning opportunities for all BHS students based on student academic and enrichment needs.

Key guidelines regarding BASE time:

- BASE time is Tuesday and Thursday
- Standards-Based Intervention
- Test prep study sessions / Test Make-up
- Mentoring / Tutoring
- Homework Help

● VISITORS

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

● WRIGHT TECHNICAL CENTER (WTC) STUDENTS

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

Academic Information

● GRADUATION REQUIREMENTS

Students need 30 credits to graduate. Some students could earn 32 credits.

Students will be notified of specific course requirements for each grade level as the district in accordance with state statutes determines them. Students are required by Minnesota State law to demonstrate satisfactory completion of the credit requirements set forth and their understanding of academic standards in order to receive a public high school diploma.

● ACADEMIC INTEGRITY

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

● GRADUATION POLICY FOR STUDENTS INVOLVED IN ALTERNATIVE PROGRAMS

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

● GRADUATION POLICY FOR BUFFALO HIGH SCHOOL STUDENTS

BHS students who are unable to accumulate the credits and testing components necessary to graduate will be notified by letter after the May 15 deadline that they will not be allowed to participate in the

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

● **EARLY GRADUATION**

Seniors interested in early graduation must see their counselor by mid-term quarter three of their senior year. A student who participates in the summer term or after-school program at an ALC or other state-approved learning year program are ineligible for early graduation. Students who have chosen to accelerate their learning by accessing coursework outside Minnesota public education may still be eligible. A student who is enrolled in a CIS course during the second semester is unable to graduate early due to District 877's financial commitment for the college credit. See your counselor for more information.

● **ACT TESTING AND REGISTRATION**

Buffalo High School is a test center for the American College Testing (ACT) program. It serves as a regional site for the area high school students to take the ACT exam during the school year. Information and registration materials for the ACT are available in the counseling office.

● **GRADING POLICY**

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

● **STUDENT GRADE REPORTS**

Each term is approximately nine weeks. Infinite Campus is available for students and parents to have continual access of academic progress. Hard copies of mid-term reports will be printed by request only for parents and guardians attending conferences.

● **INCOMPLETE GRADES**

Students must complete all course work and graduation standards before the end of the term. In the event that an extenuating situation exists which may require additional time for completing course work, a student must request an Incomplete Grade Permission Form from their teacher. The student must convince the teacher that the additional time request is reasonable. If the incomplete grade is granted, the student must complete all work assigned by the teacher within the agreed upon time schedule.

Students are reminded that an incomplete term grade will become an F if the extension is not granted or the work not completed in the allotted time frame. Incomplete grades can delay graduation. Each student will work with his or her teacher for all incompletes.

● **GRADING SYSTEM**

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

(A+/A) = 4.0	(B) = 3.00	(C) = 2.00	(D) = 1.00
(A-) = 3.67	(B-) = 2.67	(C-) = 1.67	(D-) = 0.67
(B+) = 3.33	(C+) = 2.33	(D+) = 1.33	(F) = 0.00

Students will be recognized for scholastic achievement by a published honor roll. To be included on the "A" honor roll, students must achieve a grade point average of 3.67 or above. To be included on the "B" honor roll, students must achieve a grade point average from 3.00 to 3.66.

If you have an incomplete grade, your name may not appear on the published honor roll. CIS classes require that students receive both a high school grade and a college grade.

● **ACADEMIC EXCELLENCE AWARDS**

Buffalo High School recognizes superior academic achievement. A special program will be held in the spring to honor students. Students are eligible for departmental awards determined by teachers. One senior male and one senior female will be selected to be inducted into the Buffalo High School Hall of Fame. Seniors are eligible for the Presidential Academic Excellence Awards (3.67 cumulative GPA). Junior and Senior students with 4.0 cumulative GPAs are also honored. Students must be at BHS for at least 2 full terms (at least eight classes) during terms 1 through 3 of the current school year to be eligible for AE awards. This includes PSEO and transfer students.

● **ACADEMIC LETTERING**

Students in all grades are eligible to win a BHS Letter if their current GPA meets a certain standard. The standard has been set at a cumulative GPA over the first three terms of the academic year. Letters for 11th and 12th grade students will be awarded at the Academic Excellence Program.

Grades 9 and 10 = 3.80

Grade 11 = 3.75

Grade 12 = 3.70

● **HONOR GRADUATES**

Graduating seniors are recognized for their scholastic achievement and will wear the symbolic gold cord during the commencement exercises. To achieve honor graduate status, a student must earn a cumulative grade point average of 3.67 or above for their 9-12 school years. This GPA is calculated after the third term of the senior year.

● **SENIOR APPRECIATION DAY**

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

Attendance Procedures

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

● **OUT OF BUILDING PASSES**

In order to leave the school during the school day, students must obtain an “Out of Building Pass” prior to leaving. This pass may be picked up from 8:20 – 8:50 am or during passing times. Parents/guardians are asked to provide the office with a note or phone call (to Attendance Hotline 763.682.8181) that gives the student permission to leave. Please make every effort to schedule personal appointments outside of the school day. If students leave the building at any time without a pass and signing out, the absence will be considered a truancy.

- **ABSENCES**

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

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

Reporting Procedure: Late Arrivals, Early Departures, and Absences – Attendance Hotline 763.682.8181

Before or on the morning of a student’s absence, late arrival or early departure, the student’s parent/guardian is requested to call the Attendance Hotline at 763.682.8181. This number may be accessed 24 hours per day.

PLEASE BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE, THE ABSENCE MAY BECOME A TRUANCY.

- **EXCUSED ABSENCES DEFINITION**

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

- **UNEXCUSED ABSENCES/TARDIES**

Those absences/tardies which are not listed under Excused Absences Definition and are not excused by an administrator shall be considered unexcused. This may include missing the bus, oversleeping, or personal reasons. Three unexcused tardies are equivalent to one unexcused absence.

- **ADVANCED MAKE-UP**

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

- **MAKE-UP WORK**

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

- **TARDINESS**

We believe that being on time is a very important life skill. Students are expected to be in class when the block begins. Students who are tardy for first block should sign in with the greeter and receive a pass to class. Teachers will inform students of their individual tardy policy. Tardiness may result in loss of credit for coursework missed, and time may be made up outside of the school day.

● TRUANCY

Definition: When a student is absent from class without parental request or administrative approval, the absence is considered a truancy. Absences that are not excused within two days are truanancies. It is the student's responsibility to make sure his or her absences are verified.

● CONSEQUENCES OF TRUANCY

STUDENTS MAY NOT RECEIVE CREDIT FOR ANY WORK MISSED FOR TRUANCIES (ie. tests, quizzes, reports due, etc.).

Truancies will be dealt with as follows:

1. For a student's first and second truancy, the student may be required to meet with an administrator.
2. For any additional truancy, the student may be sent home pending a parent conference.
3. Continual or habitual truancy may result in the loss of credit.
4. Continual truancy will be reported to the Wright County Truancy Intervention Program.

Expected Behaviors and Requirements

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

1. Be present in classes daily.
2. Be in class on time.
3. Be prepared for class.
4. Bring all required materials to class (i.e. books, paper, pencils, physical education clothes, etc.).
5. Be attentive and participate in classroom activities.
6. Make an effort to be successful.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
8. Do not use vulgar or offensive language to staff members or other students. This includes any written, verbal or implied threats, as well as writing on lockers, walls, etc.
9. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
10. Help keep classrooms and the school neat and clean.
11. Take care of school property (i.e. books and equipment).
12. Do not bring valuables to school. Keep personal property in your possession or in a locked locker.
13. Students will have opportunities to recite the Pledge of Allegiance. Any person may elect not to and students must respect another person's right to make that choice.
14. Ethical use of electronic equipment and technology is expected.

● CELL PHONES/PERSONAL ELECTRONIC DEVICES

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

● **DETENTION**

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

● **INAPPROPRIATE CLOTHING/ACCESSORIES**

Clothing is generally acceptable for school wear as long as it does not jeopardize anyone's health or safety, does not disrupt the teaching/learning process, does not create school disorder, and is not immodest in any respect (e.g., students are to wear shoes or sandals and keep the torso and undergarments covered). Students may not wear clothing or accessories that display words or images directly or indirectly advertising alcohol, tobacco, drugs or related products or which promote the use of these products, or that are profane, obscene, or sexually suggestive.

● **STUDENT TOBACCO POLICY**

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

● **STUDENT DRIVING RESPONSIBILITIES**

It is recommended that all students use school transportation.

Student granted permission to drive a vehicle to school agree to abide by the following regulations:

- Follow all school rules listed and implied in the student handbook.
- Conform to all state and local driving laws and regulations.
- Consent to a complete search of the vehicle for any reason.
- Display a valid BHS parking permit from the rear view mirror.
- Park correctly in the student designated parking area.
- Obey speed limits (15 mph limit in the parking lots).
- All vehicles on campus must be registered.

Violations may result in, but are not limited to the following measures: parking/driving permit suspended or cancelled, vehicle towed at owner's expense or immobilized (booted) and fined.

Snowmobiles and motorcycles must be registered and parked in designated areas. All student vehicles must be registered with appropriate fees paid to park on campus. Students may purchase a semester parking permit for \$50.00 or a daily permit for \$3.00.

● DRUGS AND ALCOHOL

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

● WRIGHT CHOICE

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

● SUSPENSION

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

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

● EXPULSION

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

● WITHDRAWAL FROM SCHOOL

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

● SCHOOL SAFETY

It is our priority to provide our students with a safe and secure environment in which to learn. We have studied our safety needs and taken steps to meet those needs. We have developed plans to deal with various possible emergency situations. We have a school resource officer who proactively works with

students and parents to identify any possible safety problems. There are AEDs spread throughout the building. The community Safe Schools Committee meets each month to discuss safety issues such as traffic, drinking, drugs, probation, transportation, bomb threats, tornadoes, etc. The issue of student safety is taken seriously at BHS. Current practices will be continuously reviewed and improved.

Potential safety hazards exist for students in the following areas:

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

● **DANGEROUS WEAPONS POLICY**

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

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

Scope and Application:

Independent School District 877 shall take proactive measures to eliminate violence in our schools by protecting children and employees whose health or welfare may be jeopardized through acts of violence. Each school will strive to make schools safe by promoting safe and secure learning and working environments.

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

● **COMPUTER/INTERNET USAGE**

During the first weeks of school all students will receive copies of the Buffalo High School Computer and Internet Usage Policy. Students will sign a sheet saying that they know, understand, and will abide by these policies. Computers at BHS are to be used for schoolwork and all printing must be related to school projects. Technology use, including Google Apps for Education, in the BHM School District is governed by School Board Policy 525 (Acceptable Use). Parents who wish to have their student opt out of Google Apps may contact their student’s principal.

● **RACIAL/RELIGIOUS/SEXUAL HARASSMENT AND HAZING**

It is the policy of Independent School District 877 to maintain a learning and working environment that is free of racial, religious, sexual harassment, and violence.

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

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

Students are requested to complete a "Student Concern Report Form" to provide documentation of any racial, religious, sexual harassment and hazing. These forms are available in the front office.

● **RELEASE OF STUDENT DIRECTORY INFORMATION**

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

- Student's name, address and telephone number
- Student's gender and date of place of birth
- Major field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance and grade levels completed
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Photographs for school district publications and local newspaper*

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

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

● **PUBLICATION**

Copies of the school discipline, truancy, harassment, hazing, and equal opportunity policies are available to access on the district website in the policies section.

● **OFFICIAL TRANSCRIPT REQUESTS**

Transcript requests are conducted online via www.parchment.com.

After an account is created, Parchment will deliver your official school verified and approved transcript to the college and/or organization you choose. Cost ranges from \$3-4. Find more details in the Student Services Office.

● **PUBLIC NOTICE**

Buffalo-Hanover-Montrose ISD 877 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in

attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Parents, eligible students, and students are hereby informed that they have the following rights:

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

- c. Any nonemergency, invasive physical examination or screening as described above.
8. Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue SW
Washington, DC 20202-5920

Activities

• STUDENT ELIGIBILITY

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

1. To be involved in a Buffalo High School activity one must:
 - a. Have a current physical exam form on file in the Activity Office, which is due every three years.
 - b. Have the Minnesota State High School League and Buffalo High School Eligibility Statement and Health Questionnaire signed by the athlete and parent/guardian.
 - c. Be in good standing with the scholarship, racial/religious/sexual harassment, hazing, and chemical policies.
 - d. Register and pay fees online for the activity through FeePay. You may access the site at <https://bhmschools.feepay.com>. Students who do not have internet access may still register and pay fees at the BHS Activity Office.
 - e. Be aware that School District 877 does not provide medical insurance for athletes. Each person should secure his/her own coverage.
 - f. Have the Addendum to Minnesota State High School League Code of Student Responsibilities signed by parent and athlete.
2. To be in any other Student Activity one must also follow the rules/guidelines of the MSHSL:
 - a. Have the Minnesota State High School League and Buffalo High School Eligibility Statement signed by the student and parent/guardian.
 - b. Be in good standing with scholarship, racial/religious/sexual harassment, hazing and chemical policies.
 - c. Pay the necessary fee for the activity or have the waiver form signed by the Activities Director.
 - d. Have the Addendum to Minnesota State High School League Code of Student Responsibilities signed by parent and participant.
3. Penalties
 - a. Penalties for violation of racial/religious/sexual harassment, hazing and chemical policies will be administered as follows:
 - i. Category I Activities include those activities with a defined season and will be administered as seen in the Athletic Eligibility Information brochure.
 1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two weeks.
 2. Second Violation: After confirmation, the student shall lose eligibility for the next three weeks, or six contests, whichever is greater.
 3. Third and Subsequent Violations: After confirmation, the student shall

lose eligibility for the next four weeks, or twelve contests, whichever is greater.

4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
 5. Denial Qualification: A student shall be disqualified from all activity for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- ii. Category II Activities include other co-curricular activities that do not have a defined season and the penalties will be as follows:
 1. Each member school shall develop penalties that it will apply to the participants in these activities. An appropriate penalty shall be administered at the discretion of the Activities Director and High School Principal.
4. Student Code:
 - a. Co-curricular participants must make a strong classroom effort. They must also have positive attitudes and good attendance. These qualities may be expected both in-season and off-season.
 - b. Co-curricular participants must behave in a proper manner before, after and during their activity.
 - c. Co-curricular participants must behave properly in the community at all times.

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

1. Warning
2. Suspension from school or activity or both
3. Reported to higher authority outside of school
4. Required to do certain amount of community service

● SCHOLARSHIP POLICY FOR ACTIVITY PARTICIPANTS

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

● **ACTIVITY OFFERINGS**

Seasonal Activities - Starting Dates (*Approximate)

Girls and Boys Cross Country.....	August 12
Girls Tennis.....	August 12
Football.....	August 12
Girls Swimming and Diving.....	August 12
Soccer.....	August 12
Volleyball.....	August 12
Adapted Soccer.....	September 2
Fall Play.....	September 9
Girls Dance Team.....	October 21
Girls Hockey.....	October 28
Mock Trial.....	November 5
Girls Gymnastics.....	November 11
Girls Basketball.....	November 11
Boys Hockey.....	November 11
One Act Play.....	November 11
Adapted Floor Hockey.....	November 18
Wrestling.....	November 18
Boys Basketball.....	November 18
Knowledge Bowl.....	November 18
Boys Swimming and Diving.....	November 25
Spring Play.....	February 3
MAAA Softball.....	March 2
Girls Softball.....	March 9
Track & Field.....	March 9
Golf.....	March 16
Baseball.....	March 16
Boys Tennis.....	March 23
Lacrosse.....	March 30
Summer Marching Band *Color Guard & Drumline.....	April 6
Summer Marching Band *Instrumental.....	May 4

SCHEDULES: The most up to date schedules are available at www.lakeconference.org.

• **OTHER ACTIVITIES**

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

International Club	Bounce Back Club
FFA	BHS Singers
Hoofprint Newspaper	National Honor Society
Tatanka Yearbook	Jazz Band
BPA	Treble Singers
Student Council	Class Cabinets

• **RECOGNIZED ACTIVITIES**

Drumline	Robotics
Clay Target	Competitive Cheer
	Culinary Team

• **ACTIVITY FEES**

Students who participate in the following activities will pay:

Category #1 Lacrosse, Basketball, Football, Golf, Gymnastics, Hockey, Wrestling: \$200.00

Category #2 Baseball, Cross Country, Softball, Soccer, Swim & Dive, Tennis, Volleyball, Track & Field, Dance Team: \$165.00

Category #3 BHS Singers, Knowledge Bowl, Mock Trial, Summer Marching Band, Multi-Act Play, One-Act Play, Musicals, Adapted Soccer, Adapted Floor Hockey, Adapted Softball: \$130.00

Category #4 One-Act Play Crew and Student Directors, and Tech Crew for all productions: \$25.00

An appropriate fee will be charged for solo/ensemble participation.

Class Officers, yearbook staff, choir and band activities (except for solo/ensemble participants) and multi-act crew, do not receive monies for transportation and/or supplies and therefore are **exempt from the fee system**. *National competitions of Buffalo High School will not be funded.*

• **FEE PAYMENT PROCEDURE**

Our district uses FeePay for online registration and payments.

1. Online registration and payment is available on the FeePay website: <https://bhmschools.feepay.com>.
2. The registration and fee payment must be completed before you are able to practice or participate.
3. Fees may be waived in cases of undue hardship. Fees will also be waived or reduced if a student qualifies for the "free or reduced lunch program." The parent notification letter for free or reduced meals must be shown upon request.
4. Family Fee Allowance - The maximum fee amount for any family is \$750.00. **Families** are responsible to track fees paid each year. When the amount of \$750.00 is reached, families should send a letter of request for the family allowance to include detailed payment documentation. Fees will then be waived for the family for the remainder of the school year.
5. Middle School students competing on high school teams must pay high school fees, unless otherwise approved by the Activities Director.

6. **REFUNDS** - They are available upon request. A request form can be secured from the Activities Office.

• **AWARDS**

If you have made outstanding achievements (lettered) in the activity as well as finished the season in good standing, then you will be awarded the block letter "B". One "B" will be awarded per student along with a designated activity pin. The season begins with the first day of practice and ends with the awards presentation at the end of the season.

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

• **SPORTSMANSHIP**

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

• **NATIONAL HONOR SOCIETY SELECTION**

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

- To create an enthusiasm for scholarship
- To stimulate a desire to render services
- To promote worthy leadership
- To encourage the development of character in fellow students

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

1. The student must have achieved a grade point average of 3.67 or higher. New members are considered at the beginning of the junior and senior years using the most current GPA.
2. The student is given an opportunity to describe, through an information sheet and application, his/her service experiences in our school and community.
3. A letter of recommendation regarding the student's service performance will be needed from a community member who is not an employer, a family member, or a district teacher/coach.
4. Faculty members (six teachers, one from each of the four core subject areas - math, science, English, social studies, or five teachers and one coach or adviser) will evaluate each candidate on character/attitude and leadership.
5. Students are scored individually based on service, leadership, character, and attitude. The advisers and administration will evaluate each candidate and extend an invitation for membership at that time.

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

NHS members are **REQUIRED** to:

- Attend all meetings.
- Complete the required number of volunteer service hours in approved activities designated by the executive council, advisers, and administration.

- Maintain a GPA of 3.67 or higher.
- Comply with all BHS Activity Guidelines.

- **DANCE POLICY**

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

- **OTHER MINNESOTA STATE HIGH SCHOOL LEAGUE INFORMATION**

For further information concerning MSHSL rules or regulations contact:

Tom Bauman, Activities Director 763-682-8108