

Belle Plaine
Senior High School
"Home of the Tigers"



Administration:
Superintendent: Kelly Smith
Secondary School Principal: David Kreft
Activities Director/Assistant Principal: Mindy Sparby

This agenda belongs to:

Name _____
ADDRESS: _____
CITY/TOWN: _____ ZIP CODE _____
PHONE: _____
STUDENT NUMBER: _____

WELCOME

Welcome to Belle Plaine Senior High School. This handbook has been prepared to answer many of the questions you may have about the policies and procedures at Belle Plaine Senior High School.

STUDENT SUCCESS

It is very important to realize that achieving success and having a successful school year takes cooperation from students, parents, and staff members. To help achieve this, here are some basic guidelines to follow:

1. Treat all people with respect.
2. Have respect for property.
3. Strive to be the best students you can be by coming to class and being prepared every day.
4. Take pride in representing Belle Plaine Senior High School.

ATTENDANCE REGULATIONS

DAILY ATTENDANCE:

Students are expected to be in school every day that school is in session. Regular attendance plays an important role in determining success in school.

Students are excused from school when they are sick, when there is a serious illness or death in the immediate family, when roads are impassable, or when an extremely urgent situation arises. Parents should call the Senior High office at (952) 873-2404 before 8 a.m. to excuse students. The use of written excuses is discouraged.

On rare occasions students may wish to be excused from school for a special trip. The school is obligated to discourage such trips because they usually result in the student missing important work. If, however, it is necessary for parents to take a student from school with full knowledge of possible results, the student should notify the principal's office a week before leaving.

EXCUSED/UNEXCUSED ABSENCES:

The Principal reserves the right to decide if the absence is “excused” or “unexcused.” Excused absences include, but are not limited to: illness, serious family illness, death in the family, medical appointments, court appearances, religious instruction, family emergencies, and a student on suspension. Students who have missed school for an excused reason are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of an excused absence must be made up within 2 days from the date of the student’s return to school for each day missed. After two days, the make up work policy of the classroom will take effect. Administration may extend the time for make-up work.

Student attendance is essential to receive educational instruction. Unexcused absences would include any absences not approved by the district’s attendance procedures, including work at home and work at a business (unless part of the school’s work release program). Students who miss school time due to unexcused absences will not be allowed to make up work missed due to such absence. Parents are notified of unexcused absences. Other discipline will be at the discretion of the administration.

LEAVING DURING THE SCHOOL DAY:

If a student is ill or for any other reason needs to leave the building during the school day, he/she should ask permission from the Principal’s Office. **DO NOT LEAVE THE BUILDING WITHOUT WRITTEN PERMISSION.** Failure to comply with this rule will result in an unexcused absence and will be handled accordingly.

TARDIES:

Students are expected to be on time for all classes. Any student receiving three or more tardies to a class will earn one hour of detention. Additional tardies will result in further consequences. Tardies will be enforced by individual teachers.

TRUANCY:

A student whose parents expect him/her to be in school but who does not

attend for other than lawful reasons is truant. Violations of this regulation may result in a referral to juvenile authorities, suspension, or expulsion from school.

EXTRA CURRICULAR PARTICIPATION:

In order for a student to participate in an extra-curricular practice, game, or contest, he/she must be in classes all day. Any exception must be approved by the athletic director or building principal. Students whose parents have called in to excuse them for a doctor or dentist appointment will not be affected by this policy.

SAFETY REGULATIONS

Student safety is a high priority. Teaching and learning can proceed at maximum efficiency only when the school climate is positive and all people feel safe. In order to promote a safe atmosphere, backpacks are not allowed in classrooms. Students are not allowed in the academic wings until 8:00 a.m., unless a staff member grants permission.

DISCIPLINE

The school district has a comprehensive Student Discipline Policy. The purpose of the policy is to provide for a safe and healthful educational environment. This policy can be reviewed or obtained in the Senior High School office.

Effective school discipline combines the efforts of parents, staff, and students. Students are expected to follow school rules at all times.

Each teacher has a discipline plan which includes classroom rules, rewards, and consequences. Students are expected to respect and comply with individual teachers' guidelines.

The consequences for severe violations are designed to be firm, fair and consistent for all students.

Since it is not possible to list every violation that occurs, classroom teachers, counselors, administrators, and support personnel may respond to students discipline violations in a variety of ways including but not limited to:

- Detention
- Suspension (in or out of school)
- Parent conferences
- Mediation
- Restitution
- Reports to probation services or police
- Community service
- Chemical evaluation
- Loss of privileges
- Expulsion

There will be a logical relationship between the severity of the offense and the administrative action. As a result, administrators will have broad discretion to impose consequences either more or less severe than indicated in the discipline policy.

FOOD, GUM, AND BEVERAGES:

Food and beverages may only be consumed in the cafeteria/commons area. Students are allowed to have bottled water throughout the building. Gum is also to be reserved for usage in the commons area.

DANGEROUS, HARMFUL, AND NUISANCE SUBSTANCES AND ARTICLES:

The following is a summary based on our district disciplinary policy. Please refer to district policy for more complete details.

- A. Alcohol: Students are prohibited from possessing or being under the influence of alcoholic beverages at school, on/off school grounds during the school day, or at sponsored activities.
- B. Drugs: Students are prohibited from using, possessing, or being under the influence of illegal drugs or narcotics at school, on/off school grounds during the school day, or at school sponsored activities.
- C. Use of Tobacco: Students are prohibited from using or possessing tobacco in any form at school, on/off school grounds during the school day, or at school sponsored activities. Electronic cigarettes and

paraphernalia are included.

- D. Harmful or Nuisance Articles: The possession or use of articles that are a nuisance, illegal or that may cause harm to persons is prohibited at school, on/off school grounds during the school day, or at school sponsored activities.

THREATS AND DISRUPTIONS:

Threats to normal school operation and activity and/or behavior, which disrupt the peace and good of the school, will not be tolerated.

DETENTION:

Detention is a before or after school study time assigned to students as a penalty for violating school regulations. Detentions are to be made up within one week of the consequence being issued, unless special plans have been arranged and approved through the principal. An unexcused absence from detention results in increased detention time and will result in in school suspension if the time is not served. Students who obey school rules will eliminate any problem of having to serve detention.

LOCKERS:

Lockers will be assigned at the beginning of the school year. Your locker is the property of the school and should be kept clean and neat at all times. The school is not responsible for lost or stolen articles. Particular care should be taken to lock locker room lockers. Students are not to be in the locker rooms during the school day unless they are there for an academic reason.

SCHOOL DRESS:

The school feels that common sense and personal restraint must guide the student in determining school dress. Students will dress in a neat and clean manner. The school also realizes that the responsibility of the student dress rests with the home.

The apparel and grooming are not to be disruptive to the educational process, present a safety hazard or a health hazard.

Clothing and accessories with improper or objectionable (especially sexual) pictures, gestures, or language may not be worn in school. Any accessories or clothing that depict illegal substances (tobacco, drugs, alcohol) may not be worn in school. Accessories or clothing that are offensive or target a specific group of people are not allowed. There is a special concern including, but not limited to excessively revealing clothing including backless, strapless halter-tops and/or low cut shirts. Shorts and skirts should be appropriate in length. Hats, bandannas, and hoods may not be worn in the building. Students who come to school or attend any school activity dressed inappropriately will be sent home for appropriate dress or they will be asked to change into school provided clothing. In addition, state regulations must be followed regarding shoes, shirts, etc.

DISPLAYS OF AFFECTION:

Inappropriate displays of affection will not be allowed. Examples include: kissing, necking, petting, and groping. Such displays will not be allowed while the student is at school, on school grounds, at a school sponsored activity, or during the school day. The administrator will determine consequences of inappropriate displays.

LUNCH HOUR

A lunch program is provided for your convenience. All students in grades 9 or 10 are required to eat lunch at school or bring their own lunch. Juniors and Seniors will have open lunch privileges. Students in grades 9 and 10 will be allowed to eat at his/her home if they are within walking distance and have parental permission on file with the school office. Written permission must be filed each year. Students in grades 9 and 10 may not host other students at their home. Any student caught off school property during lunch without proper authorization will earn consequences.

CELL PHONES AND ELECTRONIC DEVICES

Students are encouraged to keep phones and electronic devices in a safe place and have them turned off. Phones and electronic devices are only to be seen and utilized in a classroom when the teacher grants permission. The device will be confiscated by the staff member and turned in to the office.

TITLE IX

The Belle Plaine School District #716 prohibits discrimination in educational programs and activities on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

ACTIVITY AND SPECTATOR BUSES

All students who ride busses to any school activity must return on the bus. A student will be allowed to ride home with a parent if it is cleared through the principal, activities director, or the supervising teacher.

ACADEMIC POLICIES

GRADUATION REQUIREMENTS:

| SUBJECT | NUMBER OF CREDITS |
|--------------------|-------------------|
| MATH | 6 |
| ENGLISH | 8 |
| SCIENCE | 6 |
| SOCIAL STUDIES | 8 |
| PHYSICAL EDUCATION | 2 |
| FINE ARTS | 2 |
| HEALTH | 1 |
| ELECTIVES | 13 |
| TOTAL CREDITS | 46 |

All required classes must be taken for a letter grade in order for them to be counted towards graduation.

ACADEMIC ELIGIBILITY POLICY:

1. A student participating in M.S.H.S.L. or Belle Plaine extra-curricular activities must pass all classes or credits.
2. A student who receives a failing quarter/semester grade may regain eligibility at mid-quarter of the next grading period if he/she is passing the class at that time.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
4. The cases of students not meeting academic requirements may be reviewed on an individual basis by a committee consisting of the building Principal, Activities Director, the coach of the activity and the teacher of the student in concern to determine whether the student is working to their capacity, or if there are any extenuating circumstances.

CHEATING:

We value academic integrity very highly and do not permit any form of dishonesty or deception that unfairly, improperly, or illegally enhances the grade on an individual/group assignment or a final grade. We urge students to conduct themselves ethically and honorable and expect that the grade a student earns is based upon the work that the student has performed. Cheating in any form (i.e. copying, plagiarizing, providing or receiving answers to exams, quizzes, papers, assignments, or projects) will result in the student receiving a grade of zero. Parent(s)/Guardians(s) will be notified by the teacher and additional consequences may be assigned.

HONOR ROLL, HIGH HONORS, AND HONORS

Belle Plaine Senior High School uses a 4-point G.P.A. scale. Anyone with a grade of incomplete will be excluded. Point system is as follows:

| | | | | | |
|----|------|----|------|----|------|
| A | 4.0 | B- | 2.67 | D+ | 1.33 |
| A- | 3.67 | C+ | 2.33 | D | 1.00 |
| B+ | 3.33 | C | 2.00 | D- | .667 |
| B | 3.00 | C- | 1.67 | | |

A Honor Roll= Grade Point Average of 3.67 or above

B Honor Roll= Grade Point Average of 3.0 or above

Students graduating with a cumulative G.P.A. of 3.85 or above will be recognized as a “High Honors” graduate. Students graduating with a cumulative G.P.A. of 3.5 will be recognized as an “Honors” graduate.

INCOMPLETES:

Students with incompletes will finish their work within two weeks after the end of the quarter. An incomplete that is not finished by the start of the next school year will be counted as no credit and the class will have to be retaken.

FIRE DRILLS

Fire alarms are located throughout the building. At the signal everyone will vacate the building in an orderly fashion using the designated exits. Leave as rapidly as possible without running or causing confusion.

TORNADO/SEVERE WEATHER DRILLS

The signal for a tornado/severe weather warning will be an announcement from the office over the public address system. At the signal students will proceed to designated areas.

LOCK DOWN DRILLS

The building administrator or designee will announce a lock down drill over the public address system. Students will follow lock down procedures by sitting below window level and remaining quiet. Teachers shall lock their doors, draw the shades, and turn off the lights in their classrooms.

SNOW DAYS

There are times where it is necessary to cancel school due to inclement weather. Please listen to the radio (WCCO 830 AM, KRBI 1310 AM/101.5 FM, watch television (KARE 11, WCCO 4, KSTP 5, local CATV Channel 8), or

access our school district website. Also, an automated phone call will be sent by the school district.

GENERAL STATEMENT OF POLICY PROHIBITING SEXUAL HARASSMENT

Independent School District #716 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual discrimination and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other form of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Any student who believes he or she has been the victim of sexual harassment should immediately report the alleged acts to a teacher or building principal.

LOST OR DESTROYED TEXTBOOKS

The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.

2014-2015 CLASS TIME SCHEDULE

| | |
|--|--------------------|
| STUDENT ALLOWED IN ACADEMIC WINGS | 8:00 |
| WARNING BELL | 8:25 |
| PERIOD 1 | 8:30-9:19 |
| PERIOD 2 | 9:24-10:13 |
| PERIOD 3 | 10:18-11:11 |
| PERIOD 4 | 11:16-12:05 |
| HIGH SCHOOL LUNCH | 12:05-12:36 |

| | |
|-----------------|-------------------|
| PERIOD 5 | 12:36-1:25 |
| PERIOD 6 | 1:30-2:19 |
| PERIOD 7 | 2:24-3:13 |

SCHOOL DISTRICT PHONE NUMBERS

| | |
|---|-----------------|
| Activities Director (Mindy Sparby) | (952) 873- 2412 |
| Attendance (24 hour automated line) | (952) 873-2404 |
| Building and Grounds Supervisor (Jeff Heine) | (952) 873-2406 |
| Community Services (Nelson Ladd) | (952) 873-2411 |
| Food Service Director (Carrie Donovan) | (952) 873-2414 |
| High School Career Guidance (Laurie Green) | (952) 873-2410 |
| Student Support Specialist (Amie Hohenstein) | (952) 873- 2403 |
| Learning and Career Dev. Lab (Scott Hallgren) | (952) 873- 2407 |
| Instant Alert Line | (952) 873-2413 |
| District Office | (952) 873-2400 |
| Belle Plaine Junior/Senior High | (952) 873-2403 |
| Infinite Campus Assistance (Teri Kiewatt) | (952) 873-2418 |

Please note: It is district policy not to interrupt classroom teachers with phone calls during the regular school day unless an emergency exists. However, all staff can be left a voicemail message that will notify the individual.

SCHOOL WEBSITE AND STUDENT INFORMATION SYSTEM

Check Out Our School District Website:

www.belleplaine.k12.mn.us

Student Information System:

The Belle Plaine Public Schools utilize the Infinite Campus student information system. Infinite Campus has many features, including: online access to grades, announcements, food service, and attendance information for parents and students. Both parents and students should have unique login information. If you need additional assistance with Infinite Campus, contact Teri Kiewatt at (952) 873-2418.



Independent School District No. 716

<http://www.belleplaine.k12.mn.us>
District Calendar 2014-2015

District Contact Information

District Office: (952) 873-2400
Chatfield Elementary: (952) 873-2401
Oak Crest Elementary: (952) 873-2402
Junior-Senior High: (952) 873-2403

Jul-14

| | | | | |
|----|----|----|----|----|
| M | T | W | T | F |
| | | | | |
| | 1 | 2 | 3 | 4 |
| 7 | 8 | 9 | 10 | 11 |
| 14 | 15 | 16 | 17 | 18 |
| 21 | 22 | 23 | 31 | |
| | | | | |

Jan-15

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|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 |
| 19 | 20 | 21 | 22 | 23 |
| 26 | 27 | 28 | 29 | 30 |

| | |
|----|--|
| | No School (Holiday) |
| | No School (Teacher Workshop Day) |
| | Inservice Early Dismissal - School ends at 12:15 |
| 22 | Parent-Teacher Conferences |
| 22 | End of Quarter or Trimester |

Aug-14

| | | | | |
|----|----|----|----|----|
| M | T | W | T | F |
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| 11 | 12 | 13 | 14 | 15 |
| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Feb-15

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| 23 | 24 | 25 | 26 | 27 |

Sep-14

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| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

Mar-15

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| 16 | 17 | 18 | 19 | 20 |
| 23 | 24 | 25 | 26 | 27 |
| 30 | 31 | | | |

Oct. 2014

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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | 31 |

Apr-15

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| 13 | 14 | 15 | 16 | 17 |
| 20 | 21 | 22 | 23 | 24 |
| 27 | 28 | 29 | 30 | |

Nov-14

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| 17 | 18 | 19 | 20 | 21 |
| 24 | 25 | 26 | 27 | 28 |

May-15

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| 18 | 19 | 20 | 21 | 22 |
| 25 | 26 | 27 | 28 | 29 |

Dec-14

| | | | | |
|----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | 31 | | |

Jun-15

| | | | | |
|----|----|----|----|----|
| M | T | W | T | F |
| 1 | 2 | 3 | 4 | 5 |
| 8 | 9 | 10 | 11 | 12 |
| 15 | 16 | 17 | 18 | 19 |
| 22 | 23 | 24 | 25 | 26 |
| 29 | 30 | | | |

August
22, 25-28 8-22 New Teachers; 8/25-28 Workshop

September
1 No School - Labor Day
2 School Begins 7-12
2,3 K-6 Conferences 9 am to 5 pm
4 School Begins K-6

October
3 Students released at 12:15 pm - Teacher workshop
16,17 No School Education MN Conference
31 End of 1st Quarter

November
3 No School - Teacher Workshop
6,13 K-6 Parent Teacher Conferences
13,17 7-12 Parent Teacher Conferences
25 Students released at 12:15 pm - Teacher workshop
25 End 1st Trimester
26-28 No School - Thanksgiving Break

December
22-31 No School - Holiday Break

January
1,2 No School - Holiday Break
5 School Resumes
19 No School - Martin Luther King Jr. Day - Teacher Workshop
23 End 2nd Q/1st Semester

February
13 Students released at 12:15 pm - Teacher workshop
16 No School - President's Day
19, 23 7-12 Parent Teacher Conferences

March
6 End 2nd trimester
13 Students released at 12:15 pm - Teacher workshop
16,19 K-6 Parent Teacher Conferences
27 End 3rd Quarter
30 Teacher Workshop
31 No School - Spring Break

April
1-3 No School - Spring Break

May
25 No School - Memorial Day

June
4 Last student day, end of 4th Quarter/3rd trimester
5 Teacher workshop
7 Graduation

Student Contact Day Summary

| Quarter Summary | | Trimester Summary | |
|-----------------|-----|-------------------|-----|
| 1st Quarter | 42 | 1st Trimester | 58 |
| 2nd Quarter | 45 | 2nd Trimester | 58 |
| 3rd Quarter | 44 | 3rd Trimester | 58 |
| 4th Quarter | 43 | | |
| Total | 174 | Total | 174 |

8 teacher workshop days
2 days allotted for parent-teacher conferences