

# T2022-2023

## High School Programs

(Bemidji High School, Lumberjack ALP, Alternative Education Center)



## Student Handbook

Dear Student and Parent:

Welcome to Bemidji High School - Home of the Lumberjacks! We hope that the 2021-2022 school year will be rewarding and productive for you.

We are looking forward to assisting you in fulfilling your educational goals. Bemidji High School has a history of fine academic, co-curricular and extra-curricular achievement. We expect you to meet the educational goals you have set, carry on the tradition of excellence at BHS, and make your school a better place. You can benefit from everything Bemidji High School offers by being actively involved in your classes and the programs you choose to participate in.

If you encounter difficulties, seek out one of our principals, your counselor, or any of our trained professionals, and we will help you. We are here to make your years in high school as successful yet educationally challenging as possible. We welcome the opportunity to assist you through your high school career.

Mission Statement – Our mission is to empower each learner to succeed in our diverse and changing world.

1. Each learner will be challenged to develop to his/her full potential.
2. Basic knowledge, skills, and attitude are necessary for success.
3. Learning is a life-long process that enriches our lives.
4. Education is a partnership with family and community.
5. Each person will show sensitivity and respect for self and others.
6. There are expectations of quality for ourselves and others.
7. To be ethnically and culturally diverse.

Goal Statement – The goal of Bemidji High School is to ensure that all students, who begin as ninth-grade students, will graduate with the skills necessary for career readiness and/or to attend college.

**CITIZENSHIP – All students will demonstrate respect for self and others, a commitment to ethical, responsible behavior, and an understanding of the components of community and citizenship, including digital citizenship.**

Respect

- ~ Use language that is appropriate and acceptable to everyone.
- ~ Respect each other's personal space.
- ~ Respect school property and grounds.
- ~ Take pride and responsibility in what you do.

Behavior

- ~ Do the right thing even if no one is watching.
- ~ Be honest and courteous.
- ~ Seek help when needed.

Citizenship

- ~ Volunteer your time and talents in your home, school, and community.
- ~ Know what's going on.
- ~ Be involved.

**Board of Education**

Gabriel Warren

Todd Haugen

Carol L. Johnson

Jeff Lind

Ann Long-Voelkner

Sarah Young

It is the policy of the School Board of Independent School District No. 31, Bemidji, Minnesota, to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program in employment, or recruitment, consideration, or selection.

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## **BEMIDJI HIGH SCHOOL TELEPHONE DIRECTORY**

**To contact office personnel, dial 444-1600 and the following extension number:**

Principal – Dr. Jason Stanoch	ext #63305
Principal's Secretary – <b>Lu Schussman</b>	ext #63308
Assistant Principal – Kyle Resler (Last Names A-K)	ext #63306
Attendance/Main Office – <b>Sara Hoffman</b> (A-K)	ext #63303
Assistant Principal – Christine Christiansen (Last Names L-Z)	ext #63320
Attendance/Main Office – <b>LeeAnn Price</b> (L-Z)	ext #63301
Counselor – Jenny Fraley (9 <sup>th</sup> Grade)	ext #63701
Counselor – Jennifer Voge (10 <sup>th</sup> – 12 <sup>th</sup> Grade, A-K)	ext #63324
Counselor – Kelley Hengel (10 <sup>th</sup> – 12 <sup>th</sup> Grade, L-Z)	ext #63307
Social Worker – Paula Lind	ext #63310
Student Services Secretary – Erica Daman	ext #63304
Registrar - <b>Sara Beldo</b>	ext #63326
Career Center – Barry Cervenka	ext #63446
Career Academies Director – Brian Stefanich	ext #63701
Health Office – Robin Peterson	ext #63317
Activities Director – Troy Hendricks	ext #63315
Activities Secretary – Linda Newby	ext #63316
Indian Education – <b>Mary Jennings</b>	ext #63327
Indian Education – Ted Murray	ext #63318
School Resource Officer – Joe Lorenzi	ext #63312
Special Education Office – Cami Uhlenhopp	ext #63456
Food Service – Josh Wells	ext #63196

## **LUMBERJACK HIGH SCHOOL (LHS)**

LHS is a program in the high school that has four core classes. Each core class is a year-long class that is 45 minutes each day. LHS students are enrolled in their grade-appropriate core classes during the LHS morning. In the afternoon, the students have two BHS classes. LHS is able to offer each core class because of the 45 minute class periods.

### **Lumberjack High School Directory**

**To contact LHS staff, dial 444-1600 and the following extension:**

Principal – Dr. Jason Stanoch	ext #63305
Assistant - Kyle Resler	ext #63306
Jean Benner – Teacher, Math	ext #63705
Erica Hubert – Teacher, English	ext #63707
Heather Ritchie – Teacher, Science	ext #63703
Leigh Swanson – Teacher, Social Studies	ext #63706
Julie Johnson-Willborg – Teacher, Special Education	ext #63436
Janice Sande, Para	ext #61230

Class Schedule for Lumberjack High School:

First Period:	8:19 – 9:02
Second Period:	9:06 – 9:49
Third Period:	9:56 – 10:39
Fourth Period:	10:43 – 11:26

On Homeroom Days, the Class Schedule is as follows:

First Period:	8:19 – 8:57
Second Period:	9:01 – 9:39
Homeroom:	9:46 – 10:19
Third Period:	10:26 – 11:04
Fourth Period:	11:08 – 11:46

Students are enrolled in Bemidji High School classes for the afternoon.

## **BEMIDJI ALTERNATIVE EDUCATION CENTER (AEC)**

The AEC is located in Bemidji High School. The Alternative Education Center (AEC) is an Independent Study educational program. The program is designed for students to make up courses needed to earn credits toward their high school diploma. Students who are 16-21 years of age may attend the AEC.

### **Alternative Education Center Directory**

**To contact AEC staff, dial 333-3299.**

Principal - Dr. Jason Stanoch  
Assistant Principal -- Kyle Resler  
Secretary – Tammy Dunlap  
Jessie Battistini – Teacher, Social Studies  
Jean Benner – Teacher, Math  
Erica Hubert – Teacher, English  
Heather Ritchie – Teacher, Science  
Ann Bardwell – Teacher, Chemistry  
Julie Johnson-Willborg – Teacher, Special Education

To receive credit for a course, students must complete all of the required coursework as well as fulfill the seat-based requirement. An online-based curriculum is used at the AEC. Students must have access to the internet to complete courses. If the internet is not available at home, the AEC has open lab hours that students can attend and use a computer. This lab time does not substitute for the seat-based requirement.

### **PROCEDURES FOR STUDENTS DUALY ENROLLED WITH BHS/LHS**

**Enrollment:** In order to enroll at the AEC as a **dual student** (attending both the AEC and BHS/LHS), the BHS/LHS counselor or principal must complete a Credit Referral and the Learner at Risk Form. Forms must be received by the AEC staff before the student may attend an orientation session.

**Orientation:** Orientation sessions will be held at the AEC on an individual basis with the AEC principal or school counselor, parent/guardian, and student. Parent/Guardian must call Tammy Dunlap to set up an appointment.

**Hours:** BHS/LHS students **may not** attend the AEC during the school day. For dual students, daily “class sessions” are available Monday-Thursday from 3:15 – 4:00 p.m.

## **DAILY SCHEDULE**

Our school day begins at 8:19 a.m. and ends at 3:05 p.m. The school day is divided into four 90 minute class periods with a 25 minute lunch period.

BHS Daily Schedule	
1 <sup>st</sup> Period	8:19-9:49
2 <sup>nd</sup> Period	9:56-11:26
1 <sup>st</sup> lunch	11:33-11:58
3 <sup>rd</sup> Period	11:58-1:28
3 <sup>rd</sup> Period	11:33-12:03
2 <sup>nd</sup> lunch	12:03-12:28
3 <sup>rd</sup> Period	12:28-1:28
3 <sup>rd</sup> Period	11:33-12:33
3 <sup>rd</sup> lunch	12:33-12:58
3 <sup>rd</sup> Period	12:58-1:28
3 <sup>rd</sup> Period	11:33-1:03
4 <sup>th</sup> lunch	1:03-1:28
4 <sup>th</sup> Period	1:35-3:05

BHS Lumberjack Schedule	
1 <sup>st</sup> Period	8:19-9:39
Lumberjack/HR	9:46-10:19
2 <sup>nd</sup> Period	10:26-11:46
1 <sup>st</sup> lunch	11:53-12:18
3 <sup>rd</sup> Period	12:18-1:38
3 <sup>rd</sup> Period	11:53-12:20
2 <sup>nd</sup> lunch	12:20-12:45
3 <sup>rd</sup> Period	12:45-1:38
3 <sup>rd</sup> Period	11:53-12:47
3 <sup>rd</sup> lunch	12:47-1:12
3 <sup>rd</sup> Period	1:12-1:38
3 <sup>rd</sup> Period	11:53-1:13
4 <sup>th</sup> lunch	1:13-1:38
4 <sup>th</sup> Period	1:45-3:05



BHS 2 Hour Late Schedule	
1 <sup>st</sup> Period	10:19-11:14
1 <sup>st</sup> lunch	11:21-11:46
2 <sup>nd</sup> Period	11:46-1:01
2 <sup>nd</sup> Period	11:21-11:46
2 <sup>nd</sup> lunch	11:46-12:11
2 <sup>nd</sup> Period	12:11-1:01
2 <sup>nd</sup> Period	11:21-12:11
3 <sup>rd</sup> lunch	12:11-12:36
2 <sup>nd</sup> Period	12:36-1:01
2 <sup>nd</sup> Period	11:21-12:36
4 <sup>th</sup> lunch	12:36-1:01
3 <sup>rd</sup> Period	1:08-2:03
4 <sup>th</sup> Period	2:10-3:05

BHS 50-Minute Schedule	
1 <sup>st</sup> Period	8:19-9:34
Lumberjack/HR	9:41-10:34
2 <sup>nd</sup> Period	10:41-11:56
1 <sup>st</sup> lunch	12:03-12:28
3 <sup>rd</sup> Period	12:28-1:43
3 <sup>rd</sup> Period	12:03-12:28
2 <sup>nd</sup> lunch	12:28-12:53
3 <sup>rd</sup> Period	12:53-1:43
3 <sup>rd</sup> Period	12:03-12:53
3 <sup>rd</sup> lunch	12:53-1:18
3 <sup>rd</sup> Period	1:18-1:43
3 <sup>rd</sup> Period	12:03-1:18
4 <sup>th</sup> lunch	1:18-1:43
4 <sup>th</sup> Period	1:50-3:05

## **PARENT/TEACHER CONFERENCES, OPEN HOUSES, REGISTRATION DATES**

Parent/Teacher Conferences are scheduled four times each year. During conference dates, parents can visit with teachers concerning student progress. Parents can also visit with their student's Homeroom Advisor regarding career and college readiness.

In addition to these scheduled dates, parents/guardians are invited to confer with teachers at any time. Disciplinary conferences are arranged through the Student Management (Green) Office.

### **Freshman and New Student Orientation**

September 1, 2022 9<sup>th</sup> Grade Student Orientation  
September 1, 2022 New Students in Grades 10-12

### **Parent/Teacher Conferences**

October 4, 2022 4:00 – 8:00 pm  
October 6, 2022 4:00 – 8:00 pm  
December 8, 2022 4:00 – 8:00 pm  
February 23, 2023 4:00 – 8:00 pm  
April 27, 2023 4:00 – 8:00 pm

### **End of Term / Semester Dates**

November 11, 2022 End of Term 1  
January 20, 2023 End of Term 2/Semester 1  
March 24, 2023 End of Term 3  
June 1, 2023 End of Term 4/Semester 2



## **EDUCATIONAL PROGRAMS**

### **Graduation Requirements**

To graduate with a Bemidji High School Diploma, a student needs a total of 28 credits. To graduate with a Bemidji Alternative Programs District Diploma, a student needs a total of 22.5 credits. To participate in the graduation ceremony, a senior needs to be within 2 credits of the diploma requirements by May 1<sup>st</sup>.

### **Bemidji High School Diploma**

To earn a Bemidji High School diploma, students will be required to complete the following credits:

- 4 credits in English
- 4 credits in Science
- 4 credits in Social Studies
- 4 credits in Math
- 1 credit in Physical Education
- 1/2 credit in Health
- 1 credit in Arts (visual arts, music and performing arts, media arts)
- Remaining credits in electives

### **Bemidji District Alternative Programs Diploma**

To earn a Bemidji District Alternative Programs diploma, students will be required to complete the following credits:

- 4 credits in English
- 3.5 credits in Social Studies
- 3 credits in Science
- 3 credits in Math
- 1/2 credit in Physical Education
- 1/2 credit in Health
- 1 credit in Arts (visual arts, music and performing arts, media arts)
- Remaining credits in electives

### **Curriculum Guide**

A full list of course offerings can be found on our website or by clicking below.

- For 9th grade Curriculum Guide click [here](#).
- For 10th-12th Curriculum Guide click [here](#).

### **Seniors' Final Days of School**

Vandalism, destruction of property, or other Code of Conduct violations resulting in suspension on the last days of school will result in the student's non-participation in the Graduation Ceremony. Formal charges will also be filed with the police against students involved in the incident.



### Grading System and Report Cards

Our classes range from one (1) term (9 weeks) up to 4 terms (entire school year). No credit is given until the class is completed.

#### Term Length

At completion of 1 term class  
At completion of 2 term class  
At completion of 3 term class  
At completion of 4 term class

#### Credit Value Assigned

1/2 credit - .50  
1 credit - 1.0  
1 1/2 credits - 1.5  
2 credits - 2.0

The method of calculating grade point averages (GPA's) for students will be based on the following system:

A = 4.00	A- = 3.67	B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67	D+ = 1.33	D = 1.00
D- = 0.67	F = 0.00			

\*\*Only grades generated from Bemidji High School will be factored into our GPA/Ranking system.

\*\*Extenuating circumstances may allow a P (a passing grade). The Pass/No Pass system does not affect GPA.

### Weighted Grading

The Bemidji Board of Education has adopted a Weighted Grade Point System at the High School. The courses to be included and the values assigned to the grades earned in these courses are as follows:

A = 4.50	A- = 4.17	B+ = 3.83
B = 3.50	B- = 3.17	C+ = 2.83
C = 2.50	C- = 1.67	D+ = 1.83
D = 1.50	D- = 1.17	F = 0.00

#### Courses to be weighted:

- Accelerated Geometry
- Accelerated Algebra 2
- Analysis I & II
- Advanced Placement Economics
- Anatomy & Physiology A & B
- Advanced Placement Biology
- Advanced Placement Studio Art
- Advanced Placement Psychology
- Advanced Placement European History
- Advanced Placement U.S. History

- Advanced Placement/College Gov't & Politics
- Advanced Placement Calculus I & II
- Advanced Placement Statistics
- Advanced Placement Language & Composition
- Advanced Placement English Literature & Composition
- Project Lead the Way Courses
- College in the High School Courses

**All Bemidji High School students enrolled for 50% or more of the time may be ranked.**

### Modified Grading System

Students with a modified curriculum may be graded using a Modified Grading System. The values assigned to the grades earned in courses under a **Modified Grading System** are as follows:

A = 3.50	A- = 3.17	B+ = 2.83
B = 2.50	B- = 2.17	C+ = 1.83
C = 1.50	C- = 1.17	D+ = 0.83
D = 0.50	D- = 0.17	F = 0.00

The values assigned to the grades earned in courses under a Modified Grading System in **Significantly Modified Classes or Substituted Classes** are as follows:

A = 3.0	A- = 2.67	B+ = 2.33
B = 2.00	B- = 1.67	C+ = 1.33
C = 1.00	C- = 0.67	D+ = 0.33
D = 0.00	D- = 0.00	F = 0.00

**Note:** Students who are graded on a **Pass/No Pass** System may not be graded on this Modified System as annotated on the IEP.





### **New Student Enrollment**

Students who are currently attending another school and transferring to Bemidji High School may enroll at any time.

Nonresident students wishing to open enroll into Independent School District No. 31 must use the following procedure:

1. Nonresident parents or guardians must submit an application for a student to attend the Bemidji School District by the close of the business day on January 15 (postmarked on this or an earlier date). Siblings of current students must apply to be admitted if they wish to attend school in the district.
2. Bemidji School District officials will notify the parents or guardians, in writing, whether the application has been accepted by February 15.
3. Parents or guardians of the student will notify the Bemidji School District of the student's intent to attend for the next school year by the close of the business day on March 1 (postmarked on this or an earlier date).
4. Bemidji School District officials shall notify the student's resident district by the end of the school day on March 15 of the student's intent to enroll in Independent School District No. 31, Bemidji (postmarked on this or an earlier date).
5. Open enrolled students may lose their status at Bemidji High School if they are habitually truant or have disciplinary issues per the Open Enrollment Agreement signed upon enrollment with ISD #31.

Please contact the Bemidji School District Office at 333-3100 ext. 31131 if you have questions.

### **Withdrawal from Bemidji High School**

A student planning to transfer or leave BHS, for any reason, must have their parent/guardian call the Student Services Office or the Student Management Office prior to leaving. At that time, instructions will be given for completing the check-out procedure. Students will be dropped from their schedules when our Registrar has received a Request for Records from another school OR when a student has been absent for fifteen (15) consecutive school days.

### **Changes to a Student's Schedule**

Students are expected to select courses carefully when they register. Schedule changes may be made before the term begins or within the first two days of a term. Schedule changes are made only for legitimate

reasons including the following:

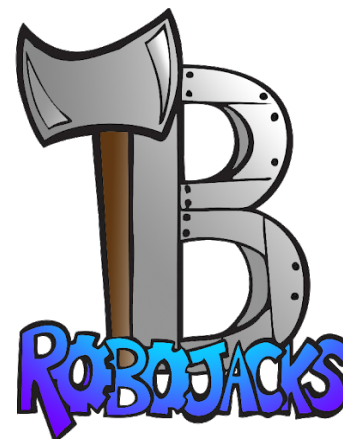
- To reschedule a course that was failed
- To adjust a schedule for correct sequence of courses
- To adjust a schedule to meet IEP or 504 criteria
- Scheduling error (i.e. already taken the course)

Once courses are in session, students are expected to remain in those courses throughout the full duration of the course. Most of our English, World Language, Science, and Math courses are semester-long courses (two terms). Most elective courses are one term in length.

### **Study Hall**

Students in grades 11 and 12 may choose to have a study hall providing they are passing all of their classes and are on-track to graduate. Students are only allowed one study hall per term. Attendance is taken in the study hall and students are expected to attend study hall and use that time for academic support.

- All Study Hall students are expected to attend daily and remain in the classroom until the end of the period.
- Students are not allowed to get a pass from Study Hall to go to another location.
- If a student needs to work in a different location, they need to obtain a pass from the person who will be supervising them.



### **External Study**

Students in grades 11 and 12 who are passing all of their classes and are on-track to graduate may choose to have External Studies. Students are allowed one External Studies per term. [Study Hall Permission Form.](#)

External Studies Guidelines and Expectations:

- Students are allowed to leave campus during their External Studies only after a parent/guardian has given permission for their son or daughter to leave campus during this time. After a signed External Studies permission slip is on file in the Main Office, attendance will not be taken.
- Students choosing to have External Studies are expected to leave campus each day.
- Providing an organized and safe learning environment is a priority at BHS. All students must leave the building by the start of the next class period.
  - All external study students must leave through the main door, not the Jacks doors.
  - Pass must be visible at all times when leaving.
- Staying in the building will be allowed only when the proper process has been followed.
  - If you stay in the building, you will need to be with a teacher or given permission to be in the media center by the staff member in the media center.
  - You are required to be in the area you are working in by the beginning of class and you must stay for the duration of the class. You are not allowed to leave the area until the end of the period.
- Students who are habitually tardy when returning to school will have their off-campus privileges revoked. The administration has the right to revoke this privilege at any time.

### **Withdrawal from a Course**

If a student and their parent/guardian believes that the student is in an inappropriate course, they can drop the course for a study hall only within the first ten (10) school days of a term or semester without receiving a W or WF on their transcript. After ten (10) school days, a student will receive a W or WF if a course is dropped. The student must complete a Withdrawal Form. This form is available in the Student Management Office from an assistant principal, or in the Student Services Office from a counselor. Students will not have the option to be added to another class. A student cannot drop a course after “mid-term” in any given term. Mid-term is defined as the week that conferences are held. For a semester course, mid-term is defined as the last week of the first term for the semester. Withdrawals after mid-term will only occur, upon recommendation from an assistant principal, due to special circumstances

or if a student is failing a course and will receive an alternate course placement.

### **Procedure**

- The student completes and signs the top portion of the form.
- The form must also be signed by the parent/guardian before the request can be processed.
- The instructor of the course should complete the next portion of the form and attach a current grade printout for the student.
- Once the form is complete, it should be returned to the Student Services office for consideration.
- If it is evident that the situation warrants a removal from the course, the counselor and/or assistant principal will authorize the change in schedule.
- If the issue is questionable in any way, or if the parties involved in the situation are not in agreement, the assistant principal will have final say in the decision.
- If, at the time of withdrawal, the student is failing the course, they will receive a WF on their transcript.
- If, at the time of withdrawal, the student is passing the course, they will receive a W on their transcript.
- When there are extenuating circumstances, the assistant principal will determine whether the student receives a W or a WF.
- A WF affects the GPA in the same way that an F would. A W does not affect the GPA.
- Withdrawal from a course results in no credit earned for the time in the course, regardless of the grade in progress at the time of the withdrawal, unless there are extenuating circumstances.

### **Withdrawal from a College in the High School Course (CIHS)**

Withdrawing from a College in the High School Course, or receiving a poor grade, could negatively affect your college transcript, financial aid process and acceptance into certain college majors. If a student withdraws from a College in the High School Course before the BSU withdrawal deadline date, he/she will receive a W for the course on their BSU transcript. If a student withdraws from a College in the High School Course after the BSU deadline date, he/she will receive an F on their BSU transcript. Please see the BSU withdrawal policy for more information. A BHS drop form must be filled out once a student has started any CIHS course to assure notification of Bemidji State University and the Career Center.



### **Credit Recovery**

Students who have failed one or more required classes have the opportunity to take Credit Recovery classes on the campus of BHS. The Credit Recovery option provides an individualized program for the student to make up credits for a failed required class. Students earning credit through the Credit Recovery program will earn a modified grade.

### **Repeating Classes**

Students should not repeat a class that they have already successfully completed. The only exception is advanced level classes where a different curriculum will be provided each time the class is taken.

### **Incomplete Work**

The classroom teacher determines if a student should receive an incomplete grade. A student is given a mark of "I" for incomplete work. A copy of the Notice to Complete Course Work form will be sent home to the parents by the teacher. A student must complete all make-up work within three (3) weeks (15 student days) after the term to receive a grade and credit for that course. Special consideration may be given for extenuating circumstances. In such cases, a contract between the student, parent, and teacher will need to be on file in the Student Services (Blue) Office. The incomplete policy applies only at the completion of a course when a final grade is given.

### **Physical Education Policy**

With obesity an ever-growing health problem in America, physical education and fitness training are critical components in everyone's education. One credit in physical education (to include the ½ credit Lifetime Fitness or Personal Fitness class and one additional ½ credit elective P.E. class) is required. Several additional elective P.E. classes are available to students.

All P.E. classes require appropriate dress and active participation. Any missed class time must be made up in order to maintain a passing grade except in cases where the student's absence is the result of participating in any Bemidji High School or MN State High School League sponsored event. In these cases, students will be required to make up any missed written assignments or tests given to the entire class. The P.E. department's make up/extra credit policy was developed to give all students an opportunity to make up daily work missed because of an absence from class or to improve the student's grade by earning credit in one of the following ways:

2. Practice an assigned activity that would provide student enrichment. The assigned activity will be closely related to the activity missed.
3. Choose a creative writing project from a list provided by the instructor (i.e., scout or analyze a game attended, etc.)

Each student desiring to make up class time or pursue extra credit through one of the above options is asked to contact the instructor to create a plan for success. This would apply in the case of a doctor-excused health-related illness, injury, or an absence due to participation in a BHS sponsored activity. The student should discuss the options with his or her P.E. instructor and work out a reasonable plan for completing the class. If the student is going to be absent for an extended period of time, he/she has the option to withdraw from the class.

### **Dress Requirements for Physical Education**

Students who fail to dress for physical education classes will:

1st time – the teacher will have a conversation with the student and problem-solve to help the student be able to meet the dress expectations and participate.

After the 2<sup>nd</sup> time - the teacher will continue to support the student. Support comes in the form of notifying the parent, counselor, case manager and administration. Students who do not meet the dress/participation requirements put themselves in danger of not receiving credit for the class.



1. In a supervised school setting, perform the drills and activities that were assigned in class during the student's absence.

## **Plagiarism**

Using someone else's thoughts, words, or actions without letting others know that these are not your own is not legal in business, and it is not permitted at this high school. Students who choose to plagiarize may lose credit or fail the course. Here is a definition of plagiarism. It was taken from the University of Michigan's undergraduate policy statement:

### **Plagiarism occurs when the student...**

1. Does not properly attribute [give credit for] words or ideas to a source.
2. Quotes from another author's writing without citing that author's work.
3. Cites, with quotation marks, portions of another author's work, but uses more of that work without quotation marks and without attribution.
4. Takes a paper in whole or in part, from a site on the Web or a "library" of already written papers.
5. Steals a paper from another student and then submits that paper as coursework.
6. Submits the same paper twice for two different assignments.
7. Takes the results of another's research and attempts to pass: those results off as his or her own work.

\*John Kucich: University of Michigan  
Director of Undergraduate Studies English

If students have any questions about plagiarism, or how it is perceived here at Bemidji High School, please ask your teacher now. Parents with questions are encouraged to contact their child's teacher at their earliest convenient time.

## **Cheating**

Teachers will review cheating (and plagiarism), and the consequences according to the Code of Consequences for such actions, with their students at the start of each term.

The policy states: Cheating will result in no credit for the work involved.

- Plagiarism
- Cheatsheets
- Stealing tests
- Copying work and other forms of premeditated cheating may result in:
  - First time - loss of credit for the activity/assignment
  - Second time - Possible failure for the course and/or removal from the class

## **Process for Notifying a Student and Family for Cheating**

- Teachers will discuss the situation with the student to get a better understanding of the situation (either in person or on the phone)
- The teacher will then call home to speak with the student's guardian to explain the situation, offer help, and explain the consequences for the first time and second time if it happens.
- Email or other forms of communication will only happen after the initial phone call and contact has been made.
- Teachers will type up a referral and include the details of the event and who they spoke with on the phone.
- Incidents of cheating will become a part of the student's discipline record.

## **Progress Reports**

Progress reports may be sent to inform parents/guardians of scholastic standing. Teachers will notify parents that their child has a possibility of failing a class by sending home a mid-term progress report. Teachers are available for progress updates at conferences or by e-mail. If parents have concerns about their son's/daughter's progress, they can arrange a meeting with the instructor(s).

## **Family Access**

Online Family Access is available for parents to check in-progress grades, outstanding assignments, attendance, and lunch account balances at any time. For more information, call the District Office at 333-3100 ext. 31131.

## **Paperless Communication**

In an effort to save resources, Bemidji High School is striving to become paperless. Student report cards will be online at your Family Access site. Automated dialing/email will be used for news other than report cards. Newsletters, the student handbook, and other information will be posted on the High School's website at <http://bhs.bemidji.k12.mn.us> If you wish to receive hard copies of your student's report cards, please contact the Main Office at 444-1600 ext. 63308.



### **Classes with Fees**

Most industrial technology, family and consumer science, off-campus (curling) and some art classes may charge a fee for materials. The amount of the fee will vary depending upon the type of project a student chooses. Payment for classes with set fees can be paid either in the Main Office or online.

### **Off-Campus Classes**

School transportation will be provided for BHS classes that are held off-campus such as construction technology and curling. For safety reasons, students are not allowed to drive their personal vehicles to these class sites. If a student does drive to off-campus classes without principal approval, the student risks losing credit for the class as well as their parking privileges. PSEO students are allowed to drive to the college for their courses.

We encourage our students to take college-level classes or get involved in a tech program. BHS and LHS have a lot of students who are involved in off-campus classes. Students who have classes off-campus will be required to follow a few basic expectations:

- If a student has a class, they are required to leave the building as soon as their previous class ends.
- If the college/tech class is not meeting, students may leave the building. If they choose to stay, they are required to go to the media center and check-in with the media center instructor. If there is no space, accommodations will be made.
- Wandering, not attending class, or staying in the building after the bell rings for the next class, may result in a loss of opportunity to continue in these types of programs.
- Students who are in a class or program but stay in the building because of a change or difference in schedules are required to stay in their designated area until the bell rings to dismiss students.

### **Homeroom**

The main emphasis in Homeroom, as mandated by the Minnesota State Legislature, is a Career and College Readiness program. Each grade has set Career and College Readiness goals as well as character-building lessons to prepare students for life after graduation. The Homeroom curriculum also serves as a school-wide guidance program designed to increase the number and diversity of students who graduate from Bemidji High School.

### **Final Tests - No early final tests should be given to any student.**

The policy states: "If students leave early (with arrangements made in the office, in advance, by parents), students will have to take their final exams when they return to Bemidji after the end of the school year." Students have up to three (3) weeks after school is out to complete the final. The only exception would be in the case of a student moving out of the District with his/her parents and not returning to the District or by Principal approval due to extenuating circumstances.

### **College/Career Exploration Programs Available Through BHS**

BHS offers a number of special programs and classes through collaboration with various colleges, technical schools, and other entities. Brief information is provided here. For more information, check our website at <https://www.bemidji.k12.mn.us/bhs> or contact your counselor.

Through collaboration between BHS and Bemidji State University, fourteen college courses will be offered on campus.

- |                                  |  |
|----------------------------------|--|
| • College Financial Literacy     | • College Algebra                              |
| • College Intro to Business.     | • College Problem Solving and Computer Science |
| • College American Literature    | • College Math Reasoning                       |
| • College Writing I              | • College Chemistry                            |
| • AP/College Lit and Composition | • College Physics                              |
| • AP/College Economics           | • College 2D Digital Foundations               |
| • AP/College Gov't and Politics  | • College Photography and Digital Imaging      |

These classes fulfill and exceed requirements for high school required classes and earn both high school and college credit.

### **Project Lead the Way**

The Project Lead the Way program centers on developing better problem-solving skills by immersing students in real-world engineering problems. Each of the challenging courses uses project-based, hands-on experiences to teach students the key elements and skills of engineering and technology based careers.

### **Junior ROTC**

JROTC is an educational program that prepares students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. The course emphasizes leadership, teamwork, communications and discipline. The program promotes high school graduation and provides instruction and rewarding opportunities which will benefit the cadet and the community. JROTC is an elective course where the student earns two credits (one credit per semester) for completing each year of JROTC. A student may take JROTC all four years of high school.

### **MN Post Secondary Enrollment Options (PSEO)**

Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Eleventh and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a grade C in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8-11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the [Minnesota Department of Education's Postsecondary Enrollment Options \(PSEO\) webpage](#).

- ❖ Students who have earned junior or senior status and who academically rank in the top 25% of their class at Bemidji High School may participate in this program at BSU.
- ❖ Students who have earned senior status and academically rank in the top 50% of their class may participate in this program at NTC-B.
- ❖ Students who have earned junior status and who academically rank in the top 33% of their class may participate in this program at NTC-B.

Students and parents who wish to obtain more information about this program should arrange for a conference with their counselor in the Student Services (Blue) Office. Timelines for enrollment in the PSEO program are:

<u>Student notification of participation</u>	<u>Semester of attendance</u>
May	Fall Semester
November	Spring Semester





## ACADEMIC RECOGNITION

### Criteria for Academic Awards

In the fall of each year, we present awards to our academic achievers, based on the following criteria:

- End of ninth grade, cumulative grade point average of 3.90 or above.
- End of tenth grade, cumulative grade point average of 3.75 or above.
- End of eleventh grade, cumulative grade point average of 3.50 or above.

Transfer students who meet the academic grade level requirement for an award, must also have a minimum of eight credits and must have completed one full school year at Bemidji High School. **\*G.P.A.'s are not rounded up.**

### Criteria for Honor Graduate

Seniors who have earned a cumulative grade point average of 3.9 or higher from Bemidji High School, upon completion of the third term, will be recognized as honor graduates at the graduation ceremony. If a senior earns a 3.9 grade point average at the end of fourth term, the student will be notified that he/she has qualified to be an honor student. To be considered an honor graduate, a student must have taken 50% of his/her required classes at Bemidji High School. **\*G.P.A.'s are not rounded up.**

### Criteria for National Honor Society

Selection for membership in National Honor Society is by a faculty council and is based on outstanding scholarship, character, leadership and service. Students need to be enrolled, on average, in three out of four classes per term at Bemidji High School. Foreign Exchange students are eligible for selection.

Seniors who have earned a cumulative grade point average of 3.50 or higher and Juniors who have earned a cumulative grade point average of 3.75 or higher upon completion of the first term, will be considered for membership in NHS. **\*G.P.A.s are not rounded up.**

An invitation to join the NHS Bemidji Chapter along with a copy of the NHS requirements for membership and an application form will be mailed to eligible students by the end of November. Completed applications and essays are due before school adjourns for Winter Break. The NHS Advisor will review all submissions to confirm all criteria for application have been met. A faculty council will review all applicants.

Applicants will be notified of their acceptance prior to the start of second semester. An induction ceremony will take place in May. Once selected, members have the responsibility to continue to demonstrate the qualities of outstanding scholarship, character, leadership and service.



## **TESTING**

In order to earn a high school diploma from any public school in Minnesota, students must meet State and/or District assessment requirements. More information about testing requirements will be made available prior to test dates.

### **2021-2022 Testing Schedule**

	2021-2022 MCA Testing	
March 7 – May 6	MCA Reading Online, Segments 1-4	Sophomores
March 7 – May 6	MCA Math Online, Segments 1-4	Juniors
March 7 – May 13	MCA Science Online	Sophomores

	2021-2022 MAP Testing	
Sept 13 – Oct 20	MAP Reading & Math	Freshmen
April 4 – May 20	MAP Reading & Math	Freshmen

### **Advanced Placement Testing**

2022 Exam Calendar		
	Morning - 8 a.m.	Afternoon - 12 p.m.
<b>Monday, May 2</b>	Japanese Lang & Culture	Chemistry
	US Gov't & Politics	Spanish Lit & Culture

<b>Tuesday, May 3</b>	Environmental Science	Psychology
<b>Wednesday, May 4</b>	English Literature & Composition	Comparative Gov't & Politics  Computer Science A
<b>Thursday, May 5</b>	Human Geography  Macroeconomics	Seminar  Statistics
<b>Friday, May 6</b>	European History  United States History	Art History  Microeconomics
<b>Monday, May 9</b>	Calculus AB  Calculus BC	Computer Science Principle  Italian Lang & Culture
<b>Tuesday, May 10</b>	Engl Language & Composition	Physics C: Mechanics
<b>Wednesday, May 11</b>	Chinese Lang & Culture  Spanish Lang & Culture	Biology
<b>Thursday, May 12</b>	French Lang & Culture  World History	Physics 1: Algebra Based
<b>Friday, May 13</b>	German Lang & Culture  Music Theory	Latin  Physics 2: Algebra Based



## Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

### Academic Standards and Assessments

#### What are academic standards?

The [Minnesota K–12 Academic Standards](#) are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

#### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

#### Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

#### ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs.
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

## **Why are these assessments effective?**

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

## **Are there limits on local testing?**

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

## **What if I choose not to have my student participate?**

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading

\_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics

\_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only.

Student ID or MARSS Number \_\_\_\_\_

Posted May 2018

### **Food Service**

With the passage of the “Healthy Hunger-Free Kids Act”, changes have occurred in the school lunch offerings. Increased portions of fruits and vegetables as well as more whole grains will be incorporated into the lunch. The new guidelines will also provide caloric minimums and maximums appropriate to the age of the student. Sodium levels of all meals will also be lowered to meet the ten year reduction plan as part of the HHFK Act.

With the guidelines, **students will be required to take a fruit or a vegetable each day as part of their lunch.** If the fruit or vegetable is not taken, the meal will be considered incomplete and the student will be asked to go back and choose one of the offerings. Menus will include a variety of both fruits and vegetables, so students’ selections will be made easier.

Choosing the entire meal is the most nutritious and the most economical for everyone.

### **Food Allergies And/Or Special Diets**

If you have concerns related to food allergies or special diets, please contact the food service office prior to your child/children beginning school. We must follow the guidelines of the USDA program, yet can accommodate many diets. A physician’s written note is required if we are to eliminate items from the program requirements and provide others as substitutions, as in the case of food allergies. The physician recommends foods to be substituted into the diet.

### **Educational Benefits Form (Free/Reduced Meal Applications)**

Applications for free and/or reduced-priced meals will be sent to district residents prior to the beginning of each school year. These applications should be returned to the district food service office as soon as possible so eligibility can be determined. **A new application must be completed each school year.**

### **Personal Identification Numbers (PIN)**

The district uses an Individual Meal Accounting System in all the schools where each student has their own individual account. The PIN (Personal Identification Number) that students are given remains with them for access to their account throughout all of their school years (K-12) in the district.

Meal accounts are debit accounts; there must be money in the account for the student to use it.

### **Payments for Food Service**

Payments may be made to individual student meal accounts using your credit/debit card online with “Family Access” (follow directions posted on the site in August). Using the online payment center allows you to credit your child’s account at any time. A \$1.00 fee is charged to cover the cost of this convenience. You may also mail payments to the district food service office or place them in an envelope and put them in a food service drop box located in the commons near the snack shack. During the lunch periods, payment may also be made to the food service recorder in the commons.

Personal checks should be written to ISD #31 with the student’s name and PIN in the memo area. When sending cash, please place it in an envelope and write the student’s name, PIN, and the amount of money in the envelope. We encourage parents/guardians to pay in advance of the first day of school to alleviate the time constraints students experience those first days of the school year. This can be done at the food service office located at 502 Minnesota Ave NW. Please indicate the student’s name, grade, school and PIN on the check when sending it to the office prior to the start of the school year.

Charging of meals is discouraged. Ala carte purchases will not be allowed if they will result in a negative balance in a student’s meal account. Food service staff will contact parents/guardians of negative meal accounts to arrange payment. Since the entire district uses the Individual Meal Accounting System, accounts for students with positive or negative balances will be credited for the next school year. Positive balances from one sibling will be transferred to another sibling to zero out a negative balance.

Students graduating from high school may have their account balances transferred to a younger sibling by calling the food service office at 333-3100 ext. 31141. Refunds from accounts will only be sent if the balance is \$5.00 or more. A request for a refund must be made by the parent/guardian when a student is leaving the district.

### **Senior High School Meal Prices**

Breakfast.....	\$2.00
Reduced Price Breakfast.....	free
Lunch.....	\$3.10
Reduced Price Lunch.....	free

If you have any questions regarding food service, please contact the district food service office at 333-3100 ext. 31141 or ext. 31142.





### **Snack Shack**

The Snack Shack, located in the high school commons, will be open from 7:30 – 8:10 a.m. and 3:05 – 3:35 p.m. each school day to accommodate students before and after school hours. Food items and beverages may be purchased by using their PIN.

### **Commons Area**

Student courtesy and consideration are expected at all times in the commons area. Food and beverages are to be consumed in the commons. Beverages will be allowed in the classrooms, lockers, breakouts, and hallways only if they have screw-on caps to avoid spills.

**Students have a closed campus during the school day - this includes lunch periods. The parking lot is not a lunch area.**

Supervision of students is offered from 7:30 am - 3:30 pm. Bussing is available for students starting after school until 3:10 pm. BHS is able to provide general supervision in the commons each day until 4:00 pm. BHS staff encourage students to participate in extracurricular activities and use their teachers as a support system. All students not under the direct supervision of a teacher, coach or other staff member, need to be in the commons after 3:30 pm. Bemidji High School is not responsible for the safety and security of persons or property after that time. Students may be asked to leave the academic area at 4:00 pm if they are not with a staff member. Administration has the right to limit before and after school presence on an individual basis.

### **Breakfast To Go**

Students will have the opportunity for a “second chance” breakfast during passing time between first and second period each day. Serving areas will be located at the bus entrance, athletic wing, and LHS Breakout. This bagged breakfast may be eaten in the classroom during 2<sup>nd</sup> period. No outside food is allowed.



## **STUDENT SERVICES**

### **Career Resource Center**

Students can explore career choices and other available options at the Career Center with Mr. Cervenka. Information is available on all post-secondary opportunities. Computers are used to assist the student in identifying interests, abilities and possible vocational choices. Scholarship information is also available in the Career Center. In 2021, our Career Center assisted in the locating and awarding of over \$2.2 million in scholarships. Mr. Cervenka may be reached at 444-1600 ext. 63446.



### **Student Services Office – Blue Office**

The Student Services (Blue) Office houses our counselors, social worker and Indian Education staff. Students should use the counseling staff for assistance in planning future educational and occupational goals.

Ms. Fraley is the counselor assigned to all 9<sup>th</sup> graders. Her office is located near the Student Management (Green) Office. Ms. Fraley may be reached at 444-1600 ext. 63701 or email her at [Jenny\\_Fraley@isd31.net](mailto:Jenny_Fraley@isd31.net).

Ms. Voge is the counselor assigned to students in Grades 10-12 with last names A-K. She is located in the Blue Office. Ms. Voge may be reached at 444-1600 ext. 63324 or email her at [Jennifer\\_Voge@isd31.net](mailto:Jennifer_Voge@isd31.net).

Ms. Hengel is the counselor assigned to students in Grades 10-12 with last names L-Z. She is located in the Blue Office. Ms. Hengel may be reached at 444-1600 ext. 63307 or email her at [Kelley\\_Hengel@isd31.net](mailto:Kelley_Hengel@isd31.net).



### **Social Worker**

Our school social worker is Ms. Paula Lind. Her office is located in the Student Services (Blue) Office. The Social Worker provides crisis counseling, individual and group counseling, student and family advocate services, referrals for school and community resources, crisis intervention, peer mediation and prevention activities for all high school students. Ms. Lind may be reached at 444-1600 ext. 63310 or by email at [Paula\\_Lind@isd31.net](mailto:Paula_Lind@isd31.net).



### **School Resource Officer**

Our school resource officer, Joe Lorenzi, has an office by the main entrance to the Media Center. The school resource officer may be reached at 444-1600 ext. 63312.



### **Media Center**

The Media Center is located on the west side of the commons. The Media Center is open from 7:50 am, or 30 minutes earlier if we have coverage, to 3:30 pm for use by students and staff. Students coming from a class must have a pass signed by the classroom teacher. When using the Media Center before and after school, students do not need a pass. When using the Media Center during Study Hall, the pass must be signed by a classroom teacher or Media Specialist ahead of time. The following rules must be observed while in the Media Center:

1. Check out all materials at the circulation desk.
2. Respect the rights of others to study and read.
3. Food and beverages are not allowed in the Media Center.



### **Technology/Internet**

All BHS students have the opportunity to use the computer technology available throughout the school. The Bemidji High School Code of Conduct does apply to the use of school computer facilities. Violent video games, first-person shooter simulators, or games in that genre of any type, will not be tolerated. (Discretion will be left up to staff and administration.) Vandalism or theft of computer equipment, unauthorized access to information, computer piracy, hacking, profanity, and offensive or harassing behavior, which includes cyber-bullying will not be tolerated and will be dealt with according to the School District Code of Conduct. Because all internet access and computer usage is granted as part of the curriculum, Bemidji High School reserves the right to monitor all student activities on the network. Upon the first violation, the student will not be allowed to have access for two weeks. Upon the second violation, the student will not be allowed to have access for four weeks.

File server space set aside for student use is cleared each summer. Any data the student does not want to be deleted at the end of the year should be uploaded to their student Google Drive space.

Teachers expect students to use the internet to access a wide variety of high-quality resource materials. Students need to have a Network

Acceptable Use Policy Permission Form on file in the Media Center in order to access the computers at school. This form must be submitted each year. Student accounts are disabled until this form is received and processed.



### **Network Acceptable Use Policy Permission Form**

In August, forms will be mailed to each student enrolled at Bemidji High School. Abuse of computer privileges by students (accessing inappropriate sites, using another person's internet account, allowing another student to use your account, etc.) will result in a restriction or loss of computer privileges for a period of time to be determined by the principal. Some classes will need to use the computers on one of the first days of school, therefore, students should turn the form into the Media Center on the first day of class.



### **Intellectual Property**

All materials produced in or outside of BHS, with the use of the school's technology (including but not limited to, Wifi, Cameras, Computers, Video/Audio Equipment), are owned by the school. Students will need to acquire permission to post, share, or link to any platform that makes the material either private or public for other parties to see. All materials produced with the use of BHS technology are to be saved on our school servers and require verbal or written permission to be posted online. This includes student work on school-provided platforms, public platforms, or personal platforms.



### **Personal Electronic Devices and Cell Phones**

Personal Electronic Devices (PEDs) may be used before school, after school, and in-class at the teacher's discretion. When outside of the classroom, in common spaces, or during unstructured time, students using earbuds may only have one earbud in at a time as one ear needs to be able to hear school emergency announcements. Staff members may ask for the PED if the device is being misused. Failure to surrender the device to a staff member can be recognized as insubordination.

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the

school district may search the device. The search will be reasonably related in scope to the circumstances justifying the search. Students who use PEDs during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the district's discipline policy. In addition, a student's cell phone or PED may be confiscated by the school and, if applicable, provided to law enforcement. Cell phones or other PEDs that are confiscated and retained by the school will be returned in accordance with building procedures.



### **After School Supervision**

BHS staff encourage students to participate in extracurricular activities and use their teachers as a support system. Safety and security are a priority at BHS. In order for this to happen appropriately, we need students to follow some basic expectations.

- Supervision of students begins at 7:30 a.m. When students arrive at school before 7:30 a.m., they are to remain in the commons area.
- Classes begin at 8:19 a.m. and school ends at 3:05 p.m.
- Bussing is available for students until 3:10 p.m.
- BHS is able to provide general supervision each day until 3:30 p.m.
- The academic wing will close at 3:30 p.m. All students not under the direct supervision of a teacher, coach, or another staff member will need to leave the academic area by 3:30 p.m.
- All students who are not supervised by a staff member will need to stay in the commons area. Supervision ends at 4:00 p.m. Bemidji High School is not responsible for the safety or security of persons or property after that time.
- BHS Administration has the right to limit before and after school presence on an individual basis.



### **Health Office**

The student health office is located on the west side of the commons. Ms. Peterson, our health assistant, is on duty during school hours to provide first aid, to administer medications, and to give other health assistance as needed. During class time, students are required to have a pass to be admitted to the Health Office. Ms. Peterson can be reached at 444-1600 ext. 63317 or by email at Robin\_Peterson@isd31.net.

**Students who leave the High School during the school day due to illness or injury must obtain a Permit to Leave from the Health Office or from the Main Office.**

If a student needs to take medication during school hours, the school requires the following:

1. A written order, from your doctor, which includes the following:
  - a. student name
  - b. name and dosage of medication
  - c. time medication is to be given
2. Written consent from a parent/guardian requesting school personnel to give the medication as ordered by the doctor.
3. Parents must bring the medication to the Health Office **in person**.
4. All medication must be brought to school in a pharmacy-labeled container. School personnel may refuse to give medication sent in any other way.
5. Over-the-counter/non-prescription medications may only be given with written consent of parent/guardian and must be provided in an original container.
6. Students who self-medicate should have an order from their doctor on file in the Health Office.

District #31 Immunization Policy requires that all students meet the minimum State Immunization Requirements **at the time of registration**. Students in grades 9 -12 must have a minimum of 3 DPT, 3 Polio, and 2 MMR and a TD booster given at or after age 11 years. New students who do not have the minimum State Required Immunizations will **not** be allowed to complete registration or attend school. Vision and hearing screenings are available at the request of a student, parent/guardian, or teacher.

Parents of students with special health needs are asked to contact Ms. Peterson in the Health Office at 444-1600 ext. 3317 so the needs of the child can be discussed and an appropriate health plan developed.



### **Homebound Instruction**

Homebound instruction may be available for students who are absent from school for more than fifteen (15) days due to medical reasons. A signed letter from the student's doctor, recommending homebound instruction, must be submitted to the principal before homebound instruction will be considered.



### **Elevators**

Any student who is temporarily or permanently physically unable to use the stairs, may use the elevators upon approval from the Health Office.

## INDIAN EDUCATION

The Bemidji Indian Education Program is designed to meet the identified educational and cultural needs of American Indian students attending Bemidji Area Public Schools. Annually, a needs assessment is conducted where the educational and cultural needs of American Indian students are outlined, based on that needs assessment. The ultimate goal of the Indian Education Program is to assist American Indian students to successfully complete high school and to encourage and prepare students to seek post-secondary training and education. The Indian Education Program has become an integral part of our public school system. The Local Indian Education Committee (L.I.E.C.) in cooperation with the Board of Education and school staff govern the Indian Education Program.

Our BHS Indian Education staff are located in the Student Services (Blue) Office area. Indian Education staff can be reached at:

- Mr. Teddy Murray = 444-1600 ext. 63318 or by email at [teddy\\_murray@isd31.net](mailto:teddy_murray@isd31.net).
- Ms. Mary Jennings = 444-1600 ext. 63327 or by email at [mary\\_jennings@isd31.net](mailto:mary_jennings@isd31.net).

Bemidji Indian Education Forms are on the following pages. For more information, contact our Bemidji High School Indian Education Staff or Sonia Wadena, District Indian Education Director, by phone at 333-3125 ext. 56151 or by email at [Sonia.Wadena@isd31.net](mailto:Sonia.Wadena@isd31.net)





## JOHNSON O'MALLEY STUDENT CERTIFICATION

All information requested is voluntary. However, failure to fully complete the student/parent information may result in delays in processing this certification or make it impossible to process.

(TO BE USED FOR EDUCATIONAL PURPOSES ONLY)

SCHOOL: BEMIDJI DISTRICT

### STUDENT INFORMATION:

Name of Student \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Social Security Number \_\_\_\_\_  
Tribal Enrollment # \_\_\_\_\_  
Tribe \_\_\_\_\_

### PARENT INFORMATION:

Father's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Tribal Enrollment # \_\_\_\_\_  
Tribe/ Agency \_\_\_\_\_

Mother's Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Tribal Enrollment # \_\_\_\_\_  
Tribe/ Agency \_\_\_\_\_

I authorize the Office of Indian Education Program, ISD 31 to verify enrollment on blood quantum of the above named student.

Signature of Parent/ Guardian X \_\_\_\_\_

### CERTIFICATION

BASED ON AVAILABLE RECORDS AND INFORMATION,  
I CERTIFY THAT THE ABOVE NAMED STUDENT IS:

- [ ] 1. An Enrolled member of the \_\_\_\_\_ Tribe.  
Enrollment # \_\_\_\_\_.
- [ ] 2. Eligible for enrollment with \_\_\_\_\_ Tribe.  
(Enrollment pending tribal action)
- [ ] 3. Not eligible for enrollment, but is \_\_\_\_\_ Tribe  
degree Indian blood descendant of \_\_\_\_\_ Tribe  
\*Support documentation is attached.

TRIBAL OFFICIAL- TYPED/ PRINTED

SIGNATURE OF BIA/ TRIBAL OFFICIAL

DATE

### ED 506 Form

### Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

**Parent/Guardian:** This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

### Student Information

Name of the Child \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade level \_\_\_\_\_

Name of School \_\_\_\_\_ School District \_\_\_\_\_

### Tribal Membership

The individual with Tribal membership is the (select only one): ☐ child ☐ child's parent ☐ child's grandparent

If the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: \_\_\_\_\_

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

The Tribe or Band is (select only one):

- ☐ Federally Recognized Tribe  
☐ State Recognized Tribe  
☐ Terminated Tribe  
☐ Alaska Native  
☐ Member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect October 19, 1994.

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

- ☐ Membership or enrollment number establishing membership (if readily available) or  
☐ Other evidence establishing membership in the Tribe listed above (describe and attach)

Membership or enrollment number establishing membership (if readily available) or other evidence establishing membership in the Tribe listed above (describe and attach). \_\_\_\_\_

### Attestation Statement

I verify that the information provided above is true and correct to the best of my knowledge and belief.

Printed Name of Parent/Guardian \_\_\_\_\_ Signature \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

**For Parent/Guardians:**

**Definitions:**

Indian means an individual who is (1) A member of an Indian Tribe or Band, as membership is defined by the Indian Tribe or Band, including any Tribe or Band terminated since 1940, and any Tribe or Band recognized by the State in which the Tribe or Band resides; (2) A descendant of a parent or grandparent who meets the requirements described in paragraph (1) of this definition; (3) Considered by the Secretary of the Interior to be an Indian for any purpose; (4) An Eskimo, Aleut, or other Alaska Native; or (5) A member of an organized Indian group that received a grant under the Indian Education Act of 1988 as it was in effect on October 19, 1994.

**Student Information:** Write the name of the child, date of birth, grade level, name of school and school district. Only name one child per form.

**Tribal Membership:** Write the name of the individual with the tribal membership, if it is not the child listed. Only one name is needed for this section, even though multiple persons may have tribal membership. Select only one identifier: the child, child's parent or grandparent, for whom you can provide membership information.

Write the name and address of the organization that maintains updated and accurate membership data for such Tribe or Band of Indians. The name does not need to be the official name as it appears exactly on the Department of Interior's list of federally recognized Tribes, but the name must be recognizable and be of sufficient detail to permit verification of the eligibility of the Tribe. Check only one box indicated whether it is a Federally Recognized, State Recognized, Terminated Tribe or Organized Indian Group. Write the enrollment number establishing the membership for the child, parent or grandparent, if readily available, or other evidence of membership.


**Attestation Statement:** Provide the printed name of parent/guardian and signature, address, phone number and email of the parent or guardian of the child. The signature of the parent or guardian of the child verifies the accuracy of the information supplied.

**Paperwork Burden Statement:** According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0021. The time required to complete this portion of the information collection per type of respondent is estimated to average: 15 minutes per Indian student certification (ED 506) form; including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Indian Education, U.S. Department of Education, 400 Maryland Avenue, S.W., LBJ/Room 3W238, Washington, D.C. 20202-6335

Johnson O'Malley - White Earth Members

## Johnson O' Malley Program Certification Form

*Your student will be ineligible for the JOM program until this form has been completed and verified by the enrollment office of the child's tribal nation. Incomplete forms will be returned to the family for completion.*

<b>SCHOOL NAME:</b> _____		
<b>SCHOOL ADDRESS:</b> _____ _____ _____		
<b>SCHOOL YEAR:</b> _____ <b>GRADE:</b> _____		

<b>STUDENT INFORMATION:</b>			
Suffix: _____	Last Name: _____	First Name: _____	MI: _____
Date of Birth: ____/____/____		Social Security Number: _____	
Tribal Affiliation: _____		Reservation: _____	Enrollment Number: _____
Mailing Address: _____ City: _____ State: _____ Zip Code: _____			

<b>BIOLOGICAL MOTHER OF APPLICANT:</b>			
Name: _____ (FIRST) (MIDDLE) (MAIDEN) (LAST)			
Date of Birth: ____/____/____		Tribal Affiliation: _____	

<b>BIOLOGICAL FATHER OF APPLICANT:</b>				
Name: _____ (FIRST) (MIDDLE) (MAIDEN) (LAST) (SUFFIX)				
Date of Birth: ____/____/____		Tribal Affiliation: _____		

<b>RELEASE OF INFORMATION:</b>	
I hereby grant permission to verify tribal membership and blood quantum for the above-named student and to release the necessary information for Indian Education Programs. I understand the information will be used only for Indian Education Programs and it will be kept confidential in accordance with the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C.552a)	
Signature: _____	Date: ____/____/____

**Certification of Indian Blood Letters for Enrollees:** If your child has Native American blood from another tribe, the parent/guardian is responsible for contacting that tribe and obtaining a Certificate Degree of Indian Blood and submitting the document with the application.

**Certification of Indian Blood letters for Non-Enrollees Descendants:** These letters are issued ONLY by White Earth Enrollment Staff. Which are only issued to a White Earth Tribal Member's Child (1<sup>st</sup> generation) and Grandchild (2<sup>nd</sup> generation). For White Earth Enrollment staff to provide this letter, the Original State certified Birth Certificate must accompany a Descendant Verification form for the 1<sup>st</sup> generation Descendant and a second form for a 2<sup>nd</sup> Generation Descendant. There is \$35 Non-refundable processing fee per Descendant request, please allow 10 business days from when the request is received. There is also a \$10 RUSH payment if needed prior to the 10-business day processing schedule, there will be a \$5 duplication fee for each copy. If you have had a Descendant letter, you will need to pay a \$5 duplication fee, and send a copy of it with the 2<sup>nd</sup> generation Descendant Verification form for your child. This change becomes EFFECTIVE May 15, 2016. We will take Cash, Check or Money Order. Please make it payable to: White Earth Enrollments. There will be **NO EXCEPTIONS**. This document is required for the Enrollment Staff to verify Descendent blood quantum for the applicant. The application is provided on [www.whiteearth.com](http://www.whiteearth.com) or you can contact the White Earth Enrollments Department at 218-983-4643.

**Legal Name Change:** This could include first, middle and/or last names. Documents used could be one or more of the following: Marriage License, Divorce Decree, driver's License with Social Security Card, or a legal name change document from a court system (Judge's signature with date).

**Custody/Guardianship:** If you are applying for your Grandchild or you have Guardianship over the applicant, you must provide legal documentation or custody order from a court system (Judge's signature with date). If child is adopted, you must provide adoption decree/court order for proof of adoption.



**TO BE COMPLETED BY ENROLLMENT OFFICIAL:**

\_\_\_\_\_ THE STUDENT MEETS THE ELIGIBILITY CRITERIA AS DETERMINED BY THE BUREAU OF INDIAN AFFAIRS, AND I HEREBY CERTIFY THAT THIS STUDENT IS A MEMBER OF OR IS AT LEAST ONE FOURTH (1/4) DEGREE OF INDIAN BLOOD OF THE TRIBE ACCORDING TO PARENTAL LINEAGE AND AVAILABLE RECORDS.

\_\_\_\_\_ THE STUDENT IS NOT AN ENROLLED MEMBER, BUT IS A DESCENDENT OF THE \_\_\_\_\_ TRIBE ACCORDING TO PARENTAL LINEAGE AND AVAILABLE RECORDS.

\_\_\_\_\_ THE STUDENT DOES NOT MEET ELIGIBILITY CRITERIA FOR THE FOLLOWING REASONS: \_\_\_\_\_

I HEREBY CERTIFY THE ABOVE-NAMED INDIVIDUAL IS \_\_\_\_\_ / \_\_\_\_\_ DEGREE OF \_\_\_\_\_ TRIBE NATIVE AMERICAN BLOOD, ACCORDING TO AVAILABLE RECORDS.

\_\_\_\_\_  
Certifying Enrollment Official

\_\_\_\_\_  
Date



### **Parking for Cars / Motorcycles**

Use of student parking at Bemidji High School is a privilege. This privilege is received or revoked according to the following procedures: In order to receive parking privileges, the following steps must be taken:

1. Students who wish to park their automobile or motorcycle in the BHS student parking area must purchase a parking permit from the Main Office. Students must display that permit on the lower right passenger side windshield of the automobile and it must be clearly visible. The license number of an automobile or motorcycle, a valid driver's license, and proof of insurance must be submitted to the office when purchasing a parking permit.
2. The cost of a parking permit is non-refundable; \$100 per year, \$50 per semester, \$25 per term, \$3 per week or \$1 per day.
3. Students and their parents/guardians will sign a parking/driving contract before purchasing a parking permit. Students will receive a copy of additional parking regulations.
4. Students must notify the Main Office if there are any changes of vehicle or driving status.
5. Students must park in the appropriate and designated area and be within the marked parking spots. We reserve the right to tow illegally parked vehicles, at the owner's expense.
6. Hall & Grounds Monitors and Greeters, along with Administration, will be on duty during school hours to ensure vehicle safety and that all parking regulations are followed.
7. Students may purchase a parking pass for motorcycles for both fall and spring terms. The cost is \$20.00 per term.
8. Students must not have any outstanding fees or fines relating to Bemidji High School.
9. Students must show academic behaviors that support progress toward graduation.

Bemidji High School Board and Administration reserve the right to revoke Parking Privileges for any of the following occurrences:

1. Reckless, careless, or aggressive driving on school property whether before, after, during the school day, or at extra-curricular activities may result in the loss of parking privileges. Students going to the parking area or to their vehicles during the school day without permission from the Student Management (Green) Office or BHS Administration.
2. A student having drugs, alcohol, tobacco, weapons, explosives, or any contraband items on school property or at any school functions at BHS. At other district buildings, or out of town.
3. Parking violations, to include tickets from Hall and Ground Monitors or the School Resource Officer.
4. Not displaying a valid parking permit or displaying it inappropriately.

5. Attendance and/or issues with tardiness or truant behavior. (See section on Attendance.)
6. During school hours, students are not allowed to take other students in their vehicles without permission from the school or their parent/guardian.
7. Leaving campus without permission or not having a Permit to Leave.

#### **Violation Consequences:**

1. First Offenses may receive a warning, however, if the reckless/careless/aggressive driving or behavior results in an accident, a citation will be issued.
2. Any student violating the signed parking contract rules may lose the privilege to drive his/her vehicle on school property (this includes off-campus event sites) for a period of time determined by the assistant principal.
3. Vehicles may be ticketed by the police.
4. Vehicles can receive tickets from Hall and Grounds Monitors. For multiple driving incidents, the consequences can include, but are not limited to, a fine/ticket, a call home to parent/guardian, a wheel boot, loss of parking permit, and/or towing of vehicle at owner's expense.
5. Students may also be suspended from school per the Code of Conduct – School Board Policy 700-40-4.

#### **Other Regulations to be mindful of:**

1. While on campus and with reasonable cause, a vehicle, including the interior, may be inspected by school administration, without a search warrant. Refusing a search will result in loss of parking privileges and consequences per the code of conduct.
2. The school is not liable for lost, stolen, or damaged items in vehicles.
3. BHS Administration reserves the right to control the privilege of parking on campus.

### **Bicycles**

A bicycle rack for the safe storage of bicycles is available near the activities entrance to the high school.

### **Snowmobiles/ATVs/UTVs/Dirt Bikes**

Because of the dangers of poor visibility and the potential for damage, snowmobiles and 4-wheelers are not allowed on school property.



### Lockers

MN State Statute 121A.72 states: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of the students. Inspection of the interior of the lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. As soon as possible after the search of a student's personal possessions, the school authorities will provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Students are assigned the same locker for the four years they are in attendance at BHS. The locks are to remain on the assigned locker. There will be no other locks on school lockers. Lockers are not to be shared with other students. **The school is not liable for lost or stolen items.**

**Students should not share their lockers or locker combinations with other students.** The replacement cost of each lock is \$5.00 and must be paid in the Main Office prior to issuing a replacement lock. Students may be assessed a fine for lockers that require extensive cleaning or repair.

Students should not loiter in the locker bay areas. Students may gather in the break-out areas, classroom areas, or commons before and after school.

**IT IS RECOMMENDED THAT YOU DO NOT LEAVE MONEY, ELECTRONIC DEVICES, CELL PHONES, OR OTHER VALUABLES IN YOUR LOCKER. IF YOU HAVE MONEY OR POSSESSIONS THAT YOU DO NOT WANT TO LOSE, YOU MAY BRING THEM TO THE STUDENT MANAGEMENT (GREEN) OFFICE IN THE MORNING FOR SECURITY.**

**BEMIDJI HIGH SCHOOL WILL NOT ASSUME ANY LIABILITY FOR ANY LOST, STOLEN, OR DAMAGED CELL PHONES, ELECTRONICS, OR OTHER VALUABLES THAT ARE EITHER IN SCHOOL OR IN THE STUDENT'S POSSESSION.**

### Detection Canines

To maintain a safe, drug-free environment at Bemidji High School, detection canines will make unannounced visits to buildings and grounds including parking lots. Students (self) and possessions will be searched when the canine detects an illegal/banned substance. While on campus, a vehicle, including the interior, may be inspected by school authorities for any reason, at any time, without student consent or parent consent, and without a search warrant.

### Lost and Found

The "Lost and Found" is located in the Media Center. Students should file a report in the Main Office as soon as they discover an article has been lost or stolen. Taking items from the "Lost and Found" that do not belong to you is considered theft. At the end of each term, the Interact club delivers all unclaimed items to GoodWill.



### Student Activity Ticket Purchases

Students may purchase tickets for school events at the Activities Office. Information about extra-curricular activities is also available at the Activities Office. You may contact the Activities Office at 444-1600 ext. 63316



## **COMMUNICATION**

### **Activity Announcements**

Information for the daily bulletin must be received in the Activities Office by 2:00 pm, two days before it will be printed.

### **Letters of Recommendation**

Students who wish to ask faculty members for letters of recommendation are asked to observe the following guidelines:

1. Students must ask for recommendations at least **two weeks** in advance. Students who make late requests cannot expect a faculty member to finish a recommendation on time.
2. Inform each faculty member of specifics they may want to include in the letter. Remember to be specific and accurately detail those accomplishments you would like included.
3. Complete a background resume for each faculty member so they may be more familiar with your achievements. Resume forms are available in the Student Services (Blue) Office or the Career Center.

### **Messages/Deliveries**

The offices do not have the personnel to make deliveries to students during the school day. Emergency messages **from parents or guardians only** will be delivered. Balloons or flowers will not be delivered to classrooms, students may pick them up in the office after school.

### **Distribution of Literature/Materials in School**

Any person desiring to distribute literature to students in school or on school property must observe the following procedure:

1. A copy of the material is to be submitted to the principal for approval.
2. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or be a violation of any federal, state or municipal law.

### **Bemidji High School Expected Communication**

BHS will take every measure we can to make sure our students, their families, and the community have been given the most accurate information possible. Please see the visuals below to help understand where you can expect to receive important information.





## BEMIDJI HIGH SCHOOL COMMUNICATION MATRIX



### ACKNOWLEDGEMENTS

We acknowledge the importance of communication between all school stakeholders: students, parents/families, teachers, support staff, and administration. In order to best communicate school needs and expectations, please utilize our BHS Communication Matrix as our best practice in meeting the needs of our students. Bemidji High Schools desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In our school system, our communication matrix refers to communication levels of authority in the school district. BHS institutes the communication matrix to provide stakeholders at all levels with a person they may ask questions or report concerns. The value of having an established communication matrix is an efficient tool that provides a roadmap when reporting concerns or communicating overall.

### GOALS:

- To support students, parents/families, and school staff toward a positive communication experience focused on meeting the needs of the student.
- To model self-advocacy to students in order to prepare for life after high school

### PROCESS:

Many questions are quickly and completely answered by communicating directly with the affected staff member. Each situation is different. Should a question, issue or concern arise, students and parents are encouraged to start with the staff you have a concern and progress through the matrix step by step, if needed.

### COMMUNICATION PLAN

**FIRST** - Phone call to staff

**NEXT** - Email to follow up

**THEN** - Meeting to resolve, if needed

COMMUNICATION MATRIX	
1 - Teacher, Bus Driver, Paraprofessional, Nurse, Custodian, etc. - ( <a href="#">Staff Directory</a> )	
2 - Activities Director (if applicable) - <a href="#">Troy Hendricks</a>	
3 - Student Support Staff: Guidance Counselor, School Social Worker, & Indian Education - ( <a href="#">Staff Directory</a> )	
4 - Assistant Principals - <a href="#">Kyle Resler</a> (A-K) & <a href="#">Jill Walter</a> (L-Z)	
5 - Head Principal - <a href="#">Dr. Jason Stanoch</a>	
6 - School Superintendent - <a href="#">Mr. Tim Lutz</a>	
7 - <a href="#">School Board</a>	

CLICK TO ON THE STAFF MEMBER'S NAME TO SEND AN EMAIL OR USE THE STAFF DIRECTORY.



## BHS SCHOOL TO HOME COMMUNICATION MATRIX



### ACKNOWLEDGEMENTS

We acknowledge the importance of communication between all school stakeholders: students, parents/families, teachers, support staff, and administration. In order to best communicate school needs and expectations, please utilize our BHS Communication Matrix as our best practice in meeting the needs of our students. Bemidji High Schools desires to respond to stakeholders concerns and/or questions as quickly and effectively as possible. In our school system, our communication matrix refers to communication levels of authority in the school district. BHS institutes the communication matrix to provide stakeholders at all levels with a person they may ask questions or report concerns. The value of having an established communication matrix is an efficient tool that provides a roadmap when reporting concerns or communicating overall.

### GOALS:

- To support school staff, students, and parents/families in positive communication experiences focused on meeting the needs of the learner
- To model self-advocacy for students in order to prepare for life after high school

### PROCESS:

Many questions are quickly and completely answered by communicating directly with the affected student and parent/guardian. Each situation is different. Should a question, issue or concern arise, teachers and school staff are encouraged to start with the student and then follow up with the parent/guardian via a phone call and then progress through the matrix step by step, as needed.

### COMMUNICATION PLAN

**FIRST** - Face to Face with student

**NEXT** - Phone call home

**THEN** - Follow up with email

**FINALLY** - Circle back

SCHOOL TO HOME COMMUNICATION MATRIX	
1 - Student Face to Face conversation to share concerns.	
2 - Phone call home to share concerns. Leave a message if necessary but request a call back.	
3 - Email to follow up.	
4 - Circle back through this process.	
4 - Meeting to resolve, if needed	
5 - Involve administration - Assistant Principals - <a href="#">Kyle Resler</a> (A-K) & <a href="#">Jill Walter</a> (L-Z) following initial contact with parents/guardians if further resolution is needed.	

FOLLOW THIS PLAN FOR COMMUNICATION IN ORDER TO BEST SUPPORT AND PLAN FOR STUDENT SUCCESS.







## SECURE

**“Get inside. Lock Outside Doors”**

### Why?

Danger/threat outside the school

### Examples:

- Wildlife in the area
- Criminal activity in the area

### How will I know?

Skyward email and/or call

### What to expect:

- Outside doors locked
- Inside business as usual
- No one in or out of the building

### What do I do?

- Stay home.
- Stay informed.
- Dismissal times & situations could change



## LOCKDOWN

**“Locks. Lights. Out of Sight”**

### Why?

Danger/threat inside or very near the school

### Examples:

- Threat inside the school
- Emergency or dangerous situation very near school

### How will I know?

Skyward email and/or call

### What to expect:

- Law Enforcement and First Responders will be involved

### What do I do?

- Stay home
- Stay informed
- Be ready



## EVACUATE

### Why?

Students & Staff are moved to a new or safe location due to a situation in or near the school building.

### Examples:

- Gas Leak
- Fire

### How will I know?

Skyward email and/or call

### What to expect:

- Law Enforcement and First Responders will be involved

### What do I do?

- Stay home
- Stay informed



## SHELTER

### Why?

Students & Staff are instructed to take safe shelter due to a situation in or near the school.

### Examples:

- Weather emergency such as a tornado

### How will I know?

Skyward email and/or call

### What to expect:

- School will keep parents updated as the situation evolves

### What do I do?

- Stay home
- Stay informed



## HOLD

**“Hold in your classroom or area”**

A Hold is called when the hallways need to be kept clear due to a situation either inside or outside of the building. Staff & students are asked to stay where they are until the issue is cleared. Hold situations are usually “low stress” events. Parents may or may not be contacted depending on the situation. A HOLD is NOT a lockdown.

### Examples of HOLD:

- Fight/disturbance in hallways
- Power failure
- Inclement weather
- Medical Issue
- Water pipe leak
- Playground safety



## REUNIFICATION

As the result of any of the actions above, students may need to be reunified with parents through a controlled release or reunification at a new location.

For more information please see “ISD #31 Parent’s Guide to Emergency Situations.”

Thank you to the i love you guys foundation ([iloveyoguyss.org](http://iloveyoguyss.org)) and Adams 12 Five Star District Colorado for help in developing this document.



### **CODE OF CONDUCT INFORMATION**

The SBR 700-40-4 Code of Conduct rules and regulations are enforced at Bemidji High School. (See School Board Regulation SBR 700-40-4.) The Code of Conduct addresses the most serious behaviors and places a student who has violated the “code” on a three-year continuum. Violation of any school discipline rule may result in loss of privileges, detention, suspension, or other consequences as assigned by the principal.

Students who enroll after the first week of school will be oriented to the Student Handbook, by their counselor, upon registration.

All students are responsible for the information in the Student Handbook and in the Code of Conduct. The Code of Conduct can be found online at <https://www.bemidji.k12.mn.us/parent/code-of-conduct>

### **Tennessen Warning to Students and Parents**

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students attending school in the school district, or their parents, will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extracurricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in-person, relating to the student's behavior or academic performance.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to educational programs, to maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extra-curricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by

completing homework assignments and tests and participating in classroom discussions and activities and that students and parents will participate fully by providing information relating to either athletic or extracurricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.

4. School administration is responsible for maintaining a safe and secure school environment and it is often necessary to question students in regards to assaults, thefts, etc. Although students may choose not to answer questions, students are expected to cooperate in all school investigations. Students may choose not to share information with staff.
5. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.



### **District #31 Policy Regarding Harassment/Violence/Hazing (Sexism, Racism, Ageism & Disability)**

1. To maintain a learning and working environment that is free from racism, harassment, violence, and hazing, this school district prohibits any form of racism, harassment, violence, and hazing.
2. Any student or employee of this school district who harasses, commits violence, or engages in the act of racism or hazing toward another student or employee through conduct or inappropriate communication will be subject to the consequences described in the code of conduct.
3. All complaints, whether verbal or written, will be investigated and appropriate disciplinary action will be taken.
4. The individual reporting a violation is asked to use the form available in the Main Office. All verbal and written complaints should be submitted to the Principal or the Human Rights Office, District #31, Phone Number (218) 333-3100 ext. 31111 or ext. 31113.
5. The confidentiality of all persons involved will be respected to the fullest extent possible.
6. This is a summary of the District #31 Harassment (Sexism, Racism, Ageism, Disability/Violence, Hazing) Policy. A complete policy is available in the office or online.



### **Criminal History Background Check**

In order to maintain a safe and healthy environment and to promote the physical, social and psychological well-being of students, the school district has implemented policy SBR 200-90-16 requiring a criminal history background check for applicants who receive an offer of employment. Minnesota law requires a school hiring authority to request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension on all individuals who are offered employment in a school and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular services to a school, regardless of whether any compensation is paid. In accordance with the established policy, the district may also elect to request background checks of volunteers, independent contractors, and student employees.

Questions about criminal history background check requirements can be referred to the Human Resources Department at (218) 3333-3100, ext. 31111. A copy of the policy can be obtained by contacting the Human Resources Department or viewed on the district website at [www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us).



### **STUDENT PERSONNEL 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, racism, intimidation, violence, and other similar disruptive behavior.

#### **General Statement of Policy**

1. 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 electronic variants) includes but is not limited to; teasing, harassment, intimidation, defaming, threatening, being mean, disrespectful, hurtful, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employees of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website 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.
2. No teacher, administrator, volunteer, contractor, or other employees of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. False accusations or reports of bullying against another student are prohibited.
6. 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 for that act in accordance with the school district's policies and procedures.

The school district may take into account the following factors:

- A. The developmental and maturity levels of the parties involved;
- B. The levels of harm (to the victim), surrounding circumstances, and nature of the behavior;
- C. Past incidences or past or continuing patterns of behavior;
- D. The relationship between the parties involved; or
- E. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including

suspension and/or expulsion. Consequences for student bullying and/or cyberbullying will be dealt with as part of the Code of Conduct. 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.

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

### **Definitions**

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

1. "Bullying" means any written or verbal expression (including racial), 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 student's 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:
  - A. Harming a student;
  - B. Damaging a student's property;
  - C. Placing a student in reasonable fear of harm to his or her person or property; or
  - D. Creating a hostile educational environment for a student
2. "Substantial disruption" means without limitation that any one or more of the following occurs as a result of the bullying:
  - A. Necessary cessation of instruction or educational activities;
  - B. The inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
  - C. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
  - D. Exhibition of other behavior by students or educational staff that substantially interferes with the learning environment.
3. "Immediately" means ASAP but in no event longer than 24 hours.

4. "On school district property or at school-related functions" means all school district buildings, grounds, and 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.

### **Reporting Procedure**

1. 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.
2. 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.
3. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
4. A teacher, school administrator, volunteer, contractor, or other school employees shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
5. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
6. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
7. 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.

#### **School District Action**

1. Within three days of 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.
2. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
3. In general, school officials can place educationally-based restrictions on student speech "necessary to maintain an appropriate school climate."

**On-campus:** Inappropriate speech through the district Internet system or using school owned equipment or via personal cell phones used at school.

**Off-campus:** Courts have ruled that there must be a "substantial and material disruption on campus."

4. 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. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. 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; school district policies; and regulations.
5. 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 involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

#### **Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employees 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

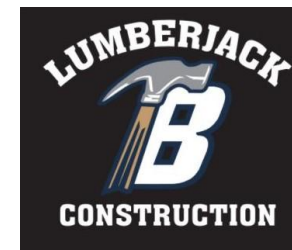
intimidation, harassment, or intentional disparate treatment.

#### **Training and Education**

1. The school district annually will provide information and any applicable training to school district staff regarding this policy.
2. 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.
3. 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.
4. The school district may implement violence prevention and character development education programs to prevent and 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. The school district may also initiate other staff workshops and training opportunities and also encourage and support curriculum enhancements as deemed appropriate.

#### **Notice**

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.



## **ATTENDANCE POLICY**

### **Philosophy**

Attendance is critical to student achievement. Classroom instruction and participation are essential parts of the learning process. Regular attendance in all classes is vital to ensuring a quality learning experience for all students. Regular class attendance instills self-discipline and exposes students to group interactions with teachers and peers. It enables students to hear and participate in class discussions and involves them in educational environments not available elsewhere. Make-up assignments can never fully replace the learning experience students miss when they are absent from class.

The federal **Every Student Succeeds** legislation insists upon good attendance and holds public schools accountable for improving student attendance. Minnesota state law specifically outlines the expectation for all students to attend school:

**In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, M.S. 120A.22, the students of the school district are required to attend all assigned classes every day school is in session.**

The Bemidji School District recognizes that daily attendance and participation are strong indicators of student success and academic achievement. Frequent absences interfere with learning and leave students at high risk for educational failure.

BHS recognizes unforeseen events such as funerals and other cultural ceremonies may require an extended absence from school. Students, along with their supportive adults will want to communicate with the school and teachers to make a plan on how the work can be completed in an appropriate manner. **BHS does not allow requests to leave early everyday at a set time. Parents and guardians will be required to call in each day. Calls that come in later in the school day can cause a delay in your student getting their pass and leaving in the time required. Please communicate with the main office as soon as you are aware of the need to be absent.**

### **Truancy and Educational Neglect**

#### ***Minnesota Compulsory Attendance Laws***

According to Minnesota State Statute (260C.007, Subd. 19), "habitual truant" means a child under the age of 17 years who is absent from

attendance at school without lawful excuse for seven school days per year if the child is in elementary school or for one or more class periods on seven days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section 120A.22, subdivision 8. See more information at <https://www.revisor.mn.gov/statutes/cite/260C.007>

### **Roles and Responsibilities**

This policy also recognizes that class attendance is a joint responsibility to be shared by the student and the parent or guardian. Teachers and Administrators have specific responsibilities to record and report attendance, to encourage good attendance, and to intervene when students are not attending.

#### **Student's Responsibilities:**

1. Students are to attend class daily and arrive on time.
2. Students and/or parents/guardians are asked to sign a verification form indicating they have read and they understand the attendance policy.
3. Students are responsible for completing make-up assignments, tests, and quizzes within two school days for each day absent, whether Excused or Unexcused, unless previous arrangements have been made with the classroom teacher.
4. Students may not leave school grounds without permission for any reason. A **Permit to Leave** may be obtained from the Main Office or the Health Office. The Main Office or the Health Office may grant permission for a student to leave the building.
5. Students should remind their parents to contact the Main Office prior to, the day of, or no later than 10:00 a.m. the day after an absence, and to schedule appointments during non-school hours.
6. Bemidji High School does not grant 18-year-old students emancipation. Parents/Guardians must still excuse students and sign permission forms unless plans have been made with administration, counseling, Indian Education, or the social worker.





### Parent's or Guardian's Responsibilities:

1. Parents are expected to ensure that their children attend school. Online Family Access is available for parents to check on their student's attendance at any time.
2. **In order to have an absence excused, parents must inform the school of absences prior to, the day of, or no later than 10:00 a.m. the day after the absence.** Parents are asked to state a reason for the absence. It is important that all absences are excused by the parent. Unexcused absences cause students to be ineligible to appeal a loss of credit and may also result in truancy filings.
3. Parents should schedule student appointments outside the school day.
4. Parents are asked to notify the Main Office of an extended absence prior to or at the start of the absence and to make arrangements with each teacher for the student to make up the work. Extended absences include family vacations and extended illnesses or injuries.
5. Parents are asked to contact the Main Office, Counselor, Social Worker, or Teachers if there are any concerns about the student's attendance.
6. Bemidji High School does not grant 18-year-old students emancipation. Parents/Guardians must still excuse students and sign permission forms.



### Teacher's Responsibilities:

1. Teachers will take attendance daily, regularly, and accurately.
2. When a student is absent, teachers will inform the student of the assignments he/she has missed and when they are due.
3. Teachers will encourage students to attend school and will report frequent absences.
4. Teachers are expected to communicate attendance concerns to parents and the Main Office.
5. Teachers should report any discrepancies in the daily attendance to the Main Office.
6. Teachers must be familiar with all procedures governing attendance and apply these procedures uniformly.
7. Teachers should have students sign a verification form stating

the students have received, read and understand the attendance policy.

8. Teachers are to mark students LATE (tardy) if they are not in the classroom when the bell sounds. Teachers must inform students when they have been marked tardy.



### Administrator's/Student Management Office Responsibilities:

1. Principals will inform students, teachers, and parents/guardians of the attendance policy.
2. Principals will communicate and apply procedures developed to address attendance concerns.
3. Principals are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate attendance problems.
4. The principal will ensure that the attendance of students will be monitored regularly.
5. Parents or guardians will be contacted when absences and tardies arise.
6. Principals will refer students with attendance problems to appropriate channels for interventions.
7. Principals will hold teachers accountable for recording accurate attendance and for following procedures for reporting tardies.
8. Principals will facilitate the appeals process and/or enter into attendance contracts with the student.



## **HIGH SCHOOL ATTENDANCE PROCEDURES**

### **Absences**

Classifications for “Excused” and “Unexcused” absences exist for the purpose of tracking trancies and for determining whether a student is eligible to appeal a loss of credit.

An “**Excused**” absence is any absence excused by the parent/guardian ahead of time, the day of the absence, or up until 10:00 a.m. the day following the absence. An automated dialer makes calls each evening to inform parents of absences and to remind them to call the Main Office if they have questions or need to excuse the absence.

### **Excused Absences**

The excused absence is for all legitimate reasons. The administration will determine the legitimacy of all absences. The following reasons shall be sufficient to constitute excused absences.

1. Illness – physician verification will be required for illnesses beyond three (3) consecutive days.
2. Serious illness or emergency in a student's immediate family.
3. Death or funeral in the student's immediate family or of a close friend or relative.
4. Medical or dental appointments.
5. Legal appointments.
6. Religious observance.
7. Official school field trip or other school-sponsored outings.
8. Family vacation – must be pre-excused and limited to seven (7) consecutive days of absence.

**Parents may not excuse a student to be on campus but not attend scheduled classes.**

Absences not authorized by the student's parent/guardian and/or by the school district will be termed “**Unexcused.**” Failure to notify the Student Management Office by 10:00 a.m. the day following the absence will result in an unexcused absence.

### **Unexcused Absences**

Unexcused absences are all absences that can be avoided or delayed, and for which prior arrangements and/or approval have not been made through the assistant principal's office. These absences indicate the student is absent from school with or without the consent of the parent/guardian, but the excuse given is not acceptable to the school administration. Unexcused absences or truancy receive no daily credit for work missed. Bemidji High School has an automated phone system that will contact a parent/guardian, at the primary contact number, at the end of each day when a student has an unexcused absence in a class.

These are some examples of absences that will not be excused:

1. Any absence where the student/family failed to comply with any reporting requirements of the school district's attendance procedures including, but not limited to, missing the bus, work, extra sleep, babysitting, hair appointments, shopping, etc.
2. Family vacations that are not pre-excused.
3. Skipping class or leaving class/campus without permission.

Parents may contact the Main Office by phone or in writing, although contact by phone is preferred. For your convenience, the Main Office has a 24-hour voicemail.

**To report an absence, call: 444-1600**

**Last Names A – K, dial ext. 63301**

**Last Names L – Z, dial ext. 63303**

### **Tardies**

Teachers will mark students tardy if the student is not in the classroom at the sound of the bell. If a student is arriving at school, they are required to go to the Main Office to obtain an admission pass. Students arriving at school or class late may receive consequences ranging from but not limited to: lunch detention, restorative room, suspension from participating in extracurricular activities, etc.

### **Truancy**

Students who are under the age of 17 will be referred to the truancy intervention program and/or to county social services for educational neglect.

Minnesota Statute 260A.02 defines a student with unexcused absences in three (3) or more classes on three (3) different days as a “Continuing Truant”. Students meeting the Continuing Truant criteria may be referred to the county attorney media program.

Minnesota Statute 260C.007 defines a student with an unexcused absence from one or more class periods on seven (7) different school days as a “Habitual Truant”. Students meeting the Habitual Truant criteria may be referred to the county attorney media program.

Bemidji High School is required to send truancy letters to parents when students reach 3 unexcused absences, 5 unexcused absences, and 7 unexcused absences. Bemidji High School will work with students and families to support their attendance needs.



### **Student Dismissal During the School Day**

Before a student leaves the building during the school day, he/she must obtain a **Permit to Leave** from the Main Office or the Health Office.

**Students who leave school without permission are considered truant and will not be excused after the fact.** The student must also check in with the Student Management Office when returning to school.

### **Attendance and Participation in Co-Curricular Activities**

Co-Curricular activities add to a student's high school experience in many positive ways. Participation in co-curricular activities is encouraged. With such participation, however, come additional responsibilities, some of which are related to attendance:

1. **Absences** - A student may not participate in any activity or program on the day that he/she has missed more than half of his/her classes without a medical note, or prior approval by the Activities Director.
2. **In-School and Out-Of-School Suspension** - If a student is suspended from school or if the student is assigned to the Restorative Room, he/she may not participate in any co-curricular program on that day (practice or competition).
3. **Detention** - Students assigned to lunch detention may not practice on that day. The decision to compete on that day is at the coach's discretion.
4. **Class Assignments** - Students being dismissed early from school **MUST** turn in all work that is due that day to **all classes** (even if they won't be in attendance).
5. **Attendance** - Coaches and activity advisors are responsible for enforcing the attendance policy in regard to the activity they supervise.
6. **Please Note** - Co-Curricular activities are school-sponsored activities; therefore, classes missed due to student participation are not recorded as an absence toward loss of credit. However, student-athletes are expected to communicate with their teachers to make sure work is completed and turned in in a timely manner. Teachers will not penalize students for missing classes for a school-sponsored activity.

### **Make-Up Work**

Whether a student's absence is Excused or Unexcused, the student is required to make up all assignments as deemed appropriate. Communication with the teacher is key. Students are encouraged to talk to their teachers before they are absent or directly after they return. Students will be given two days for each day missed to make up the work that was assigned during the student's absence. For example, if a

student is gone on the 22nd, all work from that day will be due on the 25<sup>th</sup>. If the student is gone on the 22nd and the 23rd, the makeup work for the 22nd is due on the 25th and the makeup work for the 23rd is due on the 26th. For absences lasting two consecutive days or more, students will need to connect with their teachers to make a plan for late work.



### **PROCEDURES FOR COMMUNICATING WITH PARENTS REGARDING EXCESSIVE ABSENCES AND POSSIBLE LOSS OF CREDIT**

1. The school will attempt to report any unexcused absences to parents/guardians through family access, auto-dialer calls, emails, and letters. Parents may call the attendance office at any time during the school day to inquire about their child's attendance.
2. Teachers are the first line of information when it comes to a student's attendance. Teachers are expected to talk to students if they see poor attendance becoming a habit. Poor attendance can include both excused and unexcused absenteeism from class. Teachers will use email, phone calls, direct conversations and school resources such as attendance interventions, automated calls and attendance tracking systems to help provide attendance information to families. If absenteeism continues, per the Minnesota State Law, the truancy process will be implemented.

Consistent attendance will always be supportive of each student's academic success. However, habitual absenteeism for any reason may result in undesired classroom grades or results. When communication about habitual absenteeism is not clear or consistent between the teacher, student, family, and administration, students run the risk of not receiving credit for the class.





## **OTHER POLICIES**

### **Bathroom Policies**

BHS continues to support their students' needs and want to make sure they are supported so they are progressing towards graduation. Missing classroom time to use the bathroom is an area we are seeing an increase of concern. Our passing times are seven minutes in length which provide adequate time and we have plenty of bathrooms throughout the building. We encourage students to use their time wisely to get their needs met. We also do not want students acting inappropriately when using the bathroom. At no time should there be more than one student in a stall or in a single use bathroom at a time. Also, students should not hangout in the bathrooms. This behavior will result in consequences.



### **Breaking the Law**

Students will be referred to law enforcement anytime they break the law at school. This includes, but is not limited to, reckless driving, vandalism, theft, assault, disorderly conduct, underage consumption, drug and tobacco use (tobacco includes vaping, cartridges, juice, etc).



### **Complaints or Concerns**

If a student or parent/guardian has a concern about a school policy or an employee, the following procedure should be followed in order to resolve the problem as quickly as possible:

1. Contact the person to whom you have a complaint and discuss both sides of the story.
2. If the problem still exists, contact the designated assistant principal.
3. If still unresolved, contact the principal's office.



### **Dress Guidelines**

Safety and security are a top priority for our students and staff at BHS. We want to make sure we are providing a safe space for all students to grow. With the guidance of an independent organization, a team composed of teachers, office staff, counselors, social workers, greeters, security, parents, and administration, meet multiple times a year to review our policies.

We want to make sure we are providing a safe space for all students to grow. Our focus at BHS is for students to progress towards graduation, participate daily, meet the needs of the classroom, and achieve their highest potential. With that being said, a team composed of teachers, support staff, security, parents, and administration, in consultation with the BHS student body, continues to look at the dress code policy annually. The Dress Guidelines reads as followed:

Students should dress appropriately and comfortably for the learning environment. State law requires that, for health reasons, students must wear shoes. Clothing that displays inappropriate messages will not be allowed at Bemidji High School. Examples are references to alcohol, tobacco, drugs, violence, gang affiliation, pornography, and harassment. Teachers have the right to ask students to remove non-religious headwear during class time in their room. School administration reserves the right to make decisions regarding appropriate/inappropriate clothing including what is and what is not disruptive to the learning environment. Contact our counselors, social worker, Indian Education representative or your principal with any questions or concerns.

- Students participating in school-sponsored activities, such as extra-curricular or other special functions, may have different dress required by the sponsor, coach, or administration.
- We take pride in preparing our students for the professional world. BHS, LHS and the AEC want to make sure students feel safe and secure at all times. For security reasons, students are not allowed to wear any type of material that covers a large portion of their body. This includes, but is not limited to, blankets, capes, and flags. These items are not to be worn in school. Students are expected to put them in their lockers.

### **Hoods**

Being present in class and an active participant is an expectation we have at BHS. Teachers, support staff, and administration expect our students to be active participants progressing towards graduation. Because of the advancement in technology with earbuds, gaming systems, and other factors to students disconnect from the learning environment, BHS is implementing a policy where students are not allowed to wear their hoods in the building. BHS has adjusted this policy in the last couple of years and will continue to monitor its impact on the culture and climate of our building.

Students who are in need of more support will be asked to have a conversation with a staff member such as a teacher, paras, greeters, Indian

Education staff, social workers, counselors, and administration who will remind students of our expectations. If the student refuses to meet the school's expectations and does not comply, they could receive consequences such as, but not limited to, a phone call to their parent/guardian, a parent meeting with the staff member, a parent meeting with staff and administration, or other loss of privileges such as being allowed to participate in extracurricular activities.

~~Students who are in need of more support with the dress guidelines~~  
In the event there is a concern or issue, BHS has many staff members that are willing to support a student or students. Here are some examples:

- Teachers
- Paras
- Greeters
- Indian Education
- Social Worker
- Counselors
- Administrators



### **Exclusion**

Exclusion means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

### **Expulsion**

Expulsion means a school board action to prohibit an enrolled pupil from further attendance for up to twelve (12) months from the date the pupil is expelled. The student has the right to request a hearing. Examples of behavior and conduct, which could require exclusion or expulsion, or in Lieu of Expulsion, are the use and/or possession of drugs, use and/or possession of a weapon, or any action on the part of a student which endangers the safety and well-being of others.

It is the policy of Independent School District No.31 that any student who brings a weapon to school shall be expelled from school. The length of expulsion is determined by the School Board on a case-by-case basis.

### **Out of School Suspension**

If a student's behavior and conduct are determined by an administrator to warrant removal from the school building, the student will be suspended

from school. Students who are suspended will be issued a formal suspension notice that will be sent to their parent/guardian. A conference with the issuing administrator, the student, and the parent/guardian may be required for re-admittance to the school.

### **Food/Beverages**

Food and beverages will be consumed in the commons. Students are expected to pick up after themselves and deposit garbage in the refuse containers in the commons. Food and beverages are allowed in the classrooms at the discretion of the teacher. Beverages in the classrooms should have close/lockable screw caps to prevent accidental spills. Students may be asked to dispose of any beverage that is not in a proper container.

**\*\*\*Bemidji High School maintains a closed campus during the school day, including lunchtime.\*\*\***

Students are not to leave the campus during school hours without a "Permit to Leave" or permission from the Main Office. Leaving campus without permission can result in, but is not limited to, consequences such as being assigned to lunch detention, being assigned to the Restorative Room, a conference with administration, out-of-school suspension, loss of parking privileges and could result in a referral to the police.



### **Hall Passes/Hallway Conduct**

Students are not permitted in the halls during class time unless accompanied by a teacher or possessing a hall pass from an authorized staff person. Students are to pass from class to class in a quiet and orderly manner. Running, loud talk, yelling, play fighting, or roughhousing are not appropriate behaviors and will be addressed.

To meet the fire safety codes and the insurance regulations and to provide obstacle-reduced hallways for students, staff, parents and guests as they move about the building, students are not permitted to sit on the floors in

the hallways.

Hall Monitors are employed to maintain supervision during class time and passing time. Students are expected to honor their direction and supervision.



### **Restorative Room (Formerly Known as In-School Suspension)**

If a student's behavior and conduct are determined by an administrator to warrant removal from the classroom, the student will be assigned to a consequence of time in the Restorative Room; specific dates and times will be arranged by the administrator.

### **Out of School Suspension**

If a student's behavior and conduct are determined by an administrator to warrant removal from the school building, the student will be suspended from school. Students who are suspended will be issued a formal suspension notice that will be sent to their parent/guardian. A conference with the issuing administrator, the student, and the parent/guardian may be required for re-admittance to the school.



### **Disruptive Devices**

Various other items that may be disruptive or unsafe should not be brought to school including, but not limited to, water guns, water balloons, laser pointers, lighters, air horns, Bluetooth speakers, or other noise, smell, or smoke-producing devices. Many of these items fall under the guidelines of the District Weapons Policy, and appropriate administrative action will be taken. The items will be confiscated and **NOT RETURNED**.



### **Pep Fest/Assembly Program(s)**

BHS wants to provide a great experience for all students during pep fests and assemblies. In order for this to happen, we need students to follow a few basic expectations:

- Student backpacks are to be left in their classroom or put in their academic locker. Access to phy ed lockers will not be available.
- All students are required to attend and sit in their graduating classes' designated area.
- Because students will have plenty of time to use the bathroom or get a drink on their way to their designated area, no passes will be

given at this time.

- If a student has special circumstances and cannot attend, they will need to get pre-approval from the staff member who will be supervising them during this time.



### **Permit to Leave**

A Permit to Leave is issued when a note or telephone call from a parent/guardian is received in the Main Office **prior** to the student leaving the school campus. Permits to Leave should be picked up in the Office by 8:19 a.m. on the day the student is leaving school.

**No student may leave for any portion of the day, including lunchtime, without a Permit to Leave.** Exiting the building is allowed only through the main door which is Door 1. The Jacks doors are for athletic dismissals only.

Students who leave school without obtaining a Permit to Leave will be considered truant and can receive consequences varying from, but not limited to, detention, Restorative Room, loss of parking privileges, and extracurricular suspension.

Our students are responsible young people who plan accordingly. Passes for students to go to their vehicles during the day will be limited to an as-needed emergency basis and only allowed during passing or lunchtime. A pass requires permission from an administrator. Please keep in mind they are not always accessible.



### **Pledge of Allegiance**

In accordance with state law, students will be asked to recite the Pledge of Allegiance weekly. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and staff must respect another person's right to make that choice. Also, proper etiquette, display, and respect for the flag of the United States of America will be included in the instructional goals. (School Board Policy 400-90-7).



**Prom/Winter Formal**

Students attending Bemidji Area Schools, and in grades 11 or 12, may attend the Prom. Students attending Bemidji Area Schools, and in grades 10, 11, or 12 may attend Winter Formal. Students may bring a guest. A Guest Request Form must be completed and submitted to the Student Management Office for approval. The guest must be in the appropriate grade level for the formal dance and must not exceed 20 years of age.



## **STUDENT GATHERINGS, PROTESTS, and WALKOUTS**

### **Process and Understanding**

Bemidji secondary schools strive to be a trusting partner in our community. From time to time, local, state, and national events can be a leading cause for our students wanting their voice to be heard. One type of event that has been used is a gathering, protest, or walkout. Our administration team encourages students, who feel the need to gather, to meet with them before the event so a safe plan can be made for all who will participate. As a public institution, we are not supporting nor organizing the event. Our responsibility is to provide a safe learning environment for all students for the entire school day.

- The school district, secondary programs, and its staff members are not a sponsor nor organizer of any gathering by students.
- Involvement by the school district, secondary programs, and its staff members will be limited to providing safety and security to the students and the building, as well as to providing students with the opportunity for instruction to continue.
- No community members, media, or guests are permitted on our campus without expressed written permission. Parents or guardians are allowed to pick up students in the auto lane in front of the building.
- The school district is not liable for students who participate or leave campus without permission.
- All communication with the media will go through the district office.

The administration will work with the student body to:

- Hear the students' concerns and purpose for the event in order to work towards a common goal.
- Identify the purpose, length, and location, if applicable.
- Make sure safety and security are a priority to all students.
- Provide the proper learning environment for all students.
- If space on campus is given as a directive, it is possible that only students who followed that directive will be allowed back into the building or on school transportation for that given day.

### **Responsibilities to Those Who Participate**

Students have the right to free speech and peaceful assembly, so long as doing so is not disruptive and is done in accordance with school district policy (School Board Policy 700-40-1). Our administration team is willing to meet with students to work together on a process and plan to make sure the building is able to function with minimal to no disruption to the learning process in order to maintain a student's right to a safe learning environment.

All parties need to understand:

- The school day will continue for all students who will attend their classes. Staff will proceed throughout the day as close to normal as possible.
- Attendance will be taken accordingly - this may cause an issue for eligibility for sporting events, extracurricular activities, and practices for that day.
- Students must make their way out of the building, without substantial disruption.
- Events discussed and communicated with the administration prior to the event are the only events that will allow students to stay to participate in after-school activities. All other situations will require students to leave campus until the following school day.
- Transportation will not be provided for students who leave campus or do not follow the expectations provided by the administration.
- All students who participate are expected to complete the work that was missed. Please refer to the school's policy for student absences and makeup work.





### **School 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/herself by accident to be in possession of a weapon, the individual needs to report immediately to the Principal's Office. (School Board Policy 900-30-1) Failure to report a weapon will result in immediate consequences that can have a lasting effect on where a student will continue their education.



### **Skateboards/Rollerblades/Scooters**

Skateboards, rollerblades, and scooters are not allowed on school property. They will be confiscated by school officials. Repeated offenses will result in skateboards, rollerblades, or scooters being confiscated until parents come to pick them up. Students may also be ticketed by the police for violating school and city ordinances regarding skateboards, rollerblades, etc.



### **Sprays or Noxious Odors**

Information from the Mayo Clinic and the Minnesota Department of Health indicates that spraying or spreading perfumes or noxious sprays or liquids can result in allergic reactions, headaches, and/or asthma attacks in students and staff. Such odor-causing items should not be brought to school. Students who spray such items will have the item confiscated and may have consequences for their actions.



### **Substitute Teachers**

Substitute teachers perform an invaluable service at BHS and are to be treated with respect. Disciplinary referrals made by substitute teachers will result in consequences assigned by the regular classroom teacher or an administrator.



### **Theft**

Theft is the unauthorized taking of the property of another. Taking food from the food service without intending to pay is considered theft. (i.e. putting food in pockets, hiding extra portions, etc.) Taking items from the lost and found, or anywhere in the school building, is considered theft. Thefts are subject to the penalties listed in the Code of Conduct SBR 700-40-4. The Law Enforcement Center will be notified. All students are asked to report any theft of personal or school property to the Student Management (Green) Office immediately and fill out a theft report form. A record of the report will be on file to aid in the investigation.



### **Trespassing**

The Minnesota State Statutes have made it a **gross misdemeanor** for a group of three or more persons to be in a school building unless the persons:

1. are enrolled students or with their parents;
2. have reported to the school office or have permission to be in the building;
3. are attending an event to which the public or the individuals are invited.



### **Truancy**

Truancy is an unexcused absence from class.

### **Truancy Intervention**

Truancy Intervention is a process that requires an initial meeting of county probation personnel, parents, the student, and school personnel to formulate a plan for regular school attendance. The plan includes regular review of attendance and referral to the court system for continued truancy.



### **Vandalism**

Students responsible for vandalism or for pranks that cause damage to property or result in extensive cleaning will be held responsible through the Code of Conduct and will be expected to pay restitution for costs incurred. Charges may also be filed with the Law Enforcement Center.



### Visitors

For the safety of our students and staff, we require that all visitors report to the Main Office, or check in with an on-duty greeter at the main entrance, upon entering the building.

*Visitors will be required to provide the Main Office with a **proper form of identification** in order to receive a visitor's pass.* Visitor's passes are issued during the school day (8:19 a.m. – 3:05 p.m.) for pre-arranged appointments only. This includes visiting during lunchtimes.

Students are not allowed to have visitors/guests accompany them to their classes unless they have received approval from the building principal **prior to the date of the visitation.**

No student visitors will be allowed in the school building during the first week of each new term, nor during the last two weeks of the school year. School tours are given by appointment only.



### STUDENT RIGHTS

#### Privacy Law

The school will honor a student's written requests to have his/her name or picture omitted from any or all school publications including the school yearbook and the school paper. If no request is made, the name and/or picture will be included when appropriate.



### RECORDS

#### Personal Data Changes

Bemidji Area Schools uses a statewide student information system that requires accurate and current information from students and parents/guardians. If there have been any demographic changes in your family information, please inform us.

#### Student Records

Parents/guardians and students are allowed to inspect and review any and all official student records, files, and data including all material in the cumulative record. An appointment must be made with a counselor by those wishing to examine records.

All permanent student records (i.e. transcripts, health records, IEPs) are on file and are available upon request. Students needing any of these documents may secure them by filling out a request form in the Registrar's Office or by calling (218) 444-1600 ext. 63326.



### **Student Record Information Determined to be Public**

In accordance with Public Law 93-38, Section 513, Section 438, General Education Provisions Act, as amended; Public Law 93-563; Public Law 101-476; 45 CFR Sections 99, 1-99.67; P. L. 99-457, Section 619, P. L. 89-313, P. L. 98-199 (Part H) and/or SBR 700-60-1, dated 27 February 2012, notice is hereby given that Bemidji Area Schools, Independent School District No. 31, Bemidji, Minnesota collects, maintains, and stores Educational Data and Personnel Data (as defined in the statute) upon individuals.

Said data is classified as private data unless specifically prohibited by law. The following has been designated as directory information: student's name, address, telephone listing, electronic mail address, photograph, date, and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s).

Said directory information will be released upon request and without notice to the subject of said data, unless specifically prohibited to do so by the subject and/or his/her parent or guardian. Parents of students, eligible students, and other subjects of said data have the right to refuse to permit the designation of directory information of any or all of the categories of personally identifiable information with respect to the student or themselves. Said refusal must be in writing, specify any or all such information for which permission to disclose is refused, and be delivered to the Superintendent of Schools, at 502 Minnesota Avenue NW, Bemidji, MN, and designated responsible authority, no later than 4:30 p.m. (CST), 30 September 2019. Individuals (as defined in the statute) have the right to be informed of:

- 1) the purpose and intended use of the requested data
- 2) whether she/he may refuse or is legally required to supply requested data
- 3) any known consequence arising from supplying or refusing to supply private data
- 4) whether she/he is the subject of stored data and classification of said data
- 5) certain other rights (as defined in the statute) relating to copies of said data.

Copies of school district policy relating to Student Records may be obtained from the School District Superintendent's Office or the office of any elementary or secondary school in the district during the regular business hours upon payment of the current charges for such copies. Copies of said policy may be viewed without charge during regular business hours.



### **STUDENT-ATHLETE AND ACTIVITIES EXPECTATIONS**

Data will show, the more present a student is in the classroom, the more each student will increase their understanding and mastery of the information. BHS supports students in participation in athletics and activities. Because of our geographic location, students will often need to miss classes and leave the building early for competitions. BHS wants our students to be successful in both endeavors. With that being said, students who participate are expected to be students first.

When a student shows they are struggling to meet the expectations, a Google Form has been created to provide feedback on students involved in athletics and activities. Any staff member will have access to complete the form. The recorded information is sent to the activities office and to the coach of each activity.

If a student is struggling to meet the expectation, they could face removal from the activity for a minimum of one week. The Google Form will be submitted to the activities office by 12:00 p.m. on Mondays for the activities office to communicate with the student either through the activities office or each individual coach.

The removal will start on Wednesday morning and conclude on Tuesday night. The removal can and will continue through the following week if the academic issue is not corrected by 12:00 p.m. on Monday. (Removal does not end until Tuesday evening even if the issue has been corrected earlier in the week.) When a student is removed from participating, they are not allowed to travel, participate or attend the competition/activity/game.

## **BEMIDJI LUMBERJACKS ACTIVITIES DEPARTMENT**

### **Category I Activities**

#### **Fall – Activities start August**

- Cross Country - Boy's and Girl's
- Soccer - Boy's and Girl's
- Football
- Cheerleading
- Girl's Tennis
- Volleyball
- Girl's Swimming/Dive

#### **Spring**

- Golf - Boy's and Girl's
- Track - Boy's and Girl's
- Girl's Softball
- Baseball
- Boy's tennis

### **Winter**

- Cheerleading
- Basketball - Boy's and Girl's
- Hockey - Boy's and Girl's
- Nordic Ski - Boy's and Girl's
- Wrestling
- Gymnastics
- Boy's Swimming/Dive
- Dance Team

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### **Category II Activities**

- Band (3)
- Marching Band
- Choir (2)
- Knowledge Bowl
- Math League
- Mock Trial
- Orchestra (2)
- Science Olympiad
- Speech
- Show Choir (2)
- Musical
- Jazz Band

### **Category III Activities/Clubs - Supervision**

- American Indian Song and Dance
- Art, Auto, Interact, Stage Crew Club
- National Honor Society
- Economic Challenge
- Environmental Club
- Fellowship of Christian Athletes
- LGBTQI (Lesbian, Gay, Bisexual, Transgender) Club
- Axe Nation Club
- 7<sup>th</sup> Generation Club
- Trap Club
- Model United Nation
- Student Council
- Yearbook
- Madrigals
- League of Legend
- Trap Club
- Fishing Team

### **BHS SCHOOL SONG**

All hail, Bemidji High School We're a hundred million strong. Our hearts are always with you,  
Our eyes upon you, every Bemidji man.  
Oh, yes. We're here to cheer you, To put the old pep in each play. So, fight Bemidji, fight Bemidji, Fight to win your way to victory.



### **THE STAR SPANGLED BANNER**

Oh, say can you see, by the dawn's early light, What so proudly we hailed at the twilight's last gleaming?  
Whose broad stripes and bright stars, through the perilous fight, O'er the ramparts we watched, were so gallantly streaming?  
And the rocket's red glare, the bombs bursting in air, Gave proof through the night that our flag was still there.  
O say, does that Star-Spangled Banner yet wave O'er the land of the free and the home of the brave?



### **PLEDGE OF ALLEGIANCE**

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.



### **SPORTSMANSHIP CREED**

Sportsmanship is expected in all activities. It is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators, officials and media. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules of the event should be respected and skill and performance should be recognized regardless of school affiliation. Sportsmanship is a cornerstone of any quality activity program.

### **Athletic Event Expectations**

The following rules will be adhered to:

1. No throwing objects onto the playing surface.
2. All signs and locations for signs must be approved by the home site supervisor or an administrator. Only signs of a positive nature will be permitted.
3. No profane or abusive cheers, gestures, spitting, or chanting will be permitted.
4. Fighting is prohibited.
5. Use of drugs or alcohol is prohibited.
6. No noise makers allowed.
7. The band playing collectively or individually during the game is limited to time-outs, intermissions, and quarter breaks. This includes all musical instruments, i.e., drums, trumpets, etc.
8. Official cheerleaders and a mascot are only allowed on the floor. Mascot must stay in the area of the cheerleaders. No other leaders of cheers will be allowed on the floor.
9. At events, where a public address is available, the rules for sportsmanship shall be summarized or read.
10. Full-face painting, masks, or costumes that disguise identity are not permitted.
11. The torso must be fully covered

If the Student Management (Green) Office indicates a problem exists with a participant, the student will be notified and expected to correct the problem. If the problem isn't corrected, the student will be suspended from activities until a solution is reached.

When squads return late at night from games played during the week, the student is expected to be in school, **on time**, the next morning and attend all classes as usual. A doctor's note or third party appropriate excused appointment will be considered an excused absence for the morning after a sporting event. The student must bring a note from said appointment.

Students who participate in activities must maintain a 2.00 cumulative grade point average and be making satisfactory progress toward BHS's requirements for graduation in order to remain eligible. Habitual absenteeism does not support satisfactory progress towards graduation. See Activity Eligibility Bulletin for more information.





### **Procedure for Handling Possible Scheduling Conflicts**

Where conflicts seem to be unavoidable, the following regulations will prevail. Every attempt shall be made so that the student need not be asked to make a choice, nor be penalized due to the outcome of a decision stemming from these policies. When conflicts arise, both departments are to be notified of the situation.

1. All performances (games, concerts, meets, contests) take priority over a practice or rehearsal.
2. A musical concert will take priority over a regularly scheduled season game. Every effort will be made to avoid a conflict by scheduling on different days.
3. A post-season game or tournament will take priority over a musical concert.
4. If other circumstances arise, the principal will make a decision and the student may not be penalized in any way by either department.



### **Minnesota State High School League Rules**

Students who participate in any extracurricular activity or in MSHSL activities represent Bemidji High School and must also adhere to Minnesota State High School League rules of conduct. It is expected that all students who participate in an extracurricular activity at Bemidji High School will not possess, buy, use, or sell any tobacco product, mood-altering chemical, or steroids. Students in attendance at a “kegger,” party, night club, or in a vehicle where alcohol is present without being accompanied by a parent, will be deemed as being in possession of alcohol. Students in attendance at a “kegger,” party, nightclub, or in a vehicle where any substance defined by law as a drug is present, will be deemed as being in possession of those substances. This rule applies to each participant for the entire calendar year, both in and outside of the defined school day.

Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility in that sport for the next two (2) consecutive interscholastic contests or two (2) weeks of that season, whichever is greater. If there are fewer than two (2) events remaining in that sport, the loss of eligibility will continue into the next season in that sport. Note: this means that a senior who violates the bylaws at the end of one sport season will lose eligibility for two (2) games in the next sport season in which the student participates.

2. Second Violation: After confirmation of the second violation, the Students shall lose eligibility in that sport for the next six (6) consecutive interscholastic contests or three (3) weeks, whichever is greater.
3. Third Violation: After confirmation of the third or subsequent violations, the student shall lose eligibility in that sport for the next twelve (12) consecutive interscholastic contests or four (4) weeks, whichever is greater.
  - Penalties are progressive and consecutive.
  - Parents have a right to a hearing with the administration to address eligibility suspensions related to Code of Conduct violations for their students participating in activity program(s).

### **Bemidji School District Eligibility Rules for District Sponsored Extracurricular Activities (Band, Orchestra, Chorus, Drama, SADD, Peer Helpers and all other co-curricular activities)**

Penalty: District-sponsored extracurricular activities follow the same rules and policies set by the Minnesota High School League. (See above.) If after the third or subsequent violation, the student has been assessed to be chemically dependent and the student on his/her own volition completes a chemical dependency program or treatment program, then the student may be certified for reinstatement. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

### **NCAA National Collegiate Athletic Association**

**Any student-athlete who intends to participate in collegiate sports must register with the NCAA Eligibility Center. If you want to play sports at an NCAA Division I or II school, start by registering for a Certification Account with the NCAA Eligibility Center at [eligibilitycenter.org](http://eligibilitycenter.org). Students must apply to, and be cleared through, the NCAA Eligibility Center before practicing and competing at the college level.** Registration with the eligibility center will ensure the student has met amateurism standards and academic course readiness requirements prior to playing collegiate Division I and Division II sports.

A student entering an NCAA Division I and II institution must successfully complete at least 16 NCAA approved core courses, earn a minimum required grade point average in the approved core courses, and earn an ACT or SAT score that matches the core-course GPA Visit [eligibilitycenter.org/courselist](http://eligibilitycenter.org/courselist) for a full list of BHS's approved core courses. Modified courses, applied courses, AEC (Alternative Education Center) courses, and Credit Recovery courses are NOT approved by the NCAA. Prospective Division I and Division II student-athletes must choose BHS NCAA-approved core courses. See your counselor learn more about the NCAA Eligibility Center and BHS's approved courses.

## **TRANSPORTATION**

### **Student Conduct on Buses and in Loading Zones**

Students are expected to follow the same standards of behavior on the school bus as in school. The school bus is school property and the school bus ride is part of the school day. With regard to the well-being of our students, the bus driver has the same responsibility and authority as any other school staff member. Riding the bus is a privilege, not a right.

### **Rules for Riding on the Bus**

1. Cooperate with the driver.
2. Stay in your seat with your feet on the floor.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body and objects inside the bus.
5. Keep your whole body, objects, and negative comments to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Keep all harmful objects off the bus.
10. Do not damage the school bus or equipment.
11. Electronic devices may be used without sound or with the use of headphones/earbuds.
12. The driver has the authority to assign seating on the bus.
13. Keep the bus clean.

### **Discipline Guidelines**

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (i.e. field trips, competitions) will be at the sole discretion of the school district. Parents or guardians will be notified of any suspensions of bus privileges.

1. First Offense – Written warning.
2. Second Offense – 5 school-day suspensions from riding the bus.
3. Third Offense – 10 school-day suspensions from riding the bus.
4. Fourth Offense – 20 school-day suspensions from riding the bus and a meeting with parents/guardians.
5. Suspension from riding the bus for the remainder of the school year.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

### **Items not Allowed on the Bus**

1. Animals or insects (unless necessary to assist a person with a disability, i.e. service animal).
  2. Hazardous materials.
  3. School projects such as hammers or fishing spears.
  4. Non-roll-up sleds.
  5. Skis\*
  6. Golf clubs\*
  7. Baseball bats\*
  8. Rakes\*
  9. Balloons
  10. External speakers
  11. Perfumes
  12. Vaping mechanisms, lighters, and all other items not permitted on school grounds.
- \*Items may be transported if approved as a school district sport/activity.

### **Student Transportation Safety Policy**

1. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
2. Parents/Guardians may designate, pursuant to school district policy, a daycare facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent/guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
3. Drivers are to enforce the provision of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of emergency or as otherwise authorized.
4. Students who misbehave severely may be returned to the school immediately and reported to the building principal or other designated individual.
5. The district may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with state laws and regulations.

The complete [Transportation Policy](#) can be found on the District Website.



## **EMERGENCY PROCEDURES**

### **Fire Drills / Safety Drills / Weather Emergency Drills / School Bus Evacuation Drills**

**Fire drills** are held at least five times per year, as required by state statute. It will be each student's responsibility to be familiar with the fire drill procedure. A direction card is posted in each room to show the evacuation route. Everyone must evacuate the building when the fire alarm goes off. Willful tampering with the fire warning system, fire extinguisher, and hoses, flashing strobe lights, or the automatic door closer is dangerous and illegal and will be dealt with accordingly.

**Safety Drills (Lockdown Drills)** are to be held five times each year, as required by state statute. Each student is responsible for being familiar with the safety drill procedures. Students will work through situations periodically through the school year. Students are also asked to reflect on each situation as if it happened at a different time or while they are in a different area of the building. Evacuation cards are posted in each room to show the exit route for leaving the building.

**Weather Emergency Drills** are held once a year, as required by state statute. A direction card for emergency sheltering is posted in each room.



## **IMPORTANT EVENTS 2022-2023**

September 1 - Freshman/New Student Orientation

September 2 - No School

September 5 - Labor Day - No School

September 6 - Students' First Day of School

September 26-30 - Homecoming Week

September 28 - Picture Day

September 28-29 - Freshman Retreat

**Sept. 13 - Oct. 20 - MAP Testing - Grade 9**

October 3 - Staff Development Day - No School

October 4 and October 6 - BHS Conferences 4:00-8:00 pm

**October 13 - PSAT Testing**

October 20-21 - Education Minnesota - No School

October 26 - Picture Retakes

October 27 - Academic Awards Ceremony 7:00 pm

November 1 - Native American Heritage Month Kick-Off Event

November 4 - No School

November 11 - Veteran's Day Program

November 11 - End of Term 1

**November 11 - Elementary & Middle School Conferences - No School**

**November 16 - ASVAB Testing**

November 24 - 25 - Thanksgiving Break - No School

December 3 - Winter Formal

December 8 - BHS Conferences 4:00-8:00 pm

December 23 - January 2 - Winter Break - No School

January 16 - Martin Luther King Jr. Day - No School (Snow Make-Up Day if Needed)

January 20 - End of Term 2/Semester 1

February 20 - Presidents Day - No School (Snow Make-Up Day if Needed)

February 21-24 - Snow Week

February 23 - BHS Conferences 4:00-8:00 pm

February 27 - Staff Development - No School

**Mar. 7 - May 13 - MCA Testing - Math (Gr 11), Reading (Gr 10) and Science (Gr 10)**

**March 10 - Elementary & Middle School Conferences - No School**

March 10 - No School

March 18 - JROTC Military Ball

March 24 - End of Term 3

**March 30 - ACT Testing (Gr 11)**

**Apr. 4 - May 20 - MAP Testing - Grade 9**

April 7-10 - Spring Break - No School

April 27 - BHS Conferences 4:00-8:00 pm

May 1 - 12 - AP Testing Window

May 8 - Hall of Fame Banquet 6:00 pm

May 6 - Junior/Senior Prom

May 11 - Indian Education Senior Honors Banquet 6:00 pm

May 18 - National Honor Society Ceremony 5:30 pm, followed by  
Senior Awards Ceremony 7:00 pm

May 27 - BHS Graduation 10:00 am

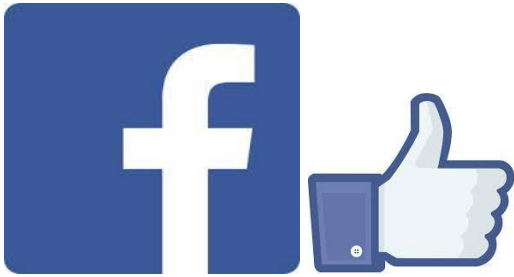
May 29 - Memorial Day - No School

June 1 - Students' Last Day - End of Term 4/Semester 2

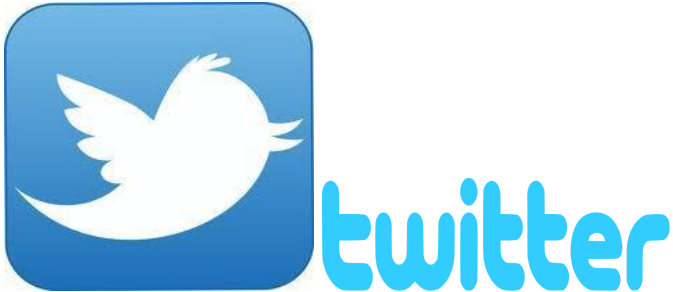
June 2 - Staff Last Half-Day

*"Where great education flows into successful futures "*  
*Bemidji High School*

Web Site – [bhs.bemidji.k12.mn.us](http://bhs.bemidji.k12.mn.us) Phone Number – 444-1600



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Instagram

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GO JACKS!



Jacks Logo



Art Club



Indian Ed



Boys  
Swim & Dive



Robotics



Hockey



Academies



JROTC



Boy's Soccer



Girl's Soccer



Fishing



Boy's Hockey



Track & Field

