



# High School Student Handbook 2013-2014

**Preparing self-directed learners to thrive in a changing  
global community**

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*Dear Students,*

*Welcome to Becker High School, Home of the Bulldogs!*

*The staff is looking forward to another exciting year. We want your year to be filled with memorable experiences. This is the time in your life to make lasting friendships, explore interest areas, and accomplish great things in both academics and activities.*

*This handbook is the official student handbook for Becker High School and has been approved by the Becker School Board. It will remain in effect until the subsequent edition is approved and printed. The policies outlined in the student handbook apply equally to all students. It is recognized that the student handbook will be interpreted at the discretion of the principal for the benefit of all students.*

*We take great pride in our students, staff, building and community and we hope you do the same. Our school's handbook is intended to help you better understand the policies and procedures of the high school. Please take the time to share this handbook with your parents/guardians. Please read the handbook carefully as it is your responsibility to become familiar with the rules and procedures at Becker High School. If you have any questions regarding the contents of the handbook or suggestions on improvements, please contact your student council representative, counselor, or administrator.*

*Please partner with us in making our school climate safe where all individuals are valued and treated with respect. Our staff wishes you a successful 2010-2011 school year.*

*Sincerely,*

*Sandy Logrono, Principal*

*Mark Kolbinger, Assistant Principal*

## **ACADEMIC INFORMATION**

## **ACADEMIC INTEGRITY**

**Academic integrity** refers to honesty and ethical behavior in producing and representing your work in a school setting. Academic dishonesty is a failure to display this ethical behavior in your academic conduct, and while there are many types of academic dishonesty, the two main concerns in the classroom are cheating and plagiarism.

**Cheating** includes a variety of behaviors including the following:

- Copying the work of another student
- Allow one's work to be copied by another student
- Use of unauthorized materials on a test or project
- Unauthorized use of electronic devices on a test
- Obtaining unauthorized copies of materials, information or knowledge prior to taking a test or completing a project
- Claiming credit on a group project for contributions that were non-existent or below requirements
- Falsifying or forging any academic document

**Plagiarism** is passing off the work of another, often without their knowledge or consent as your own.

Plagiarism can be intentional or unintentional. Examples of unintentional plagiarism include:

- Failure to list sources used
- Failure to indicate that material in a paper came from one of the sources
- Following the wording on the original source too closely when paraphrasing
- Use the ideas of another without proper citation
- Changing some of the author's words by retaining his ideas and/or sentence structure without citing

### **When do you have to cite?**

- When you are using or referring to someone else's work in your paper (including their words, ideas, research, charts, illustrations etc.)
- When you use an exact quote or a unique phrase from a source
- When your information comes from an interview or represents someone else's observations

### **When don't you have to cite?**

- When you are expressing your own ideas, observations, opinions, and theories
- When what you are writing is common knowledge
- When what you are writing can easily be found uncited in common reference books
- When you've created your own illustrations, charts, diagrams
- When you are using research you conducted yourself
- When the information lies within your own field of expertise, and it stems from your personal knowledge

### **How do you cite information?**

In formal writing, this citation should occur in two places, in the actual text of the paper itself and in the bibliography. Doing this properly is simply a matter of very specifically following a style guide, which show exactly how to document the information. Most teachers at BHS follow the MLA style guide, and a handout of instructions for proper MLA citation can be found in the library.

### **What are the consequences of academic dishonesty?**

Incidents of cheating or plagiarism can have serious consequences. At Becker High School, students who are discovered to have plagiarized or cheated on specific assignments or tests may receive a "zero" or no credit for that assignment or test and additional disciplinary action may be included.

### **How do you prevent "accidental" plagiarism?**

- Make sure you start your research early! Give yourself plenty of time.
- Make sure you take notes accurately. Use a highlighter to mark exact quotes and unique phrases that will have to be in quotation marks.

- Make sure that you have accurately recorded bibliographic information for all sources used in your research
- Make sure you indicate on each note card where the information came from, source and page number.

### **CREDITS AND STANDARDS**

In order to graduate, students must earn thirty credits and meet all requirements established by the Becker School Board and the Minnesota Department of Education.

### **GRADING SCALE**

Becker High School utilizes a unified grading scale according to the following percentages:

A	100-93%	C	76-73%
A-	92-90%	C-	72-70%
B+	89-87%	D+	69-67%
B	86-83%	D	66-63%
B-	82-80%	D-	62-60%
C+	79-77%	F	59% and below.

Note: College in the schools classes are subject to their own grading scale.

### **GRADING SYSTEM**

The above letter grades will be used in all subjects. Teachers develop their own system of grading to arrive at the designated letter grade. The grading system used by each teacher should be explained to the students during the first week of the course and posted on the course syllabus.

### **HONOR ROLLS**

Honor Rolls will be published quarterly in the Sherburne County Citizen.

**"A" Honor Roll** is defined as those students who have maintained a 3.666 grade point average or better for a marking period.

**"B" Honor Roll** is defined as those students who have maintained a grade point average between 3.000 and 3.666 for a marking period.

### **INCOMPLETES**

Students must complete all course work by the end of the term. In the event that an extenuating situation exists which may require additional time for completing course work, a teacher may request extensions of time. Such requests will be forwarded to the principal. All incomplete grades must be completed within 10 school days after the last day of the quarter. If the work is not completed, the incomplete is changed to the letter grade earned.

### **INDEPENDENT STUDY**

Independent Study (IS) courses are designed for students to meet education goals that may not be available in our regular curriculum. These courses are taught voluntarily by our licensed staff and must be accepted by the instructor and approved through the counseling office and administration.

### **LETTER GRADES AND HONOR POINT VALUES**

A	4.0	D+	1.333
A-	3.666	D	1.0
B+	3.333	D-	0.666
B	3.0	P	0.000 (credit earned)
B-	2.666	S	0.000 (credit earned)
C+	2.333	F	0.0 (no credit earned)
C	2.0	W	0.0 (no credit earned)
C-	1.666		

### **LETTERS-ACADEMIC**

Students in grades 9 through 12 may receive a school certificate for outstanding achievement in academics. The achievement criteria to receive an "academic letter" at each grade level are based on

a student's grade point average over that student's academic career in grades 9 through 12. The criteria are 9th grade- 3.90, 10th grade- 3.75, 11th grade- 3.66, and 12th grade- 3.50.

### **MIDTERM PROGRESS**

At midpoint of each quarter, parent/student/teacher conferences are held. Students are encouraged to check their grades regularly online and attend quarterly conferences. Conference dates are October 8, December 6, February 25, and May 2.

### **PASS/ FAIL OPTION**

Pass/ fail grading options exist for the purpose of promoting students to take an elective course or two that interests them without adversely affecting their GPA. Students may take a maximum of one credit pass/fail (excluding T.A., Mentorship and Practices in ECFE) in their high school career. Students must approve the pass/fail option with the course instructor within the first week of the class.

### **POST-SECONDARY OPTION (PSEO)**

Information regarding the PSEO program is detailed in the "Student Registration Guide," which each student is given a copy of at the time of registration. Students attending a post secondary institution either full or part time are expected to attend classes on a regular basis and carry the number of credits necessary to be a full time student.

If a student chooses to drop/withdraw from a class and the school is billed for the credits because the withdraw was not within the guidelines set by the college, the student will receive a grade "W" which will count as part of the student's grade point average and will be included on the student's transcript. The student dropping a class will be placed in a high school class if feasible.

The student must be persistent in keeping in touch with the high school and counseling offices. Please call ahead to schedule all appointments to ensure availability. This will help each student stay informed about such things as graduation, testing, scholarships and other important news for both juniors and seniors. The high school and counseling websites are sources of important information for all students.

### **RANK**

Rank in each class is the order of students from the highest to lowest academic achiever. The final rank for seniors is determined by calculating the grade point average for all of grades 9 through 12. It is figured by computer in June after all 4th quarter grades are recorded.

### **REPORT CARDS**

Students will receive report cards approximately one week after a quarter has ended. It is the student's responsibility to share this information with his/her parent. End of the year report cards are mailed.

### **SENIOR HONORS AND HIGH HONORS STUDENTS**

Senior honor students are determined by calculating the grade point average for grades 9, 10, 11, and 12. GPA's calculated at the end of third quarter are used to identify Honor Students. Students who have a cumulative GPA of 3.6 or higher will be earn "Honors" status at graduation, while students with a cumulative GPA of 3.9 and higher will earn "High Honors" status at graduation.

### **EARLY GRADUATION**

A student who completes all graduation requirements prior to the beginning of the fourth quarter of their senior year may apply for early graduation. A student who chooses to graduate early is no longer allowed to participate in any high school functions except commencement exercise and Prom.

To be considered a candidate, a student needs to do the following:

1. Discuss early graduation with his or her parent.
2. Have a meeting with his or her counselor to discuss reasons for early graduation, review his or her credit history, and to obtain an early graduation form.
3. Complete an early graduation form and attend an early graduation meeting with student, parent, counselor, and administrator.

### VALEDICTORIAN/SALUTATORIAN

To be considered for the Valedictorian or Salutatorian honor, a student must have completed their last 16 credits as an enrolled student at Becker High School. The GPA at the end of quarter 3 is used to determine the Valedictorian and Salutatorian. In the event of a tie for Valedictorian, there will be no Salutatorian. Starting with the Class of 2014, the Valedictorian or Salutatorian designation will no longer be used but will be changed to a system to recognize the Honors Students in each graduating class.

## ATTENDANCE POLICIES & PROCEDURES

Attendance at school is one of the greatest predictors of success for students. The staff and school board of Becker High School believes that regular school attendance benefits students academically and socially, provides opportunities for communications between teachers and students, and establishes habits of dependability important to the future of all students. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and a way for students to develop responsibility and self-discipline.

It is the responsibility of the parent and school to promote regular attendance. The following is a partial list of ways parents can help their student stay in school.

- Make education and attendance a family priority.
- Build your student's self-confidence by recognizing and celebrating when he/she is successful.
- Help your student develop good study and work habits by scheduling home study time.
- Communicate with your student's teachers through telephone, email, and face-to-face conferences. They can provide important insight into your child's school performance and suggest ways for improvement.
- Get to know your student's friends and classmates. They can influence your student's school performances. Lack of friends or problems with peers can also affect school performances.

The school is the arbitrator of whether an absence is excused or unexcused. When absences become excessive for any reason, parents will be contacted. A full copy of the school districts attendance policy may be obtained on request. **(School Board Policy #503)**

### ARRIVAL AND DISMISSAL TIMES

School starts at 8:10 a.m. and ends at 2:55 p.m. Students not in an after school activity or using the media center are expected to leave the building by 3:15 p.m. In the event of an early dismissal, students are expected to leave school within fifteen minutes following a dismissal. High School students are restricted from the middle and elementary school facilities unless they have direct administrative permission or are involved in or attending a school sponsored activity.

### PROCEDURE TO FOLLOW WHEN ABSENT

1. Parents/guardians are requested to call the high school office, **261-4501**, and leave a message before school to report the student's absence. Absent students whose parents did not telephone must bring a note upon returning to school.
2. When a student returns to school, he/she must report to the office for a pass prior to 8:10 a.m.
3. It is the student's responsibility to get any missed assignments and to turn them in during the allotted time given by the teacher.

### EXCUSED ABSENCES

An excused absence indicates an absence from school with parent/guardian permission and school permission. Students exceeding 5 excused absences per quarter for illnesses and/or medical/dental appointments may be required to obtain a note by a physician before additional absences are excused. The following absences are considered excused:



1. Illness of the student.
2. Serious illness or death of a family member.
3. Family emergency of special circumstances as approved by school administration.
4. Medical/ dental/ chemical health/ psychological appointments that cannot be arranged at another time.
5. Religious instruction not to exceed three hours per week.
6. School approved absences consisting of field trips, college visits and suspension.
7. All vacations and work at home must have prior administrative approval.
8. Others as determined by administration.

**Please avoid scheduling appointments and or vacations on state testing days. These dates are found on the district calendar**

### **UNEXCUSED ABSENCES**

An unexcused absence indicates that the student is absent from school for reason other than listed in the excused portion. If a student receives an unexcused absence, the student may or may not be allowed to make up any assignments or tests missed on the day of the absence. This is at the sole discretion of the teacher.

The following absences are considered unexcused:

1. Oversleeping
2. Missing bus/transportation problems
3. Absences not verified by a parent/guardian within 48 hours
4. Truancy
5. Leaving school without permission
6. Working for wage, work at a business unless under an approved school work program.
7. Arriving more than ten minutes late with a tardy pass
8. Leaving class early without teacher's permission
9. Absences without parental permission or administrative approval
10. Failure to follow the proper procedures when leaving school building

### **DEADLINE FOR EXCUSING ABSENCES**

When a student returns to school following an absence and no call or note has been received, the student will have **48 hours** to clear the absence before it is considered unexcused resulting in disciplinary action. Students are encouraged to check their attendance often. Parents can also be notified of absences automatically via email through the use of the Skyward notification system.

### **MAKE UP WORK**

1. **Advanced Make-Up Work-** Students who are absent because of activities, vacations, and other scheduled or prearranged activities must notify the office in advance of the absence. Homework must be completed in advance or is due upon the first day the student returns to school. Any other arrangement must be made with the teacher.
2. **Make Up Work-** When a student returns to class from an unanticipated absence, he or she should discuss with each teacher the material that was missed and each teacher will provide make-up work and a clearly defined due date for that make-up work. Long-term assignments or tests (that were previously assigned) may be due the day of the student's return to school. The responsibility for completing the work rests with the student. It must also be understood that a large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or not.

### **EXTRA CURRICULAR PARTICIPATION**

Students involved in any extracurricular activity scheduled during or after the school day or any school sponsored on-the-job training program may not participate in after school activities or programs if they have an unexcused absence from any class during the day, have been suspended from class, or have missed more than 2 blocks of the school day. If a student is absent due to medical reasons, the student must present a doctor's note clearing them to participation for that day. Any extenuating circumstances will be reviewed by the administration. This policy includes practices, games, concerts, plays, and competitions. In addition,

students who are suspended or administratively dismissed from school are not eligible for practice or participation on the day of the suspension or dismissal.

### **FAMILY VACATION PROCEDURES**

Students must obtain a prearranged absence pass from the high school office. After obtaining a prearranged pass, students must communicate with their instructors in advance to obtain materials, due dates and assignments. Work may have to be completed in advance of the trip in order to receive credit, unless otherwise agreed upon between the teacher and student.

### **LEAVING DURING THE SCHOOL DAY**

No student is to leave the building or its premises including the parking lots during the school day without either an early dismissal pass or permission from the principal, assistant principal, nurse, or being on an authorized work program. Students leaving early from school must sign out in the office. A student who does not follow the proper check out procedures will receive an unexcused absence.

1. **Early Dismissals:** A student who has an appointment must obtain an early dismissal slip by presenting a note from a parent/guardian in the office before 8:10 a.m.
2. **Illness:** If a student becomes ill during the school day, he/she must report to the nurse's office. If a student is ill and needs to be sent home during the school day, the school nurse will contact a parent/guardian and make necessary arrangements.

### **SKIP DAYS**

Becker High School does not authorize skip days of any kind. Disciplinary action, as deemed appropriate, will be taken with those who participate in a skip day.

### **STATE TOURNAMENT ATTENDANCE**

If any of the Becker High School teams are participating in a State Tournament provisions will be made for students to attend the tournament. However, when Becker is not represented in a State Tournament, the following regulations apply:

1. Absences may not exceed one day.
2. The student must present a note signed by a parent/guardian to the attendance office two days in advance in order for the absence to be excused.
3. A student must show the excused pass to his/her teacher in order to receive work that will be missed on the day of the absence. Work missed should be completed before the absence or on the day the student returns to school.

### **TARDIES**

Becker High School feels that promptness is a life-skill. Students are expected to be in class when the block begins. Students who are less than 10 minutes tardy to first block should report directly to their first block class (by 8:20). Teachers will inform the students of their individual tardy policy. Students should be aware that tardiness may result in loss of credit. Tardies in excess of 10 minutes shall count as an unexcused absence.

### **TRUANCY**

When a student is absent from any class without parental request and administrative approval, he/she is considered truant.

#### **Truancy Intervention Project**

Becker High School works in collaboration with the Sherburne County Attorney's Office on the Truancy Intervention Project. The Truancy Intervention Project is a program designed to improve attendance by juveniles at school by working in collaboration with parents, schools and juveniles.

**Step 1** – After the child has had 3 or more unexcused absences on 3 different days, MN statute (260A.02) defines the student as a continuing truant. At this time, the school makes a referral to the County Attorney's Office. The child and the parent then attend a mandated meeting with a representative of the Sherburne County Attorney's office to gain knowledge of the truancy laws.

**Step 2** – If the child continues to be truant, the family can be referred to the Sherburne County Attendance Review Board on the fifth unexcused absence. The family meets with representatives from the school,

Sherburne County probation, community agencies and the local law enforcement to identify and address any issues that are preventing the child from attending school and being a successful student.

**Step 3** – After the child has had 7 or more unexcused absences on 7 different days, MN statute (260C.007 Subd.19) defines the student as a habitual truant. The third step in the TIP is the filing of the truancy petition. The third step can be taken if Steps 1 and 2 have failed and the student reaches his or her seventh unexcused absence.

## DISCIPLINE POLICY/CODE OF CONDUCT

### **BEHAVIOR EXPECTATIONS OF ALL BECKER HIGH SCHOOL STUDENTS**

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

- Be present in classes daily.
- Be in class on time.
- Be prepared for class. (Bring all required materials to class, i.e., books, paper, textbook, etc.)
- Be attentive in class and participate in classroom activities.
- Make an effort to be successful.
- Show respect for teachers, other students, and school property.
- Follow the directives of teachers and supervisors, insubordination or the refusal to follow directives of a teacher or supervisor is considered serious.
- Help keep classrooms and the school neat and clean.
- Do not bring valuables to school. Keep personal property in your possession or in a locked locker.
- Ethical use of technology and equipment is expected.

### **SCHOOL DISCIPLINE (School Board Policy 506)**

#### **I. Statement of Policy**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline.

- All students are entitled to learn and develop in a setting which promotes respect of self, others and property.
- Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place.
- Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

#### **II. Rules of Conduct**

Disciplinary action may be taken against students for any behavior, which disrupts instruction or violates the rights of others. In addition, the following acts are unacceptable behavior subject to disciplinary action in the school district:

- A. Damage to School District Property or Personal Property:
  - 1. Vandalism: Damage to or destruction of school district property or property of others by students is vandalism.
  - 2. Theft: Theft is the act of intentionally and without claim of right taking, using, transferring, concealing or retaining possession of movable property of another without one's consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
- B. Physical Assault:

Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another.
- C. Verbal Assaults:

Verbal assaults are abusive, threatening, degrading, profane or obscene language either oral or written by a student toward school district personnel or another student.
- D. Threats and Disruptions:
  - 1. Dangerous Threats: Threats to school operations or school activities include but are not limited to the reporting of dangerous or hazardous situations that do not exist.
  - 2. School/Class Disruptions: Any student who disturbs or interrupts the classroom environment thereby making it difficult for others to learn and for the teacher to teach will be subject to disciplinary action.
- E. Dangerous, Harmful and Nuisance Substances and Articles:
  - 1. Chemicals: Students are prohibited from using, possessing, selling, or being under the influence of illegal drugs, alcoholic beverages or non-prescribed drugs or narcotics.
  - 2. Use of Tobacco: Tobacco use by students is prohibited.
  - 3. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal or that may cause harm to persons or property is prohibited.
- F. Other Rules of Conduct:
  - 1. Fighting: Students are prohibited from engaging in combat in which both parties have contributed to the situation by verbal and/or physical action.
  - 2. Gambling: Gambling of any nature is forbidden.
  - 3. Student Attire: Any manner of dress or personal grooming which represents a clear danger to the student's health and safety interferes with work or creates classroom or school disruption is prohibited.
  - 4. Leaving School Grounds: Students may not leave school or school grounds during school hours without proper clearance.
  - 5. Interference with School Authorities: Students may not interfere with administrators, teachers, or other school district personnel in the performance of their jobs by use of force, violence, intimidation, threats, or other means.
- G. Failure to Identify Oneself:

Failure to provide proper identification upon request of a staff member is unacceptable behavior.
- H. Violation of any state, local or federal law is unacceptable behavior
- I. Bullying:

Bullying is harassment and will not be tolerated. Incidents of bullying will be dealt with under the District's bullying and harassment policies.
- J. The following constitute unacceptable behavior:
  - 1. Willful conduct, which materially and substantially disrupts the right of others to an education;
  - 2. Willful conduct which endangers school district employees, the student or other students, or the property of the school, or
  - 3. Willful violation of any rule of conduct specified in this discipline policy

### III. Disciplinary Policy

Disciplinary action may include but is not limited to:

- 1. School personnel/student conference

2. Parent contact by school personnel
3. Detention
4. Loss of school privileges
5. Parental conference with school staff
6. Modified school programs
7. Removal from class
8. In-School Suspension
9. Outside agency or police referral
10. Suspension
11. Exclusion
12. Expulsion

## **DISCIPLINARY ACTIONS**

### **•Detention**

Teachers, assistant principal or the principal may assign detention to students who are tardy to school and to students who do not follow classroom rules. The amount of detention time may be from fifteen minutes to an hour and must be served on the date assigned that is agreed upon by the student, parent and teacher.

### **•Administrative Dismissal**

Dismissal is defined as being required to leave the school premises for the remainder of the school day. This is not a suspension, but may lead to that. Students who have been dismissed may be required to bring parents with them before being readmitted.

### **•Disorderly Conduct**

Whoever does any of the following in public or private place, including on a school bus, knowing, or having reasonable grounds to know that it will, or will tend to, alarm, anger or disturb others or provoke an assault or breach of the peace, is guilty of disorderly conduct, which is a misdemeanor:

- Engages in brawling or fighting; or
- Disturbs an assembly or meeting, not unlawful in its character; or
- Engages in offensive, obscene, abusive, boisterous, or noisy conduct or in an offensive obscene, or abusive language intended to arouse alarm, anger or resentment of others.

### **•Suspension**

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension shall be utilized in accord with The Pupil Fair Dismissal Act of 1974 as amended.

Students may be suspended from school for any of the following:

1. Willful violation of any school regulations.
2. Willful conduct which materially and substantially disrupts the right of others to an education (This includes test cheating, harassment, threats of physical and mental harm and/or offensive language).
3. Willful conduct, which endangers persons or property (Fighting, vandalism, stealing).
4. Other violations included in the District School Discipline policy.

A suspended student receives full credit for all work completed satisfactorily. Suspended students are prohibited from being on school grounds, attending or participating in all school related functions or activities. Prior to the student's return to school, a reentry plan will be discussed.

### **•Expulsion**

Expulsion means the action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not exceed beyond the school year. Students will be recommended to the Board of Education of Independent School District #726 for expulsion from school for severe or persistent violation of school policy.

## **SCHOOL BOARD POLICIES- Student Discipline**

Complete Policies may be found in the high school office or on the Becker School District Website

### **BULLYING (School Board Policy 514)**

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

1. Harming a student;
2. Damaging a student’s property;
3. Placing a student in reasonable fear of harm to his or her person or property; or
4. Creating a hostile educational environment for a student.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

### **DRUGS AND ALCOHOL (School Board Policy 417 and 418)**

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violations will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away, or have possession of drugs, paraphernalia, or alcohol on school property, or at a school sponsored activity may be suspended or expelled from school. Illegal substances and related items will be confiscated. Before the student is readmitted to school, a conference consisting of parents, student, and principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law.

### **HARASSMENT AND VIOLENCE (School Board Policy 413)**

1. Everyone at District 726 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
  - a. Name calling, jokes or rumors;
  - b. Pulling on clothing;
  - c. Graffiti;
  - d. Notes or cartoons;
  - e. Unwelcome touching of a person or clothing;
  - f. Offensive or graphic posters or book covers; or
  - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence.

### **HAZING (School Board Policy 526)**

“Hazing,” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. Hazing is prohibited. The school district will investigate all complaints and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated the policy.

### **SEARCHES (School Board Policy 502)**

We are always concerned about providing a safe educational environment for our students. The site administrator or his/her designee has the authority to conduct a search. The scope of the search may include a student's person and areas over which he/ she has control, including but not limited to, cell phones, computer files, purses, backpacks, any locker assigned the student by the school, and the student's vehicle. The administrator must have reasonable suspicion to believe that under the circumstances, the student may have concealed evidence of misconduct in areas under his / her control. This includes measures taken to keep the school free of chemicals/ drugs. Therefore, at times designated by the administration, searches will be conducted to determine the presence of any chemicals/ drugs or related paraphernalia. These searches may be conducted on all school property and may utilize law enforcement resources including K-9's.

### **STUDENT TRANSPORTATION SAFETY (School Board Policy 709)**

Since School Board Policy views the school bus as an extension of the classroom, all rules and regulations found in the Rules of Conduct of Board Policy will apply to student conduct while on the bus. The following are the rules and regulations that specifically apply to safe bus conduct:

1. Students should be waiting at the bus stop by the time the bus arrives.
2. Students are to face forward and remain seated while the bus is in motion.
3. Students are to keep their hands, feet, and personal articles to themselves.
4. Students are not to use foul or obscene language or gestures.
5. Students are to talk quietly to insure the driver can hear traffic noise and trains.
6. Students are to keep all parts of their body inside the bus.
7. Students are to keep the floor and seats clean from refuse and gum.
8. Students will not be allowed to have any articles on the bus, which the driver deems unsafe, or a nuisance.
9. The bus driver has the right to give additional directions to students, which he/she believes are necessary for the safety of the students on the bus.

Failure to comply with the above safety regulations may result in one or more of the following:

1. Verbal warning from the driver
2. An assigned seat for a specified period
3. Parent contact by bus driver and/or administrator
4. A misconduct form being sent to school administration, which could result in:
  - a. Administrative/student conference for 1st offense
  - b. Administrator/parent/student conference for 2nd offense
  - c. Suspension of transportation for a specified period
5. School disciplinary action
6. Suspension of bus transportation for a specified period
7. Recommendation to the School Board for permanent exclusion from transportation services.

### **TENNESSEN WARNING**

The Tennessean Warning states that an agency or institution can request individuals to supply confidential or private information concerning them. The warning must include:

1. Why the data is being collected from them and how the school intends to use it.
2. Whether the individual may refuse or is legally required to supply the data.
3. Any consequence to the individual for either supplying or refusing to supply the data.
4. The identity of other persons or entities authorized by law to receive the data.

### **TOBACCO FREE (School Board Policy 519)**

Becker Schools are tobacco free. Student use or possession of tobacco in any form will not be permitted on or adjacent to or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event home or away. Minnesota State Law prohibits anyone under 18 to possess tobacco. In addition to receiving school consequences, violators will be referred to the School Liaison Officer.

### **WEAPONS POLICY (School Board Policy 501)**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to

discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

**"Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered to possess a weapon.

Minimum corrective action shall include an initial suspension, confiscation of weapon, and police and parent notification. Upon administrative review by the Threat Assessment Team, a recommendation will be made to the superintendent for expulsion and/or exclusion.

## GENERAL INFORMATION

### ACTIVITIES

For a complete list of policies and procedures governing the Activities Department and extra-curricular participation, please see the Becker Public Schools activities handbook. Activity Offerings:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>	<u>Fine Arts</u>
Volleyball (G)	Hockey (B)	Track (B/G)	Musical Production
Football (B)	Basketball (B/G)	Softball (G)	Speech
Cross Country (B/G)	Wrestling (B)	Golf (B/G)	3 act or 1 act play
Swimming (G)	Gymnastics (G)	Baseball (B)	Visual Arts
Tennis (G)		Tennis (B)	<u>Yearbook</u>



Soccer (B/G)

Lacrosse (G)

Fees: High School Sports \$130.00 High School Fine Arts \$75.00. Maximum per family is \$ 575.00

#### Academic Eligibility - Scholastic Grading Policy:

*Philosophy:* This policy is not intended to use ineligibility as a punishment for failing grades. Student learning is a priority and decisions regarding eligibility should reflect a commitment to meeting the needs of students in activities. Because these needs are so varied, the scholastic policy must reflect some flexibility.

1. A student that receives one or more "F's" or "U's" as a mid-quarter grade is placed on academic probation for the remainder of the grading period (quarter). These students will initially be ineligible for a period of one week, during which time he or she is ineligible to participate in activity contests. Subsequent eligibility status will be determined on a weekly basis for the remainder of the grading period (quarter). At this point, students must be passing all classes on a weekly basis to participate in contests. A student who passes all of his or her classes at the end of this term will no longer be on academic probation.
2. Students who receive a grade of "F" or "U" as a quarter grade are placed on academic probation for the entirety of the next grading period (quarter). These students will initially be ineligible for a period of one week, during which time he or she is ineligible to participate in activity contests. Subsequent eligibility status for said student shall be determined on a weekly basis for the remainder of the grading period (quarter). If the student passes all classes at the end of the grading period (quarter), he or she shall be removed from academic probation.
3. Any student that receives an F or U at the end of quarter 4 will be on academic probation in the fall and subject to the guidelines in #2 above. Subsequent eligibility status for said student shall be determined on a weekly basis for the remainder of the quarter one grading period. If the student passes all classes at the end of the grading period, he or she shall be removed from academic probation. Any student successfully completing summer school will not be placed on academic probation to start the fall season.
4. A grading committee consisting of the Principal, Coach, Assistant Principal and Activities Director shall have the authority to review and rule on the eligibility of students with special or unusual circumstances.
5. Ineligible students are not allowed to dress or participate in any contests but are allowed to attend practices during the period of ineligibility.
6. All Student participants must be "on-track" to graduate from Becker High School to participate in an activity, as per MSHSL guidelines.

#### **BASE (BECKER ALTERNATIVE SCHOOL OF EXCELLENCE)**

This program is designed to assist 11<sup>th</sup> and 12<sup>th</sup> grade students with needs that cannot be met within the current program and/or services. This alternative program will offer a highly structured, self-contained learning environment with equal emphasis on teaching academics and behavioral/social skills, with a focus on attendance and respect. Students that are interested in this program should first meet with their counselor. If the student meets the state criteria for placement in an ALP, his or her counselor will make a recommendation to the SAT team for approval into the program.

#### **CLASS RINGS**

Students may order class rings during the spring of their freshman year. There is no requirement for students to order a ring or to order from the representative that visits the building. We recognize the presence of the representative as a service to the students.

#### **COMMENCEMENT EXERCISE**

To participate in the commencement exercise, students must meet all Becker High School requirements and must have earned thirty credits required to graduate. Students who have earned 29 credits and are enrolled in BHS summer school will be allowed to participate in the ceremony. Students must also have satisfied all detention or disciplinary time owed, have paid any fines, and returned all materials or school property. There is a \$25 fee to participate in the graduation ceremony.

#### **CRISIS MANAGEMENT DRILLS**

Minnesota law requires that each school practice one severe weather drill, five fire drills, and five lockdown drills, each year.

1. **Fire drills** are a necessary part of our high school safety plan. When fire drills are held, everyone is to leave the building as quickly as possible when the alarm is sounded. No one is to return to the building until the "All Clear" signal is given. If the alarm rings during lunch, leave the cafeteria immediately and report to your third block teacher. He/She will be in the front of the high school in the parking lot. Unnecessary setting off a fire alarm is considered a terrorist threat. Students will be suspended and may be recommended for expulsion as well as being subject to appropriate legal penalties and fines.
2. **Lockdown drills** will be practiced with staff and students. All students and staff must follow the lockdown procedures each time the drill is practiced. No student or staff is to use cell phones during these important safety drills.

### **DANCES**

Dances are a positive aspect of the school environment. There are a number of dances throughout the year. They are held for your enjoyment and for various school organizations to raise money.

The following are rules for all dances:

1. Dances are open to Becker High School students; no guests are allowed. Junior/Senior prom and Homecoming are the exceptions where students may bring a guest. Prom is open only to Becker High School Juniors or Seniors and their approved guest, and all prom attendees must be grade 10 or above but younger than 21 years old.
2. Once a student has left the dance, he/she will not be allowed to return to the dance even if he/she is willing to pay again. This includes going out to the parking lot.
3. All school policies are enforced at dances.
4. Students who violate school policy may not be admitted to future dances for the remainder of the school year.

### **RELEASE OF STUDENT DIRECTORY INFORMATION**

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

Under the federal law, directory information includes the following information relating to a student:

1. Students name, address and telephone number
2. Student's gender and date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Date of attendance and grade levels completed
7. Degrees and awards received
8. The most recent previous educational agency or institution attended
9. Photographs for school district publications and local newspaper

The Becker School District considers all of the above to be "Directory Information" as well as the publication of the quarterly "honor roll". Federal rules define directory information to mean, "Information contained in the education records of a student which would not generally be considered harmful or an invasion of privacy if disclosed." 34 C.F.R., Sec. 99.3.

### **Military Access to Student Data**

Minnesota Statute Data Practices Act M.S. 13.32, Subd. 5a Military Recruitment states:

A secondary institution shall release to military recruiting officers the names, addresses, and home telephone numbers of students in grades 11 and 12 within 60 days after the date of the request, except as otherwise provided by this subdivision. Data released to military recruiting officers under this subdivision: (1) may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military; and (2) shall not be further disseminated to any other person except personnel of the recruiting services of the armed forces.

A parent or adult student has the right to refuse to permit the designation of some or all of the categories as directory information with respect to that particular student. If, as parents, or adult student, you wish not to have any or all of the above information to be considered "Directory Information," you should contact the High School Office in writing by September 30, or within 30 days of the student enrolling in school.

### **DRESS GUIDELINES**

It is the intent of Becker High School to focus on the learning and educational process. Any style of dress or grooming, which prevents a safety/health hazard or fosters a disruption within the school setting, is prohibited. Students should be dressed and groomed in a clean, neat, and appropriate manner. Certain apparel is not appropriate for school. Based upon the guidelines of health, safety, and potential disruption, this includes:

1. Tube tops, halter-tops, and spaghetti straps are not allowed. Sleeveless shirts must have straps at least 2 inches wide.
2. Clothing must adequately cover the body. This includes no bare backs, no low cut shirts and no midriffs or under garments exposed. Pants are to be worn at the waist.
3. Shorts, skirts, and dresses should be at least mid-thigh length. Guidelines to follow include at least fingertip length and for shorts, a minimum of a five inch inseam.
4. Excessive ornamental objects such as chains and spiked/sharp jewelry will not be permitted.
5. Footwear (shoes or sandals) must be worn at all times.
6. Phy Ed. students are required to wear shorts with a minimum 5-inch inseam or sweatpants, an appropriate top with sleeves, and tennis shoes. Students are not to wear school athletic uniforms for physical education.
7. Certain classes may require specific dress codes.
8. No hats/bandanas, hoods/masks are to be worn or carried during school hours (8:10 a.m. to 2:55 p.m.). Drawstring backpacks can be used for carrying iPads. The use of large backpacks is discouraged during the day, however the classroom teacher has the final authority whether or not they can be brought into the classroom.
9. Clothing and accessories with pictures of or referring to the use of alcohol, tobacco, drugs, inciting violence, or sexual innuendos will not be allowed.

Students who are deemed to be improperly dressed will be allowed the opportunity to change or remain in the office until a parent brings appropriate clothing. If a parent can't be reached, students will be provided a Becker T-shirt or Becker shorts provided by the high school office. Students that refuse to comply with one of these requests will be considered insubordinate and may result in further disciplinary consequences.

### **EIGHTEEN-YEAR OLDS**

School policies and regulations apply to all students regardless of age. Those students who are legally adults are subject to the same disciplinary actions as other students and should expect their parents to be informed of problems with attendance and behavior. Eighteen-year olds still living at home will continue to be required to have parental excuses for any absences or tardies.

### **ELECTRONIC DEVICES-CELLPHONES, LASERS, PAGERS, MP3 PLAYERS, IPODS, ETC.**

Students are not to use electronic devices during instructional time unless granted permission by a staff member. Laser pointers are prohibited from school. Students are reminded that the use of cell phones or the internet for the purpose of harassing or threatening others during the school day is in violation of the hazing and harassment policy and will result in disciplinary action.

#### **Electronic Device Violations:**

First Violation- Teacher/Student Conference

Second Violation- Confiscation of the device for the day. The student may pick up device in the high school office at the end of the day.

Third Violation- Confiscation of the device until parent retrieves it and has an administrative conference.

Students and staff have a "reasonable expectation of privacy." Improper use of cell phones, cameras, or electronic devices may result in disciplinary action. Students are prohibited from electronically posting or transmitting any unauthorized images or video taken during the school day.

## **EQUAL EDUCATIONAL OPPORTUNITY (School Board Policy 102)**

### **I. PURPOSE**

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, and parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, course work, co- curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

### **FEES**

Public education in Minnesota is free to all students who are residents. However, fees may be charged to you under the following circumstances:

- 1. In any program where the resultant product, in excess of minimum requirements and at the pupil's option becomes the personal property of the pupil.
- 2. Admission fees or charges for extracurricular activities, where attendance is optional.
- 3. A security deposit for the return of materials, supplies or equipment.
- 4. For personal physical education equipment and apparel, although any student may provide his/her own if it meets reasonable requirements and standards relating to health and safety established by the Board or its designee.
- 5. For items of personal use or products, which a student may purchase at his/her own option such as student publications, class ring, yearbooks, and/or graduation announcements.
- 6. Fees specifically permitted by any other statute, i.e. driver's training.
- 7. Field trips considered supplementary to the regular educational program, do not affect grades, and for which attendance is optional, regardless of whether such trips are conducted during or outside the regular school day.
- 8. Fees charged by an outside agency for foreign language trips that are not sponsored by the District and do not involve an interruption of the student's educational program. Time for such trips should be allocated during summer and vacation periods.
- 9. For use of musical instruments owned or rented by the District, a reasonable rental fee not to exceed either the rental cost to the District or the annual depreciation plus the actual annual maintenance cost for each school owned instrument (not purchased with Title I, ESEA funds).
- 10. Any authorized student health and accident benefit plan.
- 11. Students may be required to furnish personal or consumable items including pencils, paper, pens, erasers, notebooks, sketchpads, crayons, and paint brushes.
- 12. Students may be required to furnish their own transportation to and from an instruction community-based employment station, which is part of an approved occupational experience within the secondary vocation program pursuant to M.S. 120.72, subd. 2a.
- 13. A fee will be charged to students who participate in extracurricular athletic activities for use of athletic equipment and apparel. Fees are based on varying expenditures and depreciation according to the schedule found in the Activities Handbook.

## **INTERNET/COMPUTER USAGE (School Board Policy 524)**

Students and staff in District 726 have access to the Internet, a global electronic information network that is used by businesses and organizations, the government, the military, and educational institutions. The Internet can serve as an important educational resource by providing access to thousands of libraries, databases, research institutions and a multitude of other information sources that can be used to educate, inform and entertain.

The Internet is not under the control of this school district, and making Internet available to students carries with it the possibility that some students might encounter information that some have identified as controversial or inappropriate for students. ISD 726 also denies any responsibility for the accuracy or quality of the information obtained. Our focus is less in controlling the environment but more in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their educational needs. Ultimately parents and guardians are expected to set and communicate the standards that their children should follow when using this resource. To that end, the Becker School District will support and respect each family's right to decide whether or not to limit their child's usage of the Internet.

Use of the Internet is a privilege, not a right. Access to network services will be provided to students who agree to act in a considerate and responsible manner. As a school resource, students' Internet accounts and activities fall under the supervision of district personnel. District personnel shall have access to all files, including e-mail, located on district computers. The district has the right to monitor network activity in any form that it may see fit to maintain the integrity of the information network.

It is the expectation of District 726 that student use of the Internet should support its intended use as an educational resource, and student behavior should at all times comply with other District policies, such as, the Student Discipline Policy and the Sexual Harassment Policy. Unacceptable uses of the Internet include, but are not limited to, the following:

- Using or distributing inappropriate, abusive or obscene materials and/or language
- Revealing or posting personal information such as addresses, phone numbers, etc.
- Engaging in any activities that are illegal, including the violation of copyright or other laws
- Using the network to attempt to disrupt, damage or subvert its use by others, or in a way that results in loss of another individual's work, or wastes network capacities
- Installing unauthorized software on school computers and/or downloading software or large files
- Using an account owned by another user, with or without their permission, or permitting other students to use one's Internet access or account
- Using the network for a commercial, political or profit-making enterprise
- Plagiarizing material from network resources
- Using the network in any way that violates any formal or informal school policies and behavior standards

The District and its personnel have the right to restrict or terminate access to the Internet at any time for just cause. Consequences for the misuse of this resource will be determined on a case-by-case basis and may include loss of computer privileges, suspension, expulsion or other disciplinary action.

### **IPADS**

Becker High School meets student needs for 21<sup>st</sup> century learning skills by utilizing a 1:1 iPad program. Students are expected to follow the guidelines as listed in the Becker Public Schools iPad procedures handbook, which is attached to this handbook as an appendix.

### **LOCKERS**

Hall lockers and Physical Education lockers are “on loan” to students for the school year and remain the property of District 726. The school reserves the right to inspect lockers when building administrators deem actions necessary to insure the safety and welfare of the students and staff. Students will be assigned a locker the first day of school. Students are not to share lockers. No student is to switch a locker with another person without obtaining permission. Locker combinations are not to be shared with anyone. Students will be responsible for the condition of their locker.

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 students.

## **LOCKER ROOMS**

The locker room area is locked unless students are in attendance for a scheduled class or activity. Students are not to be in the locker rooms unless they are participating in a Phy-Ed class or an athletic activity. Please do not leave valuables in gym lockers.

## **LUNCH PROGRAM**

Students may purchase a hot lunch including milk as long as they have money in their lunch account. Students have the opportunity to make deposits to their lunch account in the high school office. Deposits received by 9:00 a.m. will be ready to use at lunch. Lunch prices are set yearly by the school board. Ala Carte items are also available for the students to purchase.

### **Lunch Accounts**

1. Parents are encouraged to check lunch balances through their individual Skyward parent access account.
2. In order for a student to eat for that day, he/she must have a positive lunch account balance. If there is no money in the account, he/she will be offered a cheese sandwich and milk.
3. Students will be informed that they will need to put money in their account when the account is low.
4. Students on free or reduced cost lunch programs should not loan their lunch account code to others. If this occurs, disciplinary action may be taken and the student will be responsible for the cost of the lunch.

### **Cafeteria Conduct**

1. The right of the student to eat in the cafeteria is coupled with the responsibility of keeping the area presentable for others. Food throwing and other disrespectful conduct may result in disciplinary action and parent/guardian contact. A student will be asked to leave the lunchroom if his/her behavior is unacceptable. Each student is responsible for bussing his/her own dishes. All food and beverages are to remain in the lunchroom.
2. Students are not to be in the hallways during their assigned lunch period.
3. Students are required to eat on campus unless the school releases a student in accordance with school rules and/or school sponsored activities.

## **MEDIA CENTER**

The high school media center is an area designed to aid you in your studies by providing the materials for your use. Don't hesitate to ask for help in locating information or for recommendations of books you might enjoy reading. The media center is an extension of the classroom as well as a study area and resource center. Remember to use it for its intended purpose; it is not a place to socialize.

So that the library can provide materials and services for all, the following policies have been developed:

1. The library is open to students from 7:30 A.M. to 4:00 P.M.
2. Unless used just in the library area, all materials must be checked out by library personnel and returned to the circulation desk when finished.
3. Current magazine issues are to be read in the library and returned to the circulation desk five minutes before the end of the period.
4. Older issues of magazines are available for checkout. When you need back issues of magazines, ask the library personnel to get them for you from the back room.
5. You may check out materials (books, magazines, pamphlets) for one month and, if needed longer, they may be renewed. The exception to this would be reference books or books on reserve that may be checked out for overnight only.
6. It is a student's responsibility to return or renew materials when due. A fine may be assessed to a student for materials not returned, damaged or lost.
7. All audiovisual materials are available for your use, but should be used in connection with your studies.
8. Students needing to use the library during class time should obtain a pass from the classroom teacher. This pass should be given to library personnel upon entering and will be signed and returned when you leave.
9. No food or beverages are allowed in the media center.

10. Students are to abide by the Internet policy.

### **PARENT ACCESS**

Parents/Guardians have access to their student's school information through the Internet. Student information includes attendance, food service accounts, grades, and discipline information. This information is password protected. Parents should contact the high school office if they are in need of a password or have difficulty accessing information.

### **PARKING/PARKING PERMITS**

Students may drive to school and park in an approved Becker High School student lot provided they purchase a parking permit, register their vehicle(s) with the office and display the permit in their vehicle. The school is not responsible for students while using private transportation to and from school. Yearly parking permits are available for purchase in the Student Services Office for \$50 and are non-refundable and non-transferrable. Random enforcement of parking permit compliance will be conducted and violators may be subjected to fines and possible revocation of school parking privileges. Refer to the Becker High School parking procedures for more information.

The privilege of bringing a vehicle to school may be denied to any student if he/ she exhibits the following:

1. Reckless or careless driving
2. Speeding
3. Parking in a staff/visitor lot
4. Vandalism
5. Sitting in or standing by cars during school hours

Students are not allowed to be in their vehicles or move their vehicles during school hours without permission from the Assistant Principal or Principal.

### **PHYSICAL EDUCATION PARTICIPATION**

Physical activity is important to the growth and development of our students. Our physical education program provides a variety of activities for all students including students who may have a recent injury, chronic illness, or physical impairment. To ensure each student remains physically active, certain guidelines are enforced.

To be excused temporarily from participating in phy-ed, students must obtain an acceptable written response from one of the following:

1. Parent (**for one day only**)
2. School nurse (**for one day only**)
3. Examining physician-The note must be specific to the time frame and activities to be excused from. A student receiving a physician's excuse must also present a physician's permission note to resume activities.

### **PICTURES**

A professional photographer will take individual school portraits early in the school year. The pictures and names of each student will be published in the school yearbook.

### **PLEDGE OF ALLEGIANCE (School Board Policy 531)**

Students in this school district shall recite the Pledge of Allegiance one or more times each week. The recitation shall be conducted:

1. By each individual classroom teacher or the teacher's surrogate; or
2. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Any one who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

### **POSTERS**

In general, public school buildings may not be used to advertise commercial activities or products. Students may make and put up posters in the building according to the following guidelines:

1. Administration approves each poster by stamping it in the office before it can be posted.
2. Postings are to be hung only in the designated areas.
3. Posters must be removed immediately after the event is over.

### **POST SECONDARY VISITS**

Post secondary visits are an important part of selecting a post secondary school. Following are procedures to arrange campus visits.

1. Campus visits are limited to juniors and seniors.
2. If possible, visits should be arranged during days when school is not in session (workshop days, winter break, etc.).
3. If visits are necessary during the school day no more than three such visits will be allowed.
4. Prior to any campus visit, students should meet with their counselor to identify how they might get the most from their campus visit and to receive their prearranged form.
5. All visits should be prearranged through the attendance office.
6. Students should meet with the counselor upon returning from a campus visit to review the information they received on the visit.

### **PUBLIC DISPLAYS OF AFFECTION**

Our students are expected to use good judgment in regards to PDA's and are expected to refrain from such displays in the building or on school property. All staff may correct students if their behavior is not acceptable. Students are encouraged to accept redirection in a constructive manner in an effort to maintain a proper, respectful, and educational atmosphere for all students and employees in the building. If the behavior continues, disciplinary action may be instituted and parents may be contacted.

### **SCHEDULE CHANGES**

We believe that students have the right to select their own classes. However, it does become necessary to alter some students' schedules in order to keep classes from being overloaded or because it is impossible to schedule a specific combination of student requested courses. We believe that once a student registers for a class and that class is scheduled, the student has the responsibility of remaining in the class and completing it. In order to ensure class loads remain consistent and due to many classes being scheduled at student capacity, requests for specific teachers, lunch schedules or other student requests may not be honored. Changes can be made if the change has the best interest of the student's education in mind, if the assistant principal, principal, and/or counselor approve the change, and if the reason for changing a class is one of the "acceptable" reasons listed.

Acceptable reasons for a schedule change are

- A written doctor's excuse which notes that a student must be excused from a particular class.
- The class has been determined by the student and the teacher to be beyond the student's ability.
- Student acceptance into a special program.
- Need to take a required course.
- Computer error.
- Requested by administration and/or counselors.

All schedule changes must be made within the first three days of the quarter in which the class is scheduled. Any class that is dropped more than two weeks into the quarter will result in a grade of "F" on the student's academic record.

### **SCHOOL CLOSING**

For emergency closing due to inclement weather or for any other reason, listen or watch the following:

1. Radio - WCCO (830) or WJON (1240)
2. TV - KARE (Ch 11) or KSTP (Ch 5) or WCCO (Ch 4) or KMSP (Ch 9)
3. Becker School District Website

### **SCHOOL INSURANCE**



~~School insurance is available to all students. It is not compulsory. The school cannot be held responsible for disputed claims.~~

### **SCHOOL SECURITY**

The High School building will be locked from 8:20 a.m. to 2:45 p.m. During the school day, when the buildings are locked, visitors are asked to press the call button near the main entrance. The school secretary will welcome you, ask your name, and the purpose of your visit. Visitors who are granted access to the building must report to the office for a visitor's pass. When visitors are finished with their business, they must check out and return the visitor's badge upon leaving the building. Signs will be posted at each building entrance explaining the protocol for visitors as described above.

### **SENIOR ANNOUNCEMENTS**

An agency does visit the school and the school cooperates with the agency so students can order graduation announcements. If a student chooses to buy from another source, it is permissible. The school believes that we are offering a service, but the student is to feel no obligation.

### **STUDENT RECORDS**

According to the Minnesota State Law relating to pupil records, the parent/legal guardian or pupil 18 years of age or older, may examine all of the individual's files. She/he may do this by making an appointment in the Guidance Office. Records will be reviewed in the presence of the counselor or principal. The school may release directory information upon request.

### **SURVEILLANCE**

School grounds and buildings may be monitored by an electronic surveillance system. The system is designed to enhance school supervision and safety.

### **TEXTBOOKS**

Textbooks are loaned to students for their use. Students who lose or damage textbooks assigned to them will be expected to pay the full replacement costs of the damaged or lost material.

### **TRANSFER/ WITHDRAWAL PROCEDURES**

Students transferring or withdrawing from Becker High School must have their parents contact the counseling office so the proper paperwork can be completed.

### **VISITORS**

Visitors with legitimate business are expected to register in the high school office and wear an ID badge. Students are not to bring guests during the school day. District 726 reserves the right to deny any person access to district buildings or property for just cause. A "Trespass Notice" will be issued.

## **SPECIAL SUPPORT SERVICES**

### **GUIDANCE DEPARTMENT**

The purpose of the guidance services is to help each student in her/his social, vocational, and personal development. The counselor's first priority is to assist students. The counselor may be of assistance to students in the following areas:

1. Recommending materials and methods to improve study habits.
2. Planning schedules and school programs.
3. Making realistic course selections and planning for the future.
4. Offering aid in personal problems in school and out of school.
5. Assistance in post-secondary plans.
6. Chemical Dependency Referrals

Except in emergencies, students may see the counselor by making an appointment through the guidance secretary.

### **HEALTH SERVICES**

Students who become ill during the school day should report to the nurse's office. If there is a need to go home, the nurse will inform the parent/guardian and the student will be released from school. If this procedure is not followed, the student will be considered unexcused absent and disciplinary action may be taken.

Medication practices and procedures should be discussed with Heidi Tuorila, District School Nurse. It is extremely important that all students taking medication follow the District medication policy. Students who do not comply with the policy may be subject to disciplinary action.

### **SCHOOL BOARD POLICIES-Student Medication 516**

Complete Policies may be found in the high school office or on the Becker School District Website

### **SCHOOL PSYCHOLOGIST**

A school psychologist is available at the high school building. The psychologist helps with student testing and occasionally meets with students.

### **SCHOOL RESOURCE OFFICER**

An important part of the BHS administrative team is our school resource officer, who is an Investigator with the Sherburne County Sheriff's Office. The proactive mission of the deputy is early intervention in matters that if left unchecked, might lead to serious implications regarding the safety and security of the students and staff. The secondary responsibility of the school resource officer is to respond to certain acts committed in the school that may be deemed as unlawful. As an officer of the law, the resource officer may cite violations of the law and process charges through the county attorney's office, regardless of the school penalties imposed for that same act. Thus, it is possible that some acts may be violations of both school rules and/or school board policies and also in violation of the law, resulting in both school and legal consequences.

### **SPECIAL EDUCATION PROGRAM**

Special Services is a program for the learning disabled, emotional/ behavior disordered, attention deficit handicapped disordered, and mild moderately handicapped students. The program involves both direct and indirect intervention. The special services curriculum is a combination of the general curriculum and individual goals and objectives resulting in increased independent living both academically and socially.

### **SPEECH THERAPIST**

A speech therapist is employed by the district and is available to work with students on as needed basis.

### **SOCIAL WORKER**

The middle school and high school share a full time social worker. The social worker is available to help students who may be dealing with social problems in or out of the school setting.

# DIRECTORY INFORMATION

## **BOARD OF EDUCATION**

Jason Kindred      Aaron Jurek  
Lori Molus        Sheri Lumley  
Bryan Olson        Mark Swanson

## **ADMINISTRATION**

Dr. Stephen L. Malone, Superintendent  
Sandra Logrono, Principal  
Mark Kolbinger, Assistant Principal  
Dave Niemi, Activities Director

## **CURRICULUM & TECHNOLOGY**

Jean Duffy, Curriculum Director  
Ryan Cox, Technology Director

## **COMMUNITY EDUCATION**

Michelle Peacock, Director

## **SPECIAL SERVICES**

Heather Eigen, Counselor (A-K)  
Erica Sande, Counselor (L-Z)  
Kari Kleya, Speech Therapist  
Alexis Nelson-Severtson, ELL  
Traci Mathies, Social Worker  
Heidi Tuorila, School Nurse

## **SUPPORT STAFF**

Jackie Cox, Counselors' Secretary  
Michelle Fitzpatrick, Principal's Secretary  
Jesse O'Neill, Paraprofessional  
Linda Gudmundson, Paraprofessional  
Carmin Olson, Paraprofessional  
Eileen Pursley, Paraprofessional  
Cheri Sakry, AP's Secretary

## **BUILDING & GROUNDS**

Chuck Stanger, Supervisor

## **FOOD SERVICE**

Lori Larson, Director

## **MEDIA SERVICES**

Nancy Lorentz, Media Specialist  
Bonnie Leeman, Media Aide  
Sumre Robinson, Network Manager

**ART**

Joni Svaren

**BUSINESS**

Marilyn Miller Maggie Maine

**BASE PROGRAM**Dustin Weege ~~Yuliya Igdal~~ Judi Klosterman**ENGLISH**

Melissa Nicolas	TBA
Jan Lefebvre	Mary Ann Rindelaub
Lisa Sackett	Kelsey Fautsch

**FAMILY CONSUMER SCIENCE**

Judi Klosterman

**INDUSTRIAL TECHNOLOGY**

Matt Eigen	Alex Jurek
Jeff Zimmer	

**MATHEMATICS**

Pam Braun	Dylan Eldridge
Josh Ihrke	TBA
Ben Pany	Glenda Sakry

**REGULAR SCHEDULE**

BLOCK 1 8:10-9:35

BLOCK 2 9:45-11:10

BLOCK 3 11:15-1:15

GROUP A	11:10-11:40 LUNCH 11:45-1:15 CLASS
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GROUP B	11:15-11:40 CLASS 11:40-12:10 LUNCH 12:15-1:15 CLASS
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GROUP C	11:15-12:10 CLASS 12:15-12:45 LUNCH 12:50-1:15 CLASS
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BLOCK 4 1:25-2:55

**EARLY RELEASE SCHEDULE**

BLOCK 1 8:10-9:06

**MUSIC**

Gretchen Bordson	Jessica Gilbertson
Kristi Lovold	RuthAnne Eldred

**PHYSICAL EDUCATION**

Matt Aho	Rachel Watkins
Christine Tamm	

**SCIENCE**

Dan Baird	Yuliya Igdal
Taylor Essen	Heidi Luhman
Sue Midas	Melissa Olson

**SOCIAL STUDIES**

Heather Abrahamson	Eric Austin
Steve Hill	Stuart Nelson
Dan Olson	Brenda Zierden

**SPECIAL EDUCATION**

Janet Baughman	Bonnie Hedlund
Beth Kendall	Keith O'Brien
Shanna Seguin	Anita Trutwin
Nancy Walter	Jason Wilken

**WORLD LANGUAGES**

Amber Berdie	Anicca Lundeen
Lisa Vogt	

BLOCK 2 9:11-10:07

BLOCK 4 10:12-11:10

BLOCK 3 11:15-12:45

GROUP A	11:15-11:45 LUNCH 11:50-12:45 CLASS
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GROUP B	11:15-11:45 CLASS 11:45-12:15 LUNCH 12:20-12:45 CLASS
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GROUP C	11:15-12:15 CLASS 12:15-12:45 LUNCH
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**"TRIPLE A" SCHEDULE**

BLOCK 1 8:10-9:30

BLOCK 2 9:35-10:55

BLOCK 3 11:00-1:00

GROUP A	10:55-11:25 LUNCH 11:30-12:55 CLASS
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GROUP B    11:00-11:25 CLASS  
              11:25-11:55 LUNCH  
              12:00-12:55 CLASS

GROUP C    11:00-11:55 CLASS  
              11:55-12:25 LUNCH  
              12:30-12:55 CLASS

TRIPLE A            1:00-1:30

BLOCK 4            1:35-2:55

### **2-HOUR LATE START SCHEDULE**

BLOCK 4        10:10-11:10

BLOCK 3        11:15-12:50

GROUP A    11:10-11:40 LUNCH  
              11:45-12:50 CLASS

GROUP B    11:15-11:45 CLASS  
              11:40-12:10 LUNCH  
              12:15-12:50 CLASS

GROUP C    11:15-12:15 CLASS  
              12:15-12:50 LUNCH

BLOCK 2        1:00-1:55

BLOCK 1        2:00-2:55

# **Becker Public Schools iPad Procedures Handbook**

*...preparing self-directed learners to thrive in a changing global community....*

## **Overview**

The Becker Public School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21<sup>st</sup> century skills that they need to be self-directed learners. We believe that effective teaching and learning include the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making iPad technology available to all Becker students in grades 8-12 as described below.

The following requirements and guidelines apply to the iPad 1:1 program.

## **I. Student Responsibilities**

- A. Students are expected to use the iPads appropriately for educational purposes.
- B. Students are expected to have their iPads in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Forgetting an iPad or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their iPad home. Repeated failure to bring the iPad to school or failing to charge the battery may result in the loss of home privileges for the student.
- C. Students are responsible for being informed of their assignments by accessing their teachers' calendars.
- D. Students are responsible to download to the iPad any necessary documents and/or materials from the teachers' websites. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- E. All content on the District-owned iPad must comply with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of the iPad and/or other disciplinary actions.
- F. Students may not install software, download apps or attempt to reconfigure the software of the iPad. If non-conforming apps or software are discovered on District-owned iPads, the iPads will be restored to the school set of software, and disciplinary actions may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music or photos that students may be storing on the iPads.

G. Students may recommend free or paid apps that can be used for educational purposes by filling out Tech Department web form. These apps will be evaluated by technology staff for possible future inclusion on the iPads.

H. Students are encouraged to store documents, worksheets, notes and other files on their iPad, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as iCloud or Evernote.

I. Students may not attempt to hack or jailbreak the iPad.

J. Students are discouraged from printing and encouraged to use email and cloud-storage solutions. A printer will be available in the media center specifically for limited printing from iPads.

K. If students choose to set a passcode for their iPad, they are required to use their lunch code as the password.

## **II. Parent Expectations**

A. Parents are encouraged to complete a Parent iPad Orientation. Orientation meetings will be announced via the district website and Skyward. It will also be available online via the District website at <http://www.becker.k12.mn.us>.

B. Federal law requires that public schools filter content accessible to students. This filter is only available while students are on our network. It is important to note that no filter is completely reliable. The best filter is monitoring by parents.

C. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the iPads at home.

D. Parents are responsible for filling out and signing the Parent/Student Agreement form and the iPad Protection Plan.

E. If necessary, parents are expected to assist their child in filling out any forms needed to report theft or damage.

F. Parents are encouraged to become familiar with the iPad and help ensure the use of the technology to track their child's progress. The iPads allow parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.

G. Parents should help to ensure that only the student and parents use the school-assigned iPad.

### **III. Terms of the iPad Loan**

- A. Becker Public Schools provide a device for every student involved in the 1:1 program (grades 8-12). Personally owned devices in these grades are not permitted on our network.
- B. iPads will be distributed at the discretion of the District Administration upon confirmation that the Parent/Student Agreement form and iPad Protection Plan have been signed.
- C. Legal ownership of the iPads remains with the District. The use of the iPad is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
- D. Student iPads and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are expelled will return the iPad and accessories at the time of withdrawal.
- E. The District reserves the right to repossess the iPad and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- F. Failure to return iPad, charger, and case upon graduation or withdrawal may result in the involvement of law enforcement.
- G. Software and apps will be managed by the district, due to the need to comply with licensing agreements.
- H. The iPads will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have no expectation of privacy when using Becker Schools' equipment or technology systems.
- I. If technical difficulties arise with an iPad, or inappropriate content is discovered, the iPad will be completely erased and returned to factory setting by tech staff.
- J. Each iPad has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the iPad itself in any fashion.
- K. The use of the iPads during instructional times is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

### **IV. General Care Instructions**

- A. iPads screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the iPads.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This



should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the iPad. When disconnecting, remove the cable from the iPad before pulling the cord from the wall outlet.

C. iPads must be kept in the protective cases at all times, and should be kept away from food and liquids.

D. Students should never put weight on the iPads, stack items on top of them or wedge them tightly into a backpack or case.

E. iPads should not be exposed to temperature extremes. Students should not leave the iPad in any location where the temperature falls below freezing or exceeds 95 degrees. If the iPad is cold, it should be allowed to warm up to room temperature before use. An iPad exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

F. Battery life is shortened by using wi-fi, bluetooth, a high screen brightness, and video. Students should learn to manage these settings and apps to improve battery performance.

G. Students are encouraged to refer to the iPad Instruction Manual located on the iPad for further information.

## **V. Protection Plan**

A. Families must choose one of the three protection plan options that are offered on the Protection Plan document.

## **VI. Security and Theft Prevention**

A. The iPad may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student or sibling.

B. The student is responsible for the security of the iPad at all times. The iPad should never be left unsecured. When not with the student, the iPads should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the iPad.

C. Students should keep personal information about themselves and others off the iPad. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

## **VII. Damage, theft, repair**

A. Damage or hardware issues must be reported immediately using the web form linked at

<http://www.becker.k12.mn.us> or by calling 763-261-4501 ext. 3609 (HS) or 3153 (MS). For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.

B. Families may purchase a \$40 per year non-refundable iPad Protection Plan from the District. This will include coverage for hardware failure, theft, repair, accidental damage including screen repairs, and liquid damage to the original iPad. It does not include deliberate or negligent damage to the iPad. A third iPad will only be provided upon receipt of a full deposit equaling the cost of the device. Protection Plan Premiums for families with multiple children in the district will be capped at \$80.

C. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the iPad. Failure to pay for willful, negligent or intentional damage may result in legal consequences.

D. Theft must be reported immediately to the technology personnel using the web form linked at <http://www.becker.k12.mn.us> or by calling 763-261-4501 ext. 3609 (HS) or 3153 (MS). Students/parents will be required to fill out a theft report through the District's liaison officer. This report is downloadable at <http://www.becker.k12.mn.us>.

E. The iPads contain software that can be activated to track and recover missing iPads. The District will coordinate with law enforcement to track missing or lost iPads.