

Dear Student and Parent:

Welcome to Bemidji Middle School-Home of the Lumberjacks. On behalf of the faculty, we would like to welcome you to Bemidji Middle School for the coming year. We hope that the 2026/2027 school year will be rewarding and productive for you.

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

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

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

We are committed to creating an environment where...

1. each learner will be challenged to develop to his/her full potential.
2. basic knowledge, skills and attitude are necessary for success.
3. learning is a life-long process that enriches our lives.
4. education is a partnership with family and community.
5. each person will show sensitivity and respect for self and others.
6. there are expectations of quality for ourselves and for others.

Administrative Team

Drew Hildenbrand
Principal

Kyle McMartin
Assistant Principal
Last names A-K

David Gooch
Assistant Principal
At BMS 7:30 – 10:15

OPEN
School Social Worker

Amanda Stade
School Counselor
Last names A-K

Travis Zachman
School Counselor
Last names L-Z

Ryan Riley, *Police Liaison/DARE Officer*

Bemidji Middle School Student Handbook Index

Index

Office Directory.....	Page 3	Non-Exclusionary Behavior Interventions ...	Page 21
Daily Schedule.....	Page 3	Non-Instructional Materials.....	Page 21
BMS Activities.....	Page 4	Notification of Violent Students.....	Page 21
BMS Calendar of Events/Happenings.....	Page 5	Open Enrollment.....	Page 21
Bemidji Area School Calendar	Page 6	Out of School Suspension	Page 21
Alternate Schedules (<i>Late Start/Early Release</i>)	Page 7	Pesticide & Pest Management Notification ...	Page 22
Academic Dishonesty.....	Page 8	Physical Education	Page 22
Addendum	Page 8	Pledge of Allegiance	Page 23
Application for Educational Benefits	Page 8	Positive Peer Relations.....	Page 23
Appointments.....	Page 8	Promotional Materials.....	Page 23
Attendance	Page 8-11	Public Display of Affection.....	Page 23
Behavior Management Forms.....	Page 12-13	Retention	Page 23
Bus Regulations	Page 13	Room 1004.....	Page 23
Cafeteria Conduct.....	Page 13	Search of Students/Property	Page 23
Closed Campus Policy	Page 13	Self-Injury Policy.....	Page 24
Code of Conduct	Page 13	Skipping Classes.....	Page 24
Complaints or Concerns.....	Page 14	Smoking	Page 24
Daily Building Schedule	Page 14	Social Media.....	Page 24
Dances.....	Page 14	Student Records	Page 24
DARE.....	Page 14	Substitute Teachers	Page 24
Deliveries.....	Page 14	Student Meetings	Page 24
Detection/Protection Canines	Page 14	Support: Counselors, Social Work, Indian Ed ...	Page 24
Detention/Suspension/Lunch Detention ...	Page 14	Technology/Network Monitoring.....	Page 24
Directory Information	Page 15	Telephone Calls	Page 25
Disorderly Conduct	Page 15	Tennessee Warning.....	Page 25
Disruptive Devices.....	Page 15	Terroristic Threats	Page 25
Discipline Code (<i>Bemidji Middle School</i>)	Page 15	Textbooks/Library Books.....	Page 25
Discipline (<i>Other Violations</i>)	Page 15	Trespassing.....	Page 25
Discipline Policy	Page 15	Unpaid Fees/Book Fines (<i>End of Year</i>)	Page 25
Dress Guidelines.....	Page 15-16	Vandalism.....	Page 25
Dropping/Adding Classes.....	Page 16	Vending Machines.....	Page 25
Drugs and Alcohol Abuse.....	Page 16	Verbal Abuse	Page 25
Electronic Devices.....	Page 16	Visitors	Page 25
Extra Curricular	Page 16-17	Weapons	Page 25
Family Access	Page 17	Withdrawing From School.....	Page 25
Field Trips	Page 17-18	BMS Extra Curricular Admin Procedures.....	Page 26
Fire, Lockdown and Tornado Drills	Page 18	Harassment and Violence Report Form.....	Page 27
Food Service (<i>Meal Prices, etc</i>).....	Page 18	School Board Policy Reference Info.....	Page 28
Food Allergies and/or Special Diets	Page 18	It's OK to ask for Help Info.....	Page 29
Four 'A' Award.....	Page 18	The Pupil Fair Dismissal Act	Page 30-40
Gang Behavior and Gang Graffiti.....	Page 18	Parent/Guardian Guide to Statewide Testing.....	Page 41-43
Gifted and Talented Program	Page 18	Johnson O'Malley Student Certification Forms	Page 44-45
Grading System	Page 18	Title VI ED 506 Indian Student Eligibility Form ...	Page 46-47
Group Disorderly Conduct	Page 19	Standard Response Protocol Info.....	Page 48
Health Services	Page 19	School Map	Page 49
Lockers - Search Procedures	Page 20		
Lost and Found.....	Page 20		
Media Center Checkout/Internet Access.....	Page 20		
Mid-Term Reports.....	Page 20		
Minnesota Junior Honor Society.....	Page 20		

OFFICE DIRECTORY**Main Line: 218-333-3215****Ms. Miller STUDENT ATTENDANCE ext. #52004**

Mr. Hildenbrand	Principal	ext. #52021
Mr. McMartin	Assistant Principal	ext. #52031
Mr. Gooch	Assistant Principal	ext. #58181
Ms. Stade	Counselor (Last names A-K)	ext. #58171
Mr. Zachman	Counselor (Last names L-Z)	ext. #51961
OPEN - TBD	Social Worker	ext. #52041
Mr. Boles	School Psychologist	ext. #51931
Ms. Sanford	Principal's Secretary	ext. #52051
Ms. Stull	Registrar	ext. #52005
Ms. Vigdal	BMS Secretary	ext. #52002
Ms. Huderle	Health Assistant	ext. #51941

Daily Schedule

Our school day begins at 8:35 a.m. and concludes at 3:20 p.m. The school day is divided into six 60 minute/periods with a 25-minute lunch period. For the two-hour late start and early release schedules please see page 7.

6th Grade

1st Hour	8:35 - 9:35	Basic
2nd Hour	9:39 - 10:39	AEnr
Lunch	10:42 - 11:07	Lunch
3rd Hour	11:09 - 12:09	Basic
4th Hour	12:13 - 1:13	Basic
5th Hour	1:17 - 2:17	AEnr
6th Hour	2:20 - 3:20	Basic

7th Grade

1st Hour	8:35 - 9:35	AEnr
2nd Hour	9:39 - 10:39	Basic
3rd Hour	10:43 - 11:43	Basic
4th Hour	11:47 - 12:47	AEnr
Lunch	12:50 - 1:15	Lunch
5th Hour	1:17 - 2:17	Basic
6th Hour	2:20 - 3:20	Basic

8th Grade

1st Hour	8:35 - 9:35	Basic
2nd Hour	9:39 - 10:39	Basic
3rd Hour	10:43 - 11:43	AEnr
Lunch	11:46 - 12:11	Lunch
4th Hour	12:13 - 1:13	Basic
5th Hour	1:17 - 2:17	Basic
6th Hour	2:20 - 3:20	AEnr

A/A Regular Schedule

1st Hour	8:35 - 9:35	7th Grd
2nd Hour	9:39 - 10:39	6th Grd
3rd Hour	10:43 - 11:43	8th Grd
4th Hour	11:47 - 12:47	7th Grd
Lunch	12:50 - 1:15	Lunch
5th Hour	1:17 - 2:17	6th Grd
6th Hour	2:20 - 3:20	8th Grd

BEMIDJI MIDDLE SCHOOL ACTIVITIES

*Student athletes and their parent/guardian must complete ALL paperwork, pay appropriate registration fee, and **MUST** have a **MSHSL** physical on file to participate in a sport **BEFORE** participating in the first practice. Sports physicals are good for three years.*

6TH GRADE SPORTS and ACTIVITIES:

For more information call Mr. Gunkel at (218) 333-3284 ext. 35306	Start Date if Known
Robotics - 6th Grade	September
Football - 6th Grade	8/26/26 Tentative
Swim & Dive - 6th Grade Girls (no 6th Grade Boys Swimming)	August
Basketball - 6th Grade Boys	October
Basketball - 6th Grade Girls	October
Volleyball - 6th Grade Girls	February
Baseball - 6th Grade	April
Softball - 6th Grade	April
Track - 6th Grade Boys and Girls	April

6TH, 7TH and 8TH GRADE SPORTS and ACTIVITIES:

For more information call BHS Activities office at (218) 444-1600 ext. 63316 or 63315	
Football – 7th and 8th Grade	8/26/26 Tentative
Tennis- 6th, 7th, 8th Grade Girls	End of August
Soccer - 6th, 7th, 8th Grade Boys	End of August
Soccer - 6th, 7th, 8th Grade Girls	End of August
Volleyball - 7th and 8th Grade Girls	End of August
X-country Running - 6th, 7th, 8th Grade	End of August
Swimming - 7th and 8th Grade Girls	End of August
Dance - 7th and 8th Grade (7-12 program practices at BHS)	Mid-October
Basketball - 7th and 8th Grade Boys	November
Basketball - 7th and 8th Grade Girls	November
Wrestling - 6th, 7th, 8th Grade Boys and Girls	November
Nordic Skiing - 6th, 7th, 8th Grade	November
Swim & Dive - 7th and 8th Grade Boys (no 6th Grade Boys Swimming)	End of November
Baseball - 7th and 8th Grade	March
Softball – 7th and 8th Grade	March
Track - 7th and 8th Grade Boys and Girls	March
Golf - 6th, 7th, 8th Grade Boys	Early April
Golf - 6th, 7th, 8th Grade Girls	Early April
Tennis- 6th, 7th, 8th Grade Boys	Early April

YEAR ROUND ACTIVITIES:

Math League - All Grades	September - March
Jazz Band - 7th and 8th grade	September - May
SNAP (School Nature Area Project) - All Grades	September - May
Robotics - 7th and 8th Grade	October - March
Knowledge Bowl - All grades	January - March
Show Choir (Jive/ Pizazz) - All Grades	December - March
Speech - All Grades	December- March

No Fee Required - Application/Elected/Curricular Based Activities

National Junior Honor Society, Student Council, Peer Leaders	Year Round
Spelltacular	February
Geography Bee	April

Bemidji Middle School 'Happenings'

2026/2027

Fall Sports and Activities Information:

*Fall Sports and Activity online registration opens August 1 – visit <https://www.isd31.net/lumberjacks> to register.

*Mark your calendar: in person all Fall Sports/Activities meeting is August 12 at 6:00 p.m. in the Bemidji Middle School cafeteria – meet the coaches, get schedules, etc.

Aug 1	Fall Activity Registration Opens	Jan 4	Return to School
Aug 12	Fall Activity Parent Meeting (6:00)	Jan 18	No School – MLK Jr Day
Sept 1	All School Orientation Night	Jan 21	Spelltacular
Sept 8	Student’s First Day	Jan 22	End of Term 2
Sept 16	Football Photos	Feb 16	No School - Presidents Day
Sept 18	School and Fall Activity Pictures	Mar 4	Spring Conferences (4-7:30)
Oct 2	Back to School Dance (6:30 – 9)	Mar 8	Spring Conferences (4-7:30)
Oct 5	No School – Staff Development	Mar 12	No School – Conferences
Oct 6	Fall Conferences (4-7:30 p.m.)	Mar 23	Academic Showcase
Oct 8	Fall Conferences (4-7:30 p.m.)	Mar 25	End of Term 3
Oct 13	Fall Conferences (4-7:30 p.m.)	Mar 26	No School – Spring Break
Oct 15-16	No School - Education MN Break	Apr 19	Spring Sports Photos
Oct 30	Dance (6:30 – 9:00 p.m.)	Apr 23	Spring BMS BASH (6:30 – 9:00 p.m.)
Nov 6	End of Term 1	May 6	Band Concert
Nov 12-13	No School – Conferences	May 11	Choir Concert
Nov 21	BMS Craft Fair	May 14	Dance (6:30 - 9:00 p.m.)
Nov 26-27	No School – Thanksgiving	May 18	Orchestra Concert
Dec 1	Orchestra Concert	May 31	No School – Memorial Day
Dec 4	Winter BMS BASH (6:30 – 9:00 p.m.)	May 25	4A Awards Ceremony
Dec 8	Band Concert	May 26	NJHS Induction Ceremony
Dec 11	Photo Retake Day	May 31	Student’s Last Day/End of Term 4
Dec 18	Choir Concert	June 1	Valleyfair
Dec 23-Jan 3	No School – Winter Break		

****All calendar events are subject to change****

ISD #31
 DATE: 17 MARCH 2025
 REVISED: 20 APRIL 2026

Bemidji Area Schools 2026-2027 School Calendar Revised

<p style="text-align: center;">AUGUST 2026</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>0 Student/1 Teacher</i></p>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p style="text-align: center;">SEPTEMBER 2026</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p><i>17 Student/19.5 Teacher</i></p>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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August 31-September 2.....Teacher Days
 September 3.....Teacher Half Day
 September 7.....Labor Day
 September 8.....Students' First Day

October 5.....Staff Development
 October 15-16.....Education Minnesota
 November 12.....Conferences No School
 November 13.....No School
 November 26-27.....Thanksgiving

December 23- January 1.....Winter Break
 January 18.....Martin Luther King Jr Day

February 15..... Presidents' Day
 March 12.....No School
 March 26.....Spring Break
 *Spring Teacher Evening Conferences

May 28Students' Last Day
 May 29.....BHS Graduation
 May 31.....Memorial Day

June 1.....Teachers' Last Half Day

End of 1st Term.....November 6
 End of 2nd Term.....January 22
 End of 3rd Term.....March 25
 End of 4th Term.....May 28

E-Day Schedule | and Two Hour Late Start

6th Graders/Allied Arts:

HOUR 1	10:35 – 11:15
*LUNCH	11:19 – 11:44
HOUR 2	11:48 – 12:28
HOUR 3	12:31 – 1:11
HOUR 4	1:14 – 1:54
HOUR 5	1:57 – 2:37
HOUR 6	2:40 – 3:20

7th Graders:

HOUR 1	10:35 – 11:15
HOUR 2	11:18 – 11:58
HOUR 3	12:01 – 12:41
*LUNCH	12:45 – 1:10
HOUR 4	1:14 – 1:54
HOUR 5	1:57 – 2:37
HOUR 6	2:40 – 3:20

8th Graders:

HOUR 1	10:35 – 11:15
HOUR 2	11:18 – 11:58
*LUNCH	12:02 – 12:27
HOUR 3	12:31 – 1:11
HOUR 4	1:14 – 1:54
HOUR 5	1:57 – 2:37
HOUR 6	2:40 – 3:20

Two Hour Early Release for Inclement Weather / Emergency

6th Graders:

HOUR 1	8:35 – 9:15
HOUR 2	9:18 – 9:58
*LUNCH	10:01 – 10:26
HOUR 3	10:29 – 11:09
HOUR 4	11:12 – 11:52
HOUR 5	11:54 – 12:39
HOUR 6	12:41 – 1:20

7th Graders/Allied Arts:

HOUR 1	8:35 – 9:15
HOUR 2	9:18 – 9:58
HOUR 3	10:01 – 10:41
HOUR 4	10:43 – 11:24
*LUNCH	11:27 – 11:52
HOUR 5	11:54 – 12:39
HOUR 6	12:41 – 1:20

8th Graders:

HOUR 1	8:35 – 9:15
HOUR 2	9:18 – 9:58
HOUR 3	10:01 – 10:41
*LUNCH	10:43 – 11:08
HOUR 4	11:12 – 11:52
HOUR 5	11:54 – 12:39
HOUR 6	12:41 – 1:20

ACADEMIC DISHONESTY

Academic dishonesty is the act of participating in obtaining or attempting to obtain credit for work by the use of dishonest, deceptive, fraudulent, or unauthorized means. Consequence will range from loss of credit, In School Suspension (ISS), or Out of School Suspension (OSS.)

ADDENDUM

This handbook may be updated during the school year. Teachers, parents and students will be made aware of specific changes, by the building principal, before the rule/policy goes into effect.

APPLICATION FOR EDUCATIONAL BENEFITS

~~Applications for Educational Benefits~~ are sent out to the district residents in August. Applications **MUST** be completed and returned **EACH YEAR** to determine eligibility. **Please return these applications as soon as possible to the food service office at 502 Minnesota Ave. N.W.** Benefits of the program cannot be given to the students until applications have been reviewed for eligibility. If you do not receive an application, please secure one from any of the schools' offices. Application for Educational Benefits can be made at any time of the school year, if the need arises. Applying for the program is important. Schools receive funding for educational programs based directly on the number of students who qualify for free or reduced price meals. These funds are used to provide additional educational support and opportunities for students in every school.

APPOINTMENTS (DENTIST/ORTHODONTIC/DOCTOR'S) and MESSAGES

~~Only Parents/Guardians listed in our Student Database are allowed to pick up children from school. If other arrangements need to be made, a note or phone call from the parent/guardian is required. Students will be called to the office once the parent/guardian arrives to sign them out. Students may not leave the school building during the regular school day on their own.~~

Any change of plans by parents that must be communicated to their son/daughter, should be made to the Attendance Office prior to 3:00 P.M.

ATTENDANCE

~~Students are to be in school except in cases of emergency or for reasons stated below. All students must follow our School District's Attendance Policy. Open enrolled students could be at risk of losing open enrollment status if the policy is not followed. See page 8-11 below. Parents need to call the school one week prior to a vacation. If possible, course work may be given to students prior to their vacation. Students have two days for every day gone to make-up work (ex. gone five days = ten days to complete work).~~

~~These are the only reasons for being absent from school:~~

- ~~1. Personal illness—The school may require the certificate of a doctor if it is deemed advisable.~~
- ~~2. Illness in the family—All schoolwork should be kept current.~~
- ~~3. Quarantine in the home—This is limited to the length of quarantine set by the proper health official.~~
- ~~4. Observance of a religious holiday.~~
- ~~5. Funerals.~~
- ~~6. Any other reason must be excused by the school PRIOR to the absence.~~

~~—Attendance Key~~

- ~~● TARDY— a student will be considered tardy to class if he/she is less than 7 minutes late.~~
- ~~● UNEXCUSED— Absent without being excused.~~
- ~~● TRUANT— any unexcused absence i.e. skipping without legal cause.~~
- ~~● KEY to attendance codes: W=unexcused, N=nurse, I=behavior intervention room, O=office or meeting w/support staff (excused), D=dismissed, E=excused, L=tardy, S=out of school suspension, A=absence excused, E=extra-curricular, H=homebound, T=truancy~~

~~—Attendance for Out-of-Town Athletic Events/After School Events and Activities~~

~~No student is allowed to travel the day of an away tournament or attend an after school event without attending school at least half of the school day the day of the event. Special permission can be granted at the discretion of a building principal or BHS Activities Director.~~

~~—Procedures for missing school~~

- ~~1. Students should remind their parent or guardian to contact the attendance office (333-3215 ext # 52004) prior to, the day of, or no later than 10:00 A.M. the day after the absence. When possible, schedule appointments during non-school hours to avoid missing class.~~
- ~~2. A parent or guardian should write an excuse giving student name, the date, the dates of absences, the reason for the absence and his/her signature.~~
- ~~3. To receive an ADMIT SLIP to class, turn in note to the Attendance Office on the first day back. If you forget it the first day, it must be given to the attendance secretary within 2 days of the absence.~~

—Unexcused Absences

- ~~1. If a student does not have parent verification of an absence, the student will receive an unexcused admit to class.~~

ATTENDANCE

Students are to be in school except in cases of emergency or for the reasons stated below. All students must follow our School District’s Attendance Policy. Open enrolled students could be at risk of losing open enrollment status if the policy is not followed.

The only reasons for being absent from school are:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Personal illness 2. Illness in the Family 3. Observance of a religious holiday 4. Funerals | <ol style="list-style-type: none"> 5. Family emergencies 6. Any other reason must be excused by the school PRIOR to absence. |
|--|--|

Classifications for “Excused” and “Unexcused” absences will exist for the purpose of tracking truanancies and for safety reasons. Excused absences will be any absence excused by the parent/guardian with a lawful reason (see above) ahead of time, the day of the absence, or up until 10:00 am the following day. Unexcused absences will be any absence in which the parent/guardian does not contact the school, does not contact the school within the designated time frame, does not provide requested/required documentation, or in which a student is refusing to attend school. Contact can be made via phone, email or with a note, however a phone call or email is preferred.

Numbers to Call:

Main phone line: (218) 333-3215, Option 1 and then Option 1

Main phone line with extension: (218) 333-3215 Ext. 52004

This phone line is message only right away in the mornings

Student Dismissal During the School Day and After School Messages

- Only parents/guardians listed in our Student Database are allowed to pick up children from school. If other arrangements need to be made, a note or phone call from the parent/guardian is required.
- Parents/guardians must sign their student out in the Attendance Office when picking them up during the school day. If a student is not signed out by an approved adult, the student will be considered unexcused for the remainder of the day.
- Students should stay in their classroom until the Attendance Office or Health Office calls them out.
- Students will not be called out prior to an authorized adult arriving in the office to sign them out.
- Parents/guardians are not able to release their student via phone, it must be done in person.
- Students who leave the school or classroom without permission or against direction from staff will be considered unexcused the remainder of the day and appropriate action will be taken.
- Any after school change of plans that need to be communicated with their student should be made to the attendance office prior to 3:00pm. This ensures enough time to deliver the message to your student before school is dismissed for the day.

Attendance Key

A – Excused Absence, E – Extra Curricular, D - Dismissal, H – Home Bound, I – Behavior Intervention/1004, IL – Ill, L – Late/Tardy, N – Nurse, O – Office, S – Suspended, T – Treatment, W – Unexcused Absence

Tardies:

Teachers will mark a student tardy if the student is not in the classroom at the start time of each class period. A student who is more than 7 minutes late to class will be counted absent/unexcused for that class. If a student is late to school, it shall be the parent's/guardian's responsibility to inform the school of and the reason for the tardiness. Tardies to classes during the day are unable to be excused by a parent/guardian, no exceptions.

Attendance and Participation in Co-Curriculars

We believe in the positive benefit of participating in co-curricular activities. Participation in these activities is encouraged. Participation comes with additional responsibilities, some of which are related to attendance.

1. A student may not participate in any activity or program on the day that a student has missed more than half of his/her classes. This includes games, home and travel games.
2. Under certain circumstances, a student may participate in activities after having missed more than a half day, if they provide a written excuse from a physician. Other circumstances need to have prior approval from the Athletics Director.
3. If a student serves in-school suspension or lunch-detention, they may not participate in any activity or program, and must leave school grounds immediately after dismissal, either via bus or pick-up.
4. On any day a student is suspended, or dismissed by administration, they may not participate in any co-curricular program.
5. Any classes missed due to school sponsored co-curricular activities do not count toward the student's attendance record. Rather, they are recorded as "E - extra-curricular."

Make-up Work

Whether a student's absence is excused or unexcused, the student is required to make up all assignments as deemed appropriate. Students will be given two days for each day missed to make up the work. It is considered the student's responsibility for collecting their missing work from their teachers. This can be done prior to a planned absence, during the absence via email, or once they return from the absence in person.

Attendance Notifications Procedures

To excuse a student for an absence, the student's parent/guardian must notify the Attendance Office stating the reason for the absence. Students may not be excused for more than 6 school days at a time. After 15 consecutive days of absence, the student will be dropped from enrollment per state statute. The responsibility will then fall to the parent/guardian to contact the district office to re-enroll the student prior to the student returning to school.

Procedures for Communicating with Parents Regarding Excessive Absenteeism

1. The school will attempt to contact parents to report any Unexcused absences. This includes all students who were unexcused from *any number* of classes during the day.
2. After the 5th absence in a quarter an Attendance Referral Notice will be mailed to the parents/guardians to express concern regarding the student's attendance. This will be mailed regardless of if the absences are excused, unexcused, or a combination of both.
3. After a student's 7th unexcused absence, the student will be considered "continuing truant." A letter will be mailed home via certified mail. If these types of absences continue, the student may be referred to our Attendance Support Program.
4. After a student's 15th excused absence in the school year, they are considered "chronically absent." A letter will be mailed home informing the parents/guardian that the school will be requiring a dr. note to be provided for any future absence to be considered excused. Parents are still encouraged to call and inform the school of any future absences; The attendance record will reflect "unexcused" unless the school is provided a Dr. note.

INSTRUCTION - K-12 ATTENDANCE POLICY

Philosophy

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

The federal ESSA (Every Student Succeeds Act) legislation insists upon good attendance (90%) and holds public schools accountable for improving student attendance. Minnesota state law specifically outlines the expectation for students to attend school. State law also states that all students have a right to a free, public education.

Bemidji Area Schools takes on the responsibility of encouraging high rates of attendance in a user-friendly environment. The Bemidji School District recognizes that daily attendance and participation are strong indicators of student success and academic achievement. Frequent absences interfere with learning and leave students at high risk for educational failure. Attendance requirements at the various grade levels are a reflection of the age of the students and the needs of that educational environment. This attendance policy respects those requirements and needs.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrator. Attendance habits begin in the primary grades. Frequent absences interfere with the learning process and leave students at high risk for educational failure. Students at the elementary level have limited control over circumstances in the home that may prevent them from getting to school regularly and on time. It is the belief of the Bemidji Area Schools that the primary responsibility for student attendance at the elementary level falls on the parents/guardians.

Attendance Incentives

Each school is encouraged to develop an internal attendance incentive program. The program will include strategies for encouraging students to attend school regularly and reward those with good attendance records. The incentive program shall also include strategies to assist students who have attendance problems. The incentive programs will focus on students, but may also include parent or family rewards or incentives.

Minnesota Department of Children, Families and Learning Requirements: In accordance within the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, M.S. 120.101, the students of the school district are required to attend all assigned classes every day school is in session.

Truancy and Educational Neglect: Minnesota Compulsory Attendance Laws

According to Minnesota State Statute (260C.007, Subd. 19), "habitual truant" means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8."

As per Minnesota Statute 260A.01, an elementary student is considered continuing truant when there have been three or more unexcused absences without a lawful excuse. Parents who do not send their children to school regularly may be charged with educational neglect. Educational neglect is legally defined as a parent's failure to ensure the child's regular attendance at school.

Bemidji Middle School Attendance Policy

Student Responsibilities:

1. Students are to attend class daily and arrive on time.
2. Students are responsible for completing make-up assignments, tests and quizzes within two school days for each day absent unless previous arrangements have been made with the classroom teacher.

3. Students may not leave school grounds without permission for any reason. Permission may be granted to leave the building by the attendance office or the health office.
4. Student should remind the parent to contact attendance office prior to, the day of, or no later than 10:00 A.M. the day after the absence and when possible to schedule appointments during non-school hours.
5. Student is to follow admit slip procedures outlined in each building for absence and reporting late for class.

Parent/Guardian Responsibilities:

1. Parents are expected to ensure that their children attend school.
2. Parents are asked to inform the school of absences prior to, the day of, or no later than 10:00 A.M. the day after the absence.
3. Parents are asked to try to schedule student appointments outside the school day to minimize the impact of his/her absence on attendance.
4. Parents are asked to notify the attendance office of an extended absence prior to the start of the absence.
5. Parents are asked to contact the attendance office, counselor, social worker, advisor or teacher if there are any concerns about the student's attendance.
6. Parents who suspect their child is not attending school should contact the school attendance office.

Teacher/School Responsibilities:

1. Teachers will take attendance daily, regularly and accurately.
2. When a student is absent, teachers will inform the student of missing assignments and due dates.
3. Teachers will encourage students to attend school and will report frequent absences.
4. Teachers are expected to communicate concerns about attendance to parents.
5. Teachers should report any discrepancies in the daily attendance to the attendance office.
6. Teachers should be familiar with all procedures governing attendance and to apply these procedures uniformly.

Administrator Responsibilities:

1. Administrators will inform students, teachers and parents/guardians of the attendance policy.
2. Administrators will communicate and apply procedures developed to address attendance concerns.
3. Administrators are expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate any attendance problems.
4. The administrators will ensure that attendance of students is monitored regularly. Parents or guardians will be contacted when attendance concerns (absences and tardies) are noted.
5. Administrators will plan interventions for students with excessive absences/tardies.
6. Administrators will hold teachers accountable for recording accurate attendance.
7. Administrators will facilitate and participate in the appeals process.

General Procedures:

Classifications for "Excused" and "Unexcused" absences will exist for the purpose of tracking truanancies and for safety reasons. Excused absences will be any absence excused by the parent ahead of time, the day of the absence, or up until 10:00 A.M. the day following the absence. "Unexcused" absence will be any absence in which the parent does not contact the school within the designated time frame. Contact can be by phone or in the form of a note, however a phone call is preferred. Number to call: 333-3215 extension # 52004.

Interventions and Reporting:

Absences will be recorded in the attendance office when a written note or phone call is received from the parent or guardian. Parents are to contact the attendance office prior to the absence, the day the absence occurs or up until 10:00 a.m. the day following the absence. Extra-curricular activities are not counted as absences.

The Attendance Review Team (ART) is made up of the principals, counselors, social worker, truancy intervention coordinator, etc. BMS Offers a volunteer Beltrami County truancy/tracker program by parent or school request.

First Intervention:

- Students who are absent are required to make up assignments or complete alternative assignments as determined by the classroom teacher.

- Students will be given two days for each day missed or as arranged through contract with the teacher to complete make-up assignments.
- A student's attendance concerns are reviewed at an attendance review meeting.
- An attendance printout and a school policy letter will be sent to parents/guardians of students whose average daily attendance falls below 80 percent.

Second Intervention:

- Review absences of students who miss 20% or more days and/or who are truant two or more times.
- The attendance monitor will personally contact students (and phone home) who miss additional days/periods after the printout is sent home.

Third Intervention:

- If there is no improvement in attendance, the case will be reviewed by the Attendance Review Team (ART) and one or more of the following will be implemented:
 - a. home visit or parent meeting
 - b. students will be referred to the Attendance Support Case Manager
 - c. referral to social services for educational neglect

Fourth Intervention:

- If there is no improvement in attendance after the third intervention, a truancy petition will be filed.

Other:

- All students shall be provided a copy of the attendance policy and procedures.
- When a student's average attendance falls below 80 percent, the parent will be notified by letter at mid-quarter or on the report card at the end of each quarter.
- Per MN State Statute Section 126C.05 Subd 8: A pupil, regardless of age, who has been absent from school for 15 consecutive school days during the regular school year or for five consecutive school days during summer school or intersession classes of flexible school year programs without receiving instruction in the home or hospital shall be dropped from the roll and classified as withdrawn.

Appeal Process:

1. Within five school days after the eighth absence, a student and parent or guardian must request an appeal by the Attendance Review Team (ART). The request may be in writing, in person, or by a phone call to the school administrator. ART may consist of: counselor, social worker and/or Indian Education liaison, and at least one of the student's classroom teachers. A request for review of absences in a timely manner may be made in writing, in person, or by phone call to the school administrator.
2. At the appeal, the administrator's role will be to present the information and reasons for the prior decision to the ART. The Attendance Review Team (ART) shall hear all appeals.
3. A parent or guardian and the affected student should appear in person at the appeal.
4. Upon recommendation of the review committee or administrator, the school administrator will notify the student and parent within three school days of the decision of the appeal.
5. After the appeal, the student will be expected to attend all scheduled classes. The parents/guardians may call the attendance office and check on their child's attendance.

BEHAVIOR MANAGEMENT FORMS

**BEMIDJI MIDDLE SCHOOL PLAN FOR STUDENT SUCCESS
ROOM 1004 and BEHAVIOR CONTRACT PROCESS**

Student Name: _____ Phone: _____

Pod: _____ Class/Hour: _____ Teacher: _____

STEP 1 – Student remains in classroom Date: _____

*Description of Student Behavior:

*Teacher Intervention:

STEP 2 Date: _____

IEP Case Manager Notified
 Name: _____
 Date: _____

*Description of Student Behavior:

*Teacher Intervention:

Teacher contacted: Parent/Guardian name: _____ Phone #: _____

Attempt #1 Date: _____ Result: _____ Attempt #2 Date: _____ Result: _____

STEP 3 Date: _____ Time: _____

*Description of Student Behavior:

*Teacher Intervention:

To be Completed by the Student

*My behavior was:

*In the future I intend to:

Student Signature: _____ Parent Signature: _____ Date: _____

Student must complete this form. Return to 1004 staff with parent signature.

STEP 4 Date: _____

*Description of Student Behavior:

*Teacher Intervention:

Mandatory Parent Conference & Contact Before Returning to Class

To 1004: Date _____ Time: _____ CALLED PARENTS/GUARDIANS: Who? _____ Date: _____

Conference Set for: Date: _____ Time: _____ **Student, parent/guardian, teacher, and principal must attend*

Student may not return to class until a parent conference has been held and a behavior contract completed.

BEHAVIOR TICKET

Name _____ Date _____ Pod _____

HALLWAY/CLASSROOM *(Explain on Back)*

- | | |
|--|--|
| <input type="checkbox"/> Running | <input type="checkbox"/> Pushing/Shoving/Kicking |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Classroom Disruption |
| <input type="checkbox"/> Language | <input type="checkbox"/> Insubordination |
| <input type="checkbox"/> No Hallway Pass | <input type="checkbox"/> Misuse of Electronics during school hours |

Staff recommendation Warning Lunch or After School Detention Room 1004

Staff Signature _____ Administrator Signature _____

BUS REGULATIONS

Riding the school bus is a privilege. Improper conduct will result in that privilege being denied. Only regularly scheduled bus students are to ride the school buses.

The Student Transportation Safety Policy (SBR 500-10-1 MSBA 709) was revised on August 19, 2002. In order to control the load counts on the school buses, the school district will enforce the following: One pickup and one drop off location. Elementary students will be transported in the attendance area of the school they attend. Elementary students will not be allowed to transfer through the Middle School unless they have a Bus Pass issued from the Transportation coordinator. Bus passes will be issued for students that have verified parental joint custody. No daily changes to any location. The bus drivers will not accept notes written by parents or school staff. Students will be instructed to return to the school building and may miss their assigned bus ride.

- No friends will be allowed on the bus. The bus drivers will not accept notes written by parents or school staff. This would include birthday parties, sleepovers, etc.
- Students will be instructed to return to the school building and may miss their assigned bus ride.
- Students will not be transported to locations for work, music lessons, driver education, etc. The bus drivers will not accept notes written by parents or school staff. Students will be instructed to return to the school building and may miss their assigned bus ride.
- Incidents that happen on the bus may be referred to our Code of Conduct.
- Any violations of these provisions may result in loss of bus privileges on all buses.

If you have any questions, please contact the Bemidji Area Schools Transportation Department at (218) 333-3225.

CAFETERIA CONDUCT

Student behavior in the cafeteria is based on courtesy and cleanliness. You are responsible for cleaning up your table and the area around it. Students remain in the cafeteria/outside until they are dismissed for their next class. Upon arriving to the cafeteria they should get all of their food and sit down. They should remain seated until they are dismissed. Students who throw food and/or leave their area in a mess may receive 1-3 days lunch detention, loss of privileges, and/or will be asked to clean up their mess. Parents/guardians may request permission to eat lunch with their child.

CLOSED CAMPUS POLICY

Bemidji Middle School has a closed campus policy. Students are not permitted to leave the building without school and/or parent permission. Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. This includes students lunch time.

CODE OF CONDUCT

The Code of Conduct is designed to be fair, firm, and consistent for all students in the Bemidji Area Schools. This applies to Bemidji Area Schools students in any school or other district building, on district property, in district vehicles, and at school or district events. A complete copy of the Code of Conduct is published in the district newsletter prior to the start of each school year. **(*Codes of Conduct are covered under SBR 700-40-2R MSBA 506R)**

COMPLAINTS OR CONCERNS

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

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

DAILY BUILDING SCHEDULE

Supervision of students begins at 7:30 a.m. When students arrive to school before 8:12 a.m., 6th graders will be in the Gym hallway, 7th graders in the cafeteria and 8th graders in the 8th grade locker bay. Students will be dismissed to their locker areas at the 8:12 a.m. bell. Classes begin at 8:35 a.m. and school ends at 3:20 p.m. All students not under the direct supervision of a teacher, coach or other staff member need to leave the building by 3:45 p.m.

DANCES/PARTIES

Parties, Dances, and the BMS BASH will be held from 6:30 p.m. - 9:00 p.m. unless otherwise advertised. School personnel will leave at 9:30 p.m. Only current active students attending Bemidji Middle School will be allowed to attend.

- Students assigned to all or part of the day in Room 1004 the week of the dance will not be allowed to attend the dance.
- Students assigned an Out of School Suspension during the week of the dance will not be able to attend.
- Students will follow dress guidelines and act appropriately for school dances.
- Students must be in school or at a school activity on the day of a dance to be eligible to attend.
- Because consistent supervision cannot be provided, students should not stay after school to wait for a dance to begin.
- If a student has 12 or more tardies in a quarter, the student will not be allowed to attend the dance.
- Building closes at 3:45 p.m. All students not in another school activity/sport need to leave the building.

DARE

Our Police Liaison Officer teaches a ten week course of Drug Abuse Resistance Education (D.A.R.E.) to our sixth grade students. He is also the Bemidji Middle School Resource Officer and is an integral part of our Middle School team. He is also utilized when there are reports of drugs and violence.

DELIVERIES

Students will not receive deliveries from local businesses or individuals during the school day, i.e. flowers, coffee, balloons, etc. Students will be notified that they may pick up the delivery at the end of the day.

DETECTION/PROTECTION CANINES

Detection and Protection Canines come into our building on a regular basis. The middle school utilizes detection working dogs in lockers and empty classrooms to assist in keeping our school safe and drug free. Protection canines may, on occasion, accompany K-9 trained Law enforcement officials at the middle school.

DETENTION/SUSPENSION/ROOM 1004/LUNCH DETENTION

After school or lunch detention will be given for general infractions of school rules. Students are given detention assignments in advance so they can make arrangements for transportation home. After school detention is held from 3:25 p.m. to 4:30 p.m. Students must bring work to do with them and remain in their assigned seat until the supervisor dismisses them from detention.

Suspension is usually a result of a more serious offense such as: fighting, use of tobacco or drugs, willful destruction or defacing of school property, and over-all behavior which is detrimental to others. Parents will be notified in all cases of after school detention, and suspension.

Students who do not attend the assigned detention will be reassigned detention with additional detention time and may be suspended or assigned Room 1004.

Lunch detentions may be assigned to students who disrupt classrooms, are tardy for class, and for other infractions of school rules.

DIRECTORY INFORMATION

Information about students will be handled according to SBR 700-60-01 MSBA 515. Copies of this policy are available in the Middle School Office **online through the district website**. Certain information has been classified as directory, or public information. If you do not want this information disclosed you must notify us.

DISORDERLY CONDUCT

Disorderly conduct, which is an act that the student knows or has reasonable grounds to know that the act will alarm, anger, disturb others or provoke an assault or breach of peace, is prohibited. Disorderly conduct is also engaging in offensive, obscene, abusive, boisterous, or noisy conduct or offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others. Disorderly conduct can include communication or expressions created and/or distributed by electronic means.

DISRUPTIVE DEVICES

Various other items that may be disruptive, unsafe, and/or offensive should not be brought to school; including, but not limited to, water guns, water balloons, toys, laser pointers, or other noise, smell, or smoke producing devices. Excessive perfumes and body sprays are not allowed. Many of these items fall under the guidelines of the District Weapons Policy, and appropriate administrative action will be taken.

DISCIPLINE (Bemidji Middle School)

<u>Violation</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
Abusive Language/Profanity	Detention/Room 1004	Room 1004	Room 1004/ Suspension
Tardiness (per quarter)	6 Tardies = 1 lunch detention	12 Tardies = 2 lunch detentions and NO dance	More than 15 tardies = Room 1004 / loss of privileges / after school detention
Skipping Class	Lunch Detention / Loss of privileges	Detention/Room 1004 / parent contact/loss of privileges	Suspension / parent contact / loss of privileges
Harassment toward peers (verbal or electronic)	Possible detention/Room 1004/Code of Conduct	Possible detention/Room 1004/Code of Conduct	Possible detention/Room 1004/Code of Conduct

DISCIPLINE - OTHER VIOLATIONS

Inappropriate hallway/classroom behavior	Detention/room 1004/suspension
Locker sharing/destruction of property	Detention/room 1004 / Code of Conduct
Cell Phones and other electronic devices	Parents will pick up items from the office
Throwing Snowballs	Detention/Room 1004
Writing on self or others	Ask to wash off / Detention/room 1004

DISCIPLINE POLICY

It is now required that school districts’ discipline policies contain a provision that states, “A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes §121A.582 and other laws.”

DRESS GUIDELINES

Our district mission statement outlines that each person will show sensitivity and respect for self and others and there are expectations of quality for ourselves and for others. At BMS, we believe our school to be a professional setting first and foremost. As such, BMS has expectations of student dress that seeks to align with a professional setting, student development, and self-expression. These dress guidelines seek to set the standard of quality, professionalism, and respect at BMS regarding student dress.

Professional dress at BMS means:

- Clothing without holes
- Clothing is worn in a way that does not limit the student from being identified by adults
- Clothing covers all private body parts and underwear is not showing
- Appropriate footwear is worn at all times
- Clothing does not call into question the student's professionalism or negatively affects school culture/climate

Unacceptable student dress:

- Hoods, hats, masks (without medical purpose), face paint or facial coverings that cause students to be less identifiable.
- Clothing depicting violence, pornography, alcohol, drugs, and/or gang affiliation.
- Clothing depicting graphics or language that are racist or derogatory towards any group.
- Clothing that creates a safety hazard for the student in their learning environment (i.e. baggy clothing during science class or shop class, no shoes while outside or in the building, wearing flags or capes that could cause someone to trip.)
- Items of clothing that could be a safety concern for self or others or could be capable of damage to school property (i.e. chains, spike necklaces.)
- Visible undergarments or private areas of the student's body showing (groin, buttocks, chest.)
- Drawing on skin that is not related to a school event.
- Coats and blankets will be stored in lockers during the school day.

If any teacher or staff member brings it to the attention of administration, administration may use any of the following to address the concern: allow the student to change clothes, provide alternative clothing if available, parent phone call, room 1004, after school detention or out of school suspension due to willful repeated offenses.

DROPPING/ADDING CLASSES

~~Students may not add or drop classes after the first 3 days of each quarter.~~

For term 1, students will be able to change classes, if possible, for the first two days of school.

Students may not add or drop a class once a new term has started. Dropping Band or Orchestra requires parental approval.

DRUGS AND ALCOHOL ABUSE - Please refer to Code of Conduct.

ELECTRONIC DEVICES

Due to the age and developmental level of our students, and the disruptions/distractions cell phones and smart technology devices may cause, all cell phones and smart devices are to be kept in the student's locker during the school day. From 8:35am-3:20pm, all cell phones and smart technologies should not be out or used. At the request of a staff member to student, any cell phones or smart technology (including headphones, ear buds, etc) seen during the school day will be asked to be placed in their locker. If the student refuses or is continually found in non-compliance, the item in question may be confiscated by the staff member and the parent/guardian will need to pick up the item from the office.

Any inappropriate movies, pictures of teachers, students or school activities are prohibited. It is a violation to photograph or videotape or record anyone without his or her permission. The use of cell phones and other electronic devices **is strictly forbidden in private areas, such as locker rooms, washrooms, dressing areas, classrooms, and offices at any time.** Camera phone violations may be referred to the Code of Conduct when necessary. Such use may also be in violation of the criminal code. Any use of an electronic device linked to a violation of the Code of Conduct could result in the device being held until the conclusion of the investigation or court hearing.

BMS will send out a notice of unclaimed electronic devices at the end of the school year. Electronic devices unclaimed by July 1 of each year will be donated to a charitable cause.

With staff approval (in the form of a pass or verbal discussion with a secretary) all students have access to a phone in the front office to make outside phone calls during the school day.

EXTRA CURRICULAR

Students participating in athletics for the first time are required to have a physical examination. Parents and students must sign an eligibility form annually which will be kept on file in the office. A participation fee is charged to students involved in extracurricular activities. If needed, fill out the Free/Reduced lunch form to qualify for reduced rate. The eligibility form and fee must be on file in the office before a student can participate in practice or games; (BMS does not provide insurance).

Students riding on a bus for an out-of-town activity must return on the bus unless the parents personally make advance arrangements with the school, coach, or a principal stating that they will be responsible for the student on the return trip. (Late activity students will be supervised within the confines determined by the hall monitor).

~~Reference Extra-Curricular Accountability Policy: SBR 700-30-6 MSBA _____ for more information.~~

Bemidji Middle School Activities follow MSHSL Eligibility rules.

***Policy and Procedure for students to participate in High School Extra Curricular Sports:**

Please refer to page 26 for School Board Regulation 400-90-2R MSBA 553.9 – Middle School Extra Curricular Program Administrative Procedures.

FAMILY ACCESS

The Family Access portal allows parents and guardians to view information related to their student's school experience. Among other things, the portal currently features Student Demographic information, Attendance, Discipline, Test Score date, Food Service information, and the ability to set up email notifications when attendance event occurs, or when your food service balance is low. To sign up for Family Access, call 218-333-3100 ext. 31134.

FIELD TRIPS

Students who choose to not participate in a scheduled overnight field trip are expected to attend school. The supervising teacher(s) will give alternative assignments.

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

It is the general expectation of the school board that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal, and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (Minn. Stat. § 123B.37, Prohibited Fees)

1. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minn. Stat. § 123B.36, Authorized Fees)

C. Extended Trips (Out of State, Out of Country, and/or Overnight)

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary, and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: parent/guardian, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).
2. The school board acknowledges and supports the efforts of booster clubs and similar organizations

in providing extended trip opportunities for students.

III. REGULATIONS

- A. Code of Conduct and School Board Policies shall apply to all student trip activity.
- B. The school administration shall be responsible for more detailed procedures, including parent permission form, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

For full policy, reference SBR 700-30-9 MSBA 610 (Revised March 2026)

FIRE, LOCKDOWN AND TORNADO DRILLS

Fire, lockdown and tornado drills are held at irregular intervals throughout the school year. Remember these rules:

1. Check the instructions in each classroom indicating how to leave the building in case of fire.
2. Walk 100 feet away from the building for fire drills.
3. Check the instructions in each classroom for proper procedures for lockdown and tornado drills. Our expectation is that students and staff need to remain quiet during all lockdown drills.

FOOD SERVICE PROGRAM – BEMIDJI MIDDLE SCHOOL

Breakfast and lunch are available daily to all students. Please see pricing below. 6th grade and 8th grade students pick-up their school breakfast in their pod area each morning, rather than going into the cafeteria. 7th Grade students have two service lines available for breakfast in the cafeteria. Students have five (5) service (choice) lines for lunch. Monthly menus are available on the school district web site.

Middle School Student Meal Prices:

*Breakfast: Free Second breakfast: \$3.50 *Milk (extra carton or for cold lunch) \$.75
*Lunch: Free Extra lunch entree: \$3.50, 2nd lunch \$6.00

Payments may be made to individual student accounts using your credit/debit card online with “Family Access” (follow directions posted on the site in August). Using the online payment center allows you to credit your child’s account at any time. A minimal fee is charged to cover the cost of this convenience. You may also mail payments to the district office (502 Minnesota Ave. N.W.) or place them in an envelope and put them in a food service drop box in the cafeteria near the meal service area. Personal checks should be written to ISD#31 with the student’s name and PIN in the memo area. When sending cash, please place it in an envelope and write the student’s name and PIN and the amount of money on the envelope. Students need to maintain a positive balance in their meal account.

Food Allergies and/or Special Diets

Please contact the food service office and the health office prior to your child/children beginning school if you have concerns related to their food allergies or diets. The foodservice website has forms to use when requesting special diets for students. The following forms are available: Special Diet Statement for a Student *Without* a Disability and Special Diet Statement for a Student *With* a Disability. Lactose free milk is available to students who are lactose intolerant. Please contact the school’s food service and send a note with your child/children to receive this option. This note needs to be signed by the parent/guardian, not a physician. If you have any questions regarding the food service, please contact the district food service office at 333-3100 ext. 31141 or ext. 31142.

FOUR “A” AWARD – (Academics, Attendance, Activities, Accelerated Reader)

This award is given to eight graders with a Cumulative GPA of 3.5 or better, fewer than six days absent (not counting MSHSL related activities), participation in at least one activity, and have read 250,000 words or more in Accelerated Reader. Criteria is subject to change based on extenuating circumstances.

GANG BEHAVIOR and GANG GRAFFITI - Please refer to Code of Conduct.

GIFTED AND TALENTED PROGRAM

For students to qualify for accelerated classes, a combination of MCA scores, FastBridge scores, teacher referral, and student interest will be taken into consideration. BMS administration will make student placement determinations.

GRADING SYSTEM

The evaluation of student achievement is one of the important functions of the teacher. An incomplete is given only in those cases of illness or emergency. Make-up work is the complete responsibility of the student and all incomplete work should be completed as early as possible in order to assure credit for the class. The accepting marking system is as follows:

A - Excellent	B - Good	C - Average	P = 60% or higher
D - Poor	U - Unsatisfactory	I - Incomplete	NP = 59% or lower

GROUP DISORDERLY CONDUCT

Group disorderly conduct is defined as riotous, rowdy, disruptive or unruly conduct that breaks up the order or progress of the educational process, or school sponsored or directed activities, where two or more persons are involved and/or act in concert including gang related behavior or attire. These actions would be referred to the Code of Conduct.

HEALTH SERVICES

Students will receive a pass from their teacher before going to the health office (unless it is an emergency).

Students may not leave the school for illness until first reporting to the health office and receiving a permit to leave the building. Students who habitually self refer to the health office may be subject to behavioral consequences.

Immunizations: Must be in compliance prior to the beginning of school, the student will be excluded until immunization requirements are up to date.

When Students are "Too Ill" to be in School

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

Fever: If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. They need to be fever free without taking medication for 24 hours.

Often temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

Vomiting and diarrhea: Keep them home! Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

Antibiotic treatment: If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy. Please follow your doctor's orders for antibiotics. Stopping them when the child feels better may cause the child to become sick again. Giving them for the entire time the doctor prescribes will help insure that the infection has been treated.

Chicken pox: Students with chicken pox need to stay home until all of the pox marks have scabbed over-generally 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they still need to stay home until the pox marks are all scabbed over.

Pink eye: Students could have either viral or bacterial pink eye. Bacterial pink eye needs to be treated with antibiotics-usually eye drops-for 24 hours before returning to school. No exclusion is necessary for viral pink eye, but only a doctor can diagnosis whether it is viral or bacterial.

Head lice: Once children with head lice have been treated and had the nits carefully removed from their heads, they can return to school. When they return, parents are to bring them to the health office to have their heads checked before going to class. They will be examined again at intervals to make sure no head lice were missed.

Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health offices or contact the district school nurse.

Bemidji School district allows only 2 days absence for treatment of head lice. Many parents are able to treat the children and return them the next day.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice

do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips.

Keeping healthy: For further information, please check out their website at <http://www.health.state.mn.us/divs/idepc/dtopics/infectioncontrol/cover/>.

LOCKERS - Search Procedures

Student Lockers: Minnesota has a statute dealing specifically with locker searches. It clearly gives school officials the right to search school lockers.

M.S. 121.72, Subd. 1 states: School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

LOST AND FOUND

Lost and found bins are located in the cafeteria, locker rooms, gymnasiums, and the main office. Lost and found items will be donated to the community support services at the end of each term.

MEDIA CENTER CHECKOUT

The Media Center will be open at 8:05 a.m. and remain open throughout the day until 3:30 p.m. Each student may check out three (3) books at a time. The books will be due in three (3) weeks and may be renewed once by bringing the book to the media center and rechecking it. Students may not check out another book if they have an overdue. A note from the parent/guardian is necessary for a book to be removed from the overdue list and marked as lost.

MID-TERM REPORTS

Mid-term Reports will be given to students and/or can also be accessed using Family Access based on parent choice. Families are encouraged to follow student progress on Family Access throughout the school year. To register for Family Access, apply online through our website or contact the District Registrar's office at 218-333-3100 ext. 31134 for access.

MINNESOTA JUNIOR HONOR SOCIETY - (MJrHS)

Selection of membership in Minnesota Junior Honor Society is by a faculty council and is based on outstanding scholarship, service, leadership, character, and citizenship. Once selected, members have a responsibility to continue to demonstrate these qualities.

MJrHS Selection Process

To be eligible for membership, the candidate must be a student for a minimum of two terms at Bemidji Middle School. Scholastic eligibility for membership shall be a cumulative grade point average of at least 3.75 for 6th graders, 3.6 for 7th grade and 3.5 for 8th grade (on a 4.0 scale). In addition, prospective members must earn no grade lower than a B in any class. Candidates will also be evaluated on the basis of service, leadership, character, and citizenship.

The selection of each member to the chapter shall be by a majority vote of the Faculty Council. The Middle School office will provide disciplinary information to the Faculty Council to assist them in their selection process.

All students meeting the minimum standards for scholarship will be notified by the chapter regarding their eligibility to apply for membership.

In addition to the minimum standards for scholarship, all applicants must submit documentation (student activity information form) of active membership in at one team, group, club, organization or activity. This activity can be school related (sports team, music group, club, student council, etc.) or be non-school related (community clubs, organizations or teams, boy or girl scouts, 4-H, church groups, etc.)

As a part of the application process, students will need to submit two references from teachers or other adult leaders, other than parents, addressing the candidate's character.

MJrHS Dismissal Procedures

- A written description of the discipline and dismissal procedures will be made available to all interested parties.

- A member who drops below the original standards of acceptance in the MJrHS will be given a warning and a reasonable amount of time to correct the deficiency.
- A member who violates a school's Code of Conduct may face immediate dismissal from the MJrHS.
- A member of MJrHS who receives a warning or faces dismissal shall have the right to a hearing before the faculty committee. This meets the criteria of due process.
- For purposes of a warning or dismissal, a majority vote of the faculty committee is required.
- A member who has been warned or dismissed may appeal to the principal of the school for a final decision.

NON-EXCLUSIONARY BEHAVIOR INTERVENTIONS

The following are ways in which Bemidji Middle School provides non-exclusionary behavior interventions:

- Building Wide: Positive Peer Relations (PPR), Bully Boxes reporting system, Step 4 system, behavior tickets, home visits, parent meetings.
- Pod/Grade Level Practices: Lumberjack Math/Reading, MATH Rocks, Reading Rocks, Inclusion or resource room special education, restate and reteach expectations, parent contact, positive reinforcement, remove from area, teacher/student conferences, seating change, redirection, loss of privilege, verbal and nonverbal prompts, parent/teacher/student conference.
- Support Services: Indian Education Liaison, two School Counselors, School Social Worker, Behavior Interventionist, McKinney Vento Home/school Liaison, Assistant Principal, School Link Mental Health, staff educated in motivational interviewing.

NON-INSTRUCTIONAL MATERIALS

Items that are not tied to student learning and may be a distraction or offensive to other students are to be left at home or in the student's locker unless they are a sensory item written in a student's IEP. If the item in question becomes a classroom distraction the item may be confiscated by the classroom teacher or case manager. Examples include: fidget spinners, Yo-Yos, slime, playing cards, caffeinated beverages, blankets, hats etc.

NOTIFICATION OF VIOLENT STUDENTS

Any students who violate the code of conduct in the area of "Assault" will become a part of a list, which requires the district to notify any of the students' teachers that the child has been violent in the past. This notification process lasts two years from the date of the most recent incident.

OPEN ENROLLMENT

School Board Policy SBR 700-10-1 MSBA 509

F. Termination of Enrollment

1. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Chapter 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, subdivision 8.

2. The school district may also terminate the enrollment of a nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, subdivision 8.

3. A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.

OUT OF SCHOOL SUSPENSION

If a student's behavior and conduct are determined by an administrator to warrant removal from the school building, the student will be suspended from school. Students who are suspended will be issued a formal suspension notice and Pupil Fair Dismissal Act information that will be sent to their parent/guardian. A conference with the issuing administrator, the student, and the parent/guardian may be required for re-admittance to the school. Students suspended out of school are not to be on school grounds or at school events. A student/parent/guardian is responsible for gathering any missed work.

PESTICIDE NOTIFICATION AND ANNUAL PEST MANAGEMENT NOTIFICATION

Minnesota Law requires schools to inform parents and guardians if they apply certain pesticides on school property. Bemidji Area Schools utilizes a licensed, professional pest control service for the prevention and control of rodents, insects and other pests in and around district buildings. This program consists of: 1. Inspection and monitoring to determine whether pests are present and whether any treatment is needed. 2. Recommendations for maintenance to help eliminate pests without the need for pest control materials. 3. Utilization of non-chemical measures such as traps, caulking and screening. 4. Application of EPA – registered pest control materials when needed. Pests sting, bite, cause contamination, damage property and spread disease. Therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law. An estimated schedule of interior pest control inspections and possible treatment is available for review at the District Safety Office, located at 511 3rd St, NW. A similar schedule is available for herbicides and other materials for school grounds. Parents of students may request to receive, at their expense, prior notification of any applications of a pest control material, should such an application be deemed necessary on a day different from the days specified on the schedule. To be notified about pesticide applications or the management plan, please contact Bryan Johnson District Safety Manager at 218-333-3149

PHYSICAL EDUCATION GUIDELINES

Class expectations: C-P-R

- Cooperation - listen and follow directions.
- Participation - be prepared and do your best.
- Respect - for yourself and others. Safe and proper use of equipment

Phy Ed dress code:

- MUST HAVE: Athletic (Tennis) shoes with laces that can be tied. NO Crocs, slip on shoes, cowboy boots, or Dude shoes.
- Students are not required to change for P.E. classes. Students can wear clothing of their choice that meets the dress guidelines of BMS.
- We will be going outside as much as possible, please make sure to have the appropriate attire for Minnesota Weather.

General Rules

- LEAVE VALUABLE ITEMS AT HOME. Jackets and backpacks stay in your locker or Pod.
- ELECTRONIC DEVICES MUST STAY IN YOUR LOCKER.
- Gum, candy, or food during class is NOT allowed.
- Jewelry, watches, chains, and earrings must stay in your locker or go on the PE cart in the Gym.
- Bullying of any sort will not be tolerated.

How do students earn daily (6) points?

- Appropriate physical activity attire. (1 point)
- Follow directions and be respectful towards peers, teachers, and paraprofessionals. (2 points)
- Participation. (3 points)
- 1 point for limited participation, 2 points for moderate participation, 3 points for full participation

If you are gone from class for any reason (besides school sponsored activities), make-up assignments for an Excused Absence will consist of:

- 40 minutes of activity (PER DAY MISSED) written down and signed by your parent/guardian. Ex: walking dog, raking leaves, biking, push-ups etc.
- Must be turned in before MidTerm/End of Term.
- If unable to participate because of an injury, see your teacher for more options.

Non-dressing consequences:

- Consequences include: loss of points, inability to participate, meetings with the principals and/or guardians, lunch detention or in school suspension.

Unable to participate:

- A doctor’s note must be presented by the parent/guardian to the health office in order for their child to be excused from physical education class for an extended period of time.
- A parent note will be accepted to excuse student for one day for minor issues. This note is only good for 1 day. Further days must need note from doctor or school nurse.
- This policy will be reviewed with students on the first day of class. Students and parents will sign after reviewing this policy.

PLEDGE OF ALLEGIANCE

In accordance with state law, students will be asked to recite the pledge of allegiance weekly. Also, proper etiquette, display and respect for the flag of the United States of America will be included in the instructional goals (School Board Policy 400-90-7 MSBA 531). 121A.11 “Anyone 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.”

POSITIVE PEER RELATIONS

The middle school community recognizes the negative effects of harassment and bullying on the child’s educational and social experience. Therefore, all students will receive guidance in Positive Peer Relations (PPR) one time per week for 30 minutes. PPR curriculum will cover anti-bullying, respect, self-awareness, decision-making, diversity, suicide prevention, kindness, relationships, honesty, citizenship and goal setting.

BMS bullying intervention guidelines: Bullying is inappropriate communication toward peers that is repeated or is an imbalance of power or is intentional.

- **1st Offense** – Write up on bullying slip, conference with administration, student referred to support staff, possible consequences.
- **2nd Offense** – Write up on bullying slip, conference with administration, student referred to support staff, district Code of Consequences followed by suspension.

PROMOTIONAL MATERIALS

At any time we may publish photos of school and classroom activities on Facebook, the BMS Website, local media outlets, and for school district use. If a student/family wishes to opt OUT of having a photo published please contact the office for an opt out form.

PUBLIC DISPLAY OF AFFECTION

Students are to refrain from embracing, kissing, and other overt displays of affection that may be interpreted by others as undue familiarity and improper behavior in a school setting. Consequences may range from verbal warning to detention or suspension. Repeated incidents will result in parents being contacted and further action being taken. Holding hands is not in violation of the personal behavior rules.

RETENTION

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity and emotional factors shall be considered as well as scholastic achievement. The parents’ decision shall be final. (SBR 400-25-2 MSBA 513)

ROOM 1004

Room 1004 is a multi-purpose room designed to meet the needs of unique circumstances of the middle school student. The room may be used as a place for a student to wait for a ride to pick them up, as a space to regroup after a classroom confrontation, an area for a student to calm down or avoid a conflict, and as a place where a student would serve an in-school suspension, step-process violation, or a detention. The supervisor of the room may refer students to connect with a counselor or other support staff and will monitor the progress of the student's schoolwork that has been assigned for the duration of their time in the room. Any student assigned ROOM 1004 for part of a day may not participate in extra-curricular activities that evening.

A four-step process may be used for students exhibiting inappropriate behavior in the classroom. Room 1004 is used in conjunction with this process. Please see page 12 for a copy of the form.

SEARCH OF STUDENTS AND PROPERTY OF STUDENTS

Bemidji Middle School administration and other district administrators have a right to search students and their property according to the administrative procedures only after they have established reasonable suspicion. Common searches may constitute the following but are not limited to: use of a metal detecting wand, emptying of a backpack, requesting for pockets to be emptied, and/or for a student to show the contents of their social media or messaging profile. Reasonable suspicion is defined below.

Reasonable Suspicion: Reasonable suspicion is the standard for a search on school property or at school-related events and is based on the school official's specific reasonable inferences that he or she is entitled to draw from the facts in light of the school official's experience. Specific reasonable inferences may be drawn from instances including but not limited to a tip from a reliable student, suspicious behavior which suggests that contraband is present, smell indicating the presence of contraband, or a bulge in a pocket, etc. Reasonable suspicion should not be based on mere hunch.

SELF-INJURY POLICY

Pupils will be expected to:

- Not display open wounds/injuries. These must be dressed appropriately
- Talk to the appropriate staff member if they are in emotional distress
- Alert a teacher if they suspect a fellow pupil of being suicidal or at serious risk of harm to themselves, and know when confidentiality must be broken

SKIPPING CLASSES

If it is verified that a student is skipping school or classes, their parent/guardian will be notified and he or she will be assigned to a day of Room 1004, after school detention or out of school suspension. A student may also be found truant.

SMOKING/VAPING

Please refer to Code of Conduct.

SOCIAL MEDIA

Social Media accounts should not be accessed during school hours.

STUDENT RECORDS

The school has on file your grades, attendance, standardized test scores, and discipline records that resulted from your work since you began school. If you have attended several schools, these records have all followed you to this school and are on file here. You and/or your parent or guardian may see the contents of these records by making an appointment with the principal. You may have copies made of anything in the school record at a cost of fifteen cents per sheet, but you are not permitted to take the original records out of the office. You or your parent or guardian may place any statements or items in your records that you wish to, if it pertains to your schoolwork. You may request items be removed from your file. Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you enrolled after transferring from this school. Written consent can be given by using a form available in the office of the principal or counselor, or by writing a letter to the office requesting the transfer of such records. All student records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Law of the State of Minnesota.

SUBSTITUTE TEACHERS

Students who are referred to the office by a substitute teacher may be referred to any of the following on a case-by-case basis: detention, in-school suspension, out of school suspension.

SUPPORT STAFF: SCHOOL COUNSELORS, SOCIAL WORKERS, INDIAN EDUCATION

The purpose of the school support staff is to help each individual student achieve his/her highest growth potential socially, emotionally, and academically. We do this in several ways:

- 1) Encouraging positive staff and peer relationships so students have a safe and welcoming environment.
- 2) Individual conferences whenever a student, teacher, or support staff deem it necessary.
- 3) Using teacher observations and various forms of student data to help provide appropriate academic placement and support.
- 4) The support staff welcome the opportunity to collaborate with any student or parent. Conversations will remain confidential unless required by mandated reporting.

STUDENT MEETINGS

All bulletins/posters require the time, place, name and approval from the building principal. Student meetings must be supervised by a Bemidji Middle School staff member.

TECHNOLOGY/NETWORK MONITORING

All ISD#31 cloud services are monitored and screened by automated programs that are used on our school network. All electronic devices (personal or district owned) using the district network are required to abide by the Internet Acceptance Usage Policy (IAUP.)

All school issued Chromebooks will be monitored while in use, whether at home or in the building. When necessary, Chromebooks and chargers are loaned to students for their use during the school year and are to be returned by the last day of school each year. The school will charge an appropriate fee for missing or damaged Chromebooks and chargers.

TELEPHONE CALLS

Students are not to use the phone during school hours unless there is an emergency. Students must have a pass from their classroom teacher and with principal approval will be allowed to use the telephone.

TENNESSEN WARNING

When administration investigates an incident that occurs during school or on school property, it is the expectation that all BMS students will cooperate in the investigation. A Tennesen Warning will be given to each student stating why they are being talked to and who will receive the information they share.

TERRORISTIC THREATS - Please refer to Code of Conduct.

TEXTBOOKS/LIBRARY BOOKS

All classroom texts are loaned to the students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Please be sure your name, school and grade are written on the book label in case the book is misplaced. The school will charge an appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students.

TRESPASSING - Please refer to Code of Conduct. **Suspended students are not allowed on school grounds.**

UNPAID FEES/BOOK FINES - END OF YEAR

~~Normally end of the year report cards will be mailed from the middle school. However, in some cases students have fees and book fines that have not been paid. Parents may pay their sons/daughters fees/fines at the same time they pick up their child's report card.~~

Fine letters for missing textbooks, missing library books, unpaid fees, and other borrowed materials will be mailed out at the end of the school year. Over the summer, fine payments and/or returned items can be dropped off on the drop box cart in the main entrance vestibule. If items are returned in good condition no fine will be assessed.

VANDALISM

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

VENDING MACHINES

Vending machines are available to students after 3:50 p.m.

VERBAL ABUSE AND/OR RACISTS COMMENTS

In recognition of our school and district values, actions which indicate willful and repeated verbal or physical abuse towards ANY individual using language that is racist or derogatory towards protected classes (regardless whether a student is a member of a minority group themselves), will result in a consequence parallel to the level of severity of the instance and education of the student in question. Consequences vary, but may include: parent conference, lunch detention, after school detention, ISS, and/or OSS in accordance with the Code of Conduct.

VISITORS

For the safety of all students and staff, we require ALL visitors to report to the Attendance Office to sign in and pick up a visitor's pass. Visitor's passes are issued during the school day (8:35 a.m. – 3:20 p.m.) for pre-arranged appointments/visits.

Student visitors are not allowed to accompany BMS students to their classes. Ask the Attendance Office Staff to coordinate for any homework that your child will miss if they have to go home.

WEAPONS - Please refer to Code of Conduct.

School Weapons Policy

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

WITHDRAWING FROM SCHOOL

Please report to the Principal's office one week in advance to withdraw from school. You will be given a "student check-out sheet." All schoolbooks and school owned materials are to be returned, and all personal items removed from your physical education basket/locker and your school locker.

BEMIDJI MIDDLE SCHOOL EXTRA-CURRICULAR PROGRAM ADMINISTRATIVE PROCEDURES

The School Board believes that with few exceptions, high school athletic teams should be made up of high school students. Every attempt shall be made to recruit high school students for participation in activities. However, there are situations where seventh and eighth grade students will be allowed to participate on high school athletic teams to guarantee the viability of offering the activity or ensure the health and safety of individual team members.

Category 1: Seventh or eighth grade student participation is rarely allowed for the following athletic teams because of high numbers of high school participants: Football, Volleyball, Boys Basketball, Girls Basketball, Boys Hockey, Baseball, Boys Golf, Boys Cross Country Skiing, Girls Cross Country Skiing, Boys Track, Girls Track, Boys Tennis, Girls Tennis, Boys Cross Country Running, Girls Cross Country Running.

Category 2: Limited seventh or eighth grade students may participate at the high school level to guarantee viability of an activity, i.e., ninth grade student or junior varsity level competition. Seventh and eighth grade students may participate on high school teams if no high school athlete is cut or denied from participating at the junior varsity or varsity level due to the presence of a seventh or eighth grade student. These teams include: Girls Hockey, Dance Team, Girls Golf, Girls Soccer, Boys Soccer, Girls Softball, Boys Swimming, Girls Swimming, Wrestling, Gymnastics.

Category 3: Stopwatch sports are activities that have a clear indicator of a student's ability through stopwatch time. Even though there are adequate participation numbers, a Middle School student's timed performance is a clear indication that they would qualify for state level competition, these rare student athletes could be advanced to the varsity sports team to represent our school.

The following conditions apply to the seventh and eighth grade student athlete:

1. Seventh and eighth grade students will not be permitted to leave the Middle School prior to the established dismissal time for practice.
2. The student class schedule will not be changed due to participation in a Bemidji High School activity.
3. Dismissal for participation in regularly scheduled contests will be permitted when necessary.
4. Transportation from Bemidji Middle School to Bemidji High School for practices and scheduled contests will be the responsibility of the parent/guardian.
5. All fee requirements of Bemidji High School will be applicable.
6. All Minnesota State High School League eligibility rules will be in place for seventh and eighth grade students.
7. Any decisions made to accelerate a seventh or eighth grade student are made for the current school/season only and there are no guarantees for subsequent years.
8. The Bemidji High School Activities Office staff shall provide an annual report of seventh and eighth grade student participation in each activity to the Bemidji High School Principal, Bemidji Middle School Principal, Superintendent, and School Board on an annual basis.
9. Bemidji High School provides sports tryouts for eligible high school students in certain sports. Bemidji High School does not offer tryouts to high school teams for Middle School students.

The following procedures will be followed for high school placement:

1. The Head Varsity coach/advisor will recommend to the Activities Coordinator, student(s) he/she considers suitable candidates for higher level placement.
 - a. No consultation with either the student or his/her parent(s)/guardian(s) regarding this recommendation may occur prior to completion of steps 1-3.
 - b. The Head Varsity coach/advisor will be expected to provide adequate rationale for his/her recommendation.
2. The Activities Coordinator shall consult with the Head Varsity coach/advisor and the Middle School Principal. If the Middle School Principal believes more advice is desirable he/she may consult with Assistant Principals, Middle School Dean of Students/Activities Coordinator, teachers of the student, counselor, school psychologist and/or school nurse.
3. If the Activities Coordinator, Head Varsity coach/advisor and the Middle School Principal unanimously agree on the higher placement, the Activities Coordinator will send a cover letter, parent application and a student application to the parents.
4. Parents who wish to have their son/daughter participate, will complete and return both forms.
5. Only if all five (student, parent(s)/guardian(s), Activities Coordinator, Head Varsity coach/advisor and Middle School Principal) agree, will the student be allowed to participate at a higher level.

ISD NO. 31 SBR 400-90-2R MSBA 553.9

ORIGINAL: 23 NOVEMBER 1982 REVISED: 22 FEBRUARY 2016 (Effective July 1, 2016) PAGE 2 OF 2

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 31 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by any student, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence – circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation including gender identity and expression \ disability.

Name of person you believe harassed or was violent toward you or another person or group:

If the alleged harassment or violence was toward another person or group, identify that person or group:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary)

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature _____ Date _____

Received by _____ Date _____

Please refer to the Bemidji Area School website at <https://www.isd31.net/> for a complete list of School Board Policies or follow this link: <https://www.isd31.net/district/board-of-education> to access these full policies and any others you may wish to refer to.

***[Harassment and Violence](#): SBR 200-90-9 MSBA 413**

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

***[School Properties – Internet Acceptance Use Policy](#): SBR 600-50-1 MSBA 524**

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

***[Enrollment of Non-Resident Students](#): SBR 700-10-1 MSBA 509**

The school district will participate in the Enrollment Options Program (Open Enrollment) established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

***[Student Personnel Miscellaneous – School Discipline Policy](#): SBR 700-40-2 MSBA 506**

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

***[Student Personnel Hazing Prohibition](#): SBR 700-90-1 MSBA 526**

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

***[Student Personnel Bullying Prohibition Policy](#): SBR 700-90-4 MSBA 514**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students’ ability to learn and/or teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students,

particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar and disruptive and detrimental behavior.

IT'S OKAY TO ASK FOR HELP

National Suicide Prevention Lifeline: 988

Suicide Prevention:

***National Suicide Prevention Lifeline: (800) 273-TALK**

***Text "MN" to 741741**

Family Relationship Issues:

***Evergreen House Crisis Hotline: (218) 751-4332**

***Northwoods Battered Women's Shelter (218) 751-0211**

Substance Abuse:

***Bemidji Area Program for Recovery: (218) 444-5155**

***National Center for Substance Abuse: (800) 662-HELP(4357)**

Sexual Assault:

***Support Within Reach: (218) 444-9524/1-800-708-2727**

***RAINN/National Sexual Assault Hotline: (800) 656-HOPE(4673)**

Local Law Enforcement:

***Non Emergency: (218) 333-9111**

***Emergency: 911**

Pupil Fair Dismissal Act

Students have the right to receive a public education. When a public school dismisses a student from school, the school must provide due process protections to the student. Those due process protections are described in a Minnesota law called the Pupil Fair Dismissal Act, which is printed below. Schools must provide a copy of the Pupil Fair Dismissal Act to the student and parent/guardian when the student is dismissed from school.

121A.40 CITATION.

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

- (1) without a disability under 21 years of age; or
- (2) with a disability under 22 years old who has not received a regular high school diploma; and
- (3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

Subd. 12. **Nonexclusionary disciplinary policies and practices; alternatives to pupil removal and dismissal.** "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

Subd. 13. **Pupil withdrawal agreement.** "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.425 FULL AND EQUITABLE PARTICIPATION IN EARLY LEARNING.

Subdivision 1. **Disciplinary dismissals prohibited.**

(a) A pupil enrolled in the following is not subject to dismissals under this chapter:

- (1) a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
- (2) kindergarten through grade 3.

(b) This provision does not apply to a dismissal from school for less than one school day, except as provided under chapter 125A and federal law for a student receiving special education services.

(c) Notwithstanding this subdivision, expulsions and exclusions may be used only after resources outlined in subdivision 2 have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

Subd. 2. **Nonexclusionary discipline.** For purposes of this section, nonexclusionary discipline must include at least one of the following:

- (1) collaborating with the pupil's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;
- (2) creating a plan, written with the parent or guardian, that details the action and support needed for the pupil to fully participate in the current educational program, including a preschool or prekindergarten program; or
- (3) providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the pupil is eligible for special education services or section 504 services.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet

and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to use nonexclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Provision of alternative education services; suspension pending expulsion or exclusion hearing.**

(a) Alternative education services must be provided to a pupil who is suspended for more than five consecutive school days.

(b) Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five consecutive school days.

Subd. 5. **Minimum education services.** School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe the nonexclusionary disciplinary practices accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:
 - (1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district must advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education and is posted on their website;
 - (2) examine the pupil's records before the hearing;
 - (3) present evidence; and
 - (4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or
- (4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.** (a) A school administrator must prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan must include measures to improve the pupil's behavior, which may include completing a character education program, consistent with

section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one school day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;

(5) unsupported by substantial evidence in view of the entire record submitted; or

(6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. **Exclusions and expulsions; student withdrawals; physical assaults.** Consistent with subdivision 2, the school board must report through the department electronic reporting system each exclusion or expulsion, each physical assault of a district employee by a pupil, and each pupil withdrawal agreement within 30 days of the effective date of the dismissal action, pupil withdrawal, or assault to the commissioner of education. This report must include a statement of nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

Subd. 2. **Report.** (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

(b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education must promulgate guidelines to assist each school board. Each school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies must include nonexclusionary disciplinary policies and practices consistent with section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

(b) The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

(c) The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission in accordance with section 121A.46, subdivision 5.

(d) For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in section 121A.41, subdivision 13:

(1) for a pupil who remains enrolled in the district or is awaiting enrollment in a new district, a school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. A school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

(2) a pupil receiving school-based or school-linked mental health services in the district under section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

(3) a school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the district or charter school website.

(e) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(f) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. When all students participate in statewide assessments, schools and educators have more information to see how all students are doing. This helps schools continuously improve the education they provide and identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K-12 districts and charter schools. Minnesota prioritizes high-quality education, and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCAs)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are annual assessments in reading, mathematics, and science that provide a snapshot of student learning aligned to the Minnesota K-12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students may use MCA results for:

- Postsecondary Enrollment Options (PSEO) enrollment eligibility in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from EL services.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes, and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the following page. Contact your student's school to learn more about locally required assessments.

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit from EL services.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Certain statewide assessment calculations include all eligible students, including those who do not participate. Non-participation impacts accountability results, which may affect the school's ability to be identified for support or recognized for success.



(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Check with your local school or district to see if there are any additional consequences for not participating.

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota Statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. **This form must be submitted to your student's school or district office prior to testing.**

First Name: Middle Initial: Last Name:

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) your student will not participate in this school year:

- | | |
|--|--|
| <input type="checkbox"/> Reading MCA/Alternate MCA | <input type="checkbox"/> Science MCA/Alternate MCA |
| <input type="checkbox"/> Mathematics MCA/MTAS | <input type="checkbox"/> WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on participation decisions for local assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

JOHNSON O'MALLEY STUDENT CERTIFICATION

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

(TO BE USED FOR EDUCATIONAL PURPOSES ONLY)

SCHOOL: BEMIDJI DISTRICT

.....
STUDENT INFORMATION:

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

PARENT INFORMATION:

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

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

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

Signature of Parent/ Guardian X _____

.....
CERTIFICATION

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

- [] 1. An Enrolled member of the _____ Tribe.
Enrollment # _____.
- [] 2. Eligible for enrollment with _____ Tribe.
(Enrollment pending tribal action)
- [] 3. Not eligible for enrollment, but is a direct descendant of _____
Tribe through mother/father (circle one).
- [] 4. Not eligible for enrollment, but is _____
degree Indian blood descendant of _____ Tribe
*Support documentation is attached.

TRIBAL OFFICIAL- TYPED/ PRINTED

SIGNATURE OF BIA/ TRIBAL OFFICIAL

DATE



**STUDENT CERTIFICATION FORM
WHITE EARTH JOHNSON O'MALLEY PROGRAMS**

PO Box 418, White Earth, MN 56591
Phone: 218-983-3285 Fax: 218-983-3705

STUDENT INFORMATION			
SCHOOL NAME:		GRADE:	
Last Name:	First Name:	M.I.:	
Date of Birth:	SSN (optional):	Home Phone: ()	
Student Mailing Address:	Student Physical Address:	Student Tribal Affiliation/Reservation:	
_____	_____	Tribe: _____	
City: _____	City: _____	Reservation: _____	
State: _____ Zip: _____	State: _____ Zip: _____	Enrollment Number: _____	
BIOLOGICAL MOTHER'S INFORMATION			
Last Name:	First:	M.I.:	Maiden:
<input type="checkbox"/> Enrolled Member <input type="checkbox"/> Descendant <input type="checkbox"/> Not Applicable	Tribe/Agency:	Date of Birth:	
	Enrollment Number:	Place of Birth:	
BIOLOGICAL FATHER'S INFORMATION			
Last Name:	First:	M.I.:	
<input type="checkbox"/> Enrolled Member <input type="checkbox"/> Descendant <input type="checkbox"/> Not Applicable	Tribe/Agency:	Date of Birth:	
	Enrollment Number:	Place of Birth:	
PLEASE CHECK ALL BOXES THAT APPLY TO THE CUSTODY/RESIDENCE OF CHILD:			
<input type="checkbox"/> Natural Parent <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Foster		<input type="checkbox"/> Other Family Member <input type="checkbox"/> Adoptive <input type="checkbox"/> Other (Explain) _____	
Release of Information: I hereby grant permission to verify tribal membership and blood quantum for the above-named student and to release necessary information to White Earth JOM Programs. I understand the information will be used only for White Earth JOM Programs and it will be kept confidential in accordance with the Privacy Act of 1974 (P.L. 93-579, 5 U.S.C.552a). In the event my child should transfer schools, I further authorize the White Earth JOM Program to share this certification with the new school.			
Parent Signature:		Date:	

*****TRIBAL ENROLLMENT OFFICIAL USE ONLY*****

TRIBAL ENROLLMENT OFFICE/VERIFICATION OF INFORMATION (Please check appropriate box):

- The above named student meets the eligibility criteria as determined by the BIA and I hereby certify that this student is a member of or is at least one-fourth (1/4) degree of Indian blood of the tribe according to parental lineage and available records. (Please attach CIB, if applicable)
- The above named student is not an enrolled member but is a descendent of the _____ tribe and does possess a blood degree/blood quantum of _____.
- The above named student does not meet the eligibility criteria for the following reason (s):
 - Birth Record/Birth Certificate is needed to verify enrollment/blood quantum.
 - No information was found regarding enrollment/blood quantum for student/family.

Signature of Tribal Official:	Date:
--------------------------------------	--------------

ED 506 Form
Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

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

Student Information

Name of the Child _____ Date of Birth _____ Grade level _____

Name of School _____ School District _____

Tribal MembershipThe individual with Tribal membership is the (select only one): child child's parent child's grandparentIf the individual with Tribal membership is **not** the child listed above, name the individual (parent/grandparent) with tribal membership: _____Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above:

Name _____ Address _____

City _____ State _____ Zip Code _____

The Tribe or Band is (select only one):

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

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

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

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

Attestation Statement

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

Printed Name of Parent/Guardian _____ Signature _____

Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Email _____ Date _____

For Parent/Guardians:

Definitions:

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

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

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

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

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

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

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE!

Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat

Safety Strategy

Evacuate to shelter area
Seal the room

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



