



**Board of Education
Big Lake School District #727
Regular Meeting**

**Thursday, August 27, 2020
6:30 PM
Virtual
701 Minnesota Ave
Big Lake, MN 55309**

Mission Statement

Our mission is to challenge, educate, & inspire all students to reach their highest level of achievement in academics, athletics, & the arts.

- I. Call to Order
Chair, Tonya Reasoner
- II. Roll Call
Chair, Tonya Reasoner
- III. Approve Agenda
Chair, Tonya Reasoner
- IV. Pledge of Allegiance
Chair, Tonya Reasoner
- V. Retirement Recognition (*F. Expand and Strengthen Public Support*)
Chair, Tonya Reasoner
Brad Schnitzler will be recognized
- VI. Open Forum
Chair, Tonya Reasoner
- VII. Consent Agenda
Chair, Tonya Reasoner
 - A. Previous Minutes
Minutes from the July 30, 2020 special meeting, the August 6, 2020 regular meeting, and the August 20, 2020 special meeting
 - B. Claims and Accounts
Claims and Accounts for the month of August
 - C. Credit Card Report
 - D. Personnel
 - E. Fundraisers
 - F. Amendment to Employee Handbook relating to Title IX updates
- VIII. Donations
Chair, Tonya Reasoner
- IX. Financial Report (*C. Strong Financial Foundation*)
Director of Business Services, Angie Manuel
July report will be presented.
- X. Approve Student Handbook (*B. Accountability for Student Success*)
Superintendent, Tim Truebenbach
Review and approve updated student handbook
- XI. Superintendent's Report (*F. Expand and Strengthen Public Support*)
Superintendent, Tim Truebenbach
Monthly Superintendent's Report.
- XII. Adjournment

Chair, Tonya Reasoner

Strategic Directions

- A. Implement practices that ensure all learners achieve at exceptional levels
- B. Ensure that staff, students, and families share in the accountability for the educational success of each student
- C. Establish a strong financial foundation that supports achievement of school district goals
- D. Seamlessly integrate technology as both a tool and a catalyst to maximize daily learning opportunities for students and staff
- E. Ensure that the facilities and infrastructure of Big Lake Schools are designed to optimize student learning in a safe, sustainable, and attractive environment
- F. Expand and strengthen public support for the school district

**ISD 727 SCHOOL BOARD
PERSONNEL ACTIONS
08/27/2020**

Employee	Position	Effective Date
HIRE		
Fowler, Tate	CE Program Coordinator – Community Ed	08/12/2020
Long, Roger	Building Custodian Long Term Sub – Liberty Elementary	09/08/2020
Lumley, Jessica - Transfer	Hive Time Site Supervisor – Community Ed	09/01/2020
Mitchell, Nelson	Classroom Teacher – Middle School	08/26/2020
Munneke, Kellen – Rehire	Classroom Teacher – Middle School	08/26/2020
Thorstad, Megan – Rehire	Classroom Teacher – Middle School	08/26/2020
Turner, Trevor – Transfer	Building Custodian – Middle School	09/08/2020
Employee		
Position		
Effective Date		
Blasing, Milton – Retirement	Building Custodian – Middle School	08/28/2020
Classen, Andria – Resignation	Cafeteria/Recess Monitor – Independence Elementary	08/13/2020
Corrigan, Deborah – Resignation	Cafeteria/Recess Monitor – Independence Elementary	08/13/2020
Elveru, Kelly – Resignation	Kids Club Group Leader – Community Ed	09/09/2020
Hajovy, Melissa – Resignation	Education Assistant – Community Ed School Readiness	08/24/2020
Hanek, Sarah – Resignation	Classroom Teacher – Middle School Contingent upon a suitable replacement	08/25/2020
Kilde, Krystle – Resignation	Cafeteria/Recess Monitor – Liberty Elementary	08/15/2020
Levreau, Amy – Resignation	Cafeteria/Recess Monitor – Liberty Elementary	08/20/2020
Newville, Charley – Resignation	Cafeteria/Recess Monitor – Independence Elementary	08/13/2020
VanValkenburg, Elicia – Resignation	Cafeteria/Recess Monitor – Liberty Elementary	08/15/2020
Vedder-Miller, Kara – Resignation	Cafeteria/Recess Monitor – Independence Elementary	08/17/2020

***Changes added after original form distributed**

08/27/2020 2:25 PM

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
08/27/2020**

Independence Elementary STEM (Tyler Halverson's room), Scholastic Book Fair, post on social media asking to sponsor a child for \$9 to purchase 9 books for each month of school, August 28-until sponsorship is full.

08/20/2020



Sue Schmidt
District Office
P- 763.262.5194
F- 763.262.2539
s.schmidt@biglakeschools.org

August 25, 2020

Amendment to Approved Employee Manual - 2020-2021

- Employee Handbook for 2020-2021 was approved on August 13, 2020 by School Board.
- Title IX policy 522, approved by School Board on August 20, 2020.
- Employee Handbook amended with information from updated Title IX policy:
 - Sexual Harassment: Big Lake Schools prohibits sexual harassment that occurs within its education programs and activities committed by a school district employee, student, or other members of the school community. If a school district employee has knowledge of sexual harassment or allegations of sexual harassment, they must report it immediately to the school district's Title IX Coordinator: Sue Schmidt, Human Resources Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org. Reference: Policy 522

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Coborns	\$535.35	Help support students in need at Liberty with school fees
Wells Fargo Foundation Educational Matching Gifts	\$70.00	Help support students in need at Liberty with school fees

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on August 27, 2020.

By: _____
Chair

By: _____
Clerk

School Board Financial Report

August 27th, 2020

Presented by Angie Manuel, CPA, Director of Business Services

Enrollment

- Approximately 50 students short of budgeted enrollment of 3,120
 - Enrollment variables: Tuition students, PSEO, SPED coop programs
- Big Lake Online: 534 enrolled, 21 are new students
- Kindergarten = 224 as of Thursday afternoon
 - 19-20 kindergarten: 237
 - 18-19 kindergarten: 224

2020-2021 Budget

No budget revisions for approval

Staffing being reviewed due to projected enrollment shortfall

CARES, CRF, Sherburne County – COVID Funding

	Budgeted Fund Balance June 30,2020	Revenue Budget 20-21	Expenditure Budget 20-21	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2021
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 91,252	\$ 452,080	\$ 346,564	\$ 105,516	\$ -	\$ 196,768
Operating Capital	\$ 433,958	\$ 745,099	\$ 1,054,830	\$ (309,731)	\$ -	\$ 124,227
Capital Projects Levy	\$ 130,315	\$ 519,531	\$ 538,392	\$ (18,861)	\$ -	\$ 111,454
Basic Skills Programs	\$ 58,866	\$ 612,168	\$ 669,068	\$ (56,900)	\$ -	\$ 1,966
Staff Development	\$ 94,975	\$ 447,554	\$ 434,525	\$ 13,029	\$ -	\$ 108,004
Third Party/Medical Assistance	\$ 206,629	\$ 100,000	\$ 170,354	\$ (70,354)	\$ -	\$ 136,275
Area Learning Center (ALC)	\$ 51,562	\$ 329,525	\$ 362,054	\$ (32,529)	\$ -	\$ 19,033
Committed for Severance	\$ 557,259	\$ -	\$ 107,420	\$ (107,420)	\$ -	\$ 449,839
Committed for Liberty Ball Field Pavilion	\$ 29,121	\$ -	\$ 29,121	\$ (29,121)	\$ -	\$ -
Assigned for Q Comp	\$ 136,313	\$ 801,115	\$ 808,860	\$ (7,745)	\$ -	\$ 128,568
Assigned for Athletics and Activities	\$ 163,049	\$ 1,005,171	\$ 1,006,286	\$ (1,115)	\$ -	\$ 161,934
Assigned for Student Activities	\$ 128,727	\$ 25,100	\$ 24,246	\$ 854	\$ -	\$ 129,581
Nonspendable for Prepaid Items	\$ 156,849	\$ -	\$ -	\$ -	\$ -	\$ 156,849
Unassigned	\$ 6,721,845	\$ 31,326,938	\$ 31,968,120	\$ (641,182)	\$ -	\$ 6,080,663
Subtotal	\$ 8,960,720	\$ 36,364,281	\$ 37,519,840	\$ (1,155,559)	\$ -	\$ 7,805,161
Food Service:						
Restricted	\$ 120,497	\$ 1,655,850	\$ 1,655,850	\$ -	\$ -	\$ 120,497
Nonspendable for Inventory	\$ 35,087	\$ -	\$ -	\$ -	\$ -	\$ 35,087
Subtotal	\$ 155,584	\$ 1,655,850	\$ 1,655,850	\$ -	\$ -	\$ 155,584
Community Service:						
Restricted -						
Community Education	\$ 207,492	\$ 1,329,222	\$ 1,500,663	\$ (171,441)	\$ -	\$ 36,051
ECFE	\$ 52,971	\$ 243,857	\$ 264,668	\$ (20,811)	\$ -	\$ 32,160
School Readiness	\$ (29,691)	\$ 351,485	\$ 392,406	\$ (40,921)	\$ -	\$ (70,612)
Preschool Screening	\$ 8,483	\$ 15,895	\$ 15,895	\$ -	\$ -	\$ 8,483
Subtotal	\$ 239,255	\$ 1,940,459	\$ 2,173,632	\$ (233,173)	\$ -	\$ 6,082
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 6,809,923	\$ 9,900	\$ 6,819,823	\$ (6,809,923)	\$ -	\$ -
Referendum Projects	\$ 61,915	\$ 50	\$ 61,965	\$ (61,915)	\$ -	\$ -
	\$ 6,871,838	\$ 9,950	\$ 6,881,788	\$ (6,871,838)	\$ -	\$ -
Debt Service - Restricted	\$ 1,789,416	\$ 5,516,400	\$ 5,807,280	\$ (290,880)	\$ 100,573	\$ 1,599,109
OPEB Irrevocable Trust Fund	\$ 1,531,692	\$ 45,000	\$ 248,355	\$ (203,355)	\$ -	\$ 1,328,337
OPEB Bonds Debt Service Fund	\$ 100,573	\$.10	\$ -	\$ -	\$ (100,573)	\$ -
Total	\$ 19,649,078	\$ 45,531,940	\$ 54,286,745	\$ (8,754,805)	\$ -	\$ 10,894,273

COVID Funding

- Federal Corona Relief Fund (CRF) Funds: \$766,686
 - Any COVID related costs that are not accounted for in current budget. Costs must be “reasonably necessary” as a result of COVID-19. Application due October 1st, 2020 and funds must be spent by December 30th, 2020
- Federal Coronavirus Aid, Relief, and Economic Security Act (CARES) Funds: \$258,679
- Sherburne County – Will be applying for approximately \$85,000
 - Support social emotional learning

School Board Action

Approve financial report

CASH REPORT FOR SCHOOL BOARD
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: July 2020

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	1,459,667	4,178,491	(4,030,690)		\$1,607,468
Food Service	(\$478,339)	1,424	(38,184)		(\$515,099)
Community Service	(\$669,839)	140,006	(240,736)		(\$770,569)
Building Fund	\$0	-	-		\$0
Debt Service	\$128,920	-	(3,087)		\$125,833
Trust Fund	\$15,650	-	-		\$15,650
Student Activities	\$118,134	-	-		\$118,134
Parking Lot Construction (Fund 14)	\$0	-	-		\$0
Project fund- HVAC (Fund 15)	\$0	1,387,423	(1,302,957)		\$84,466
Custodial Fund (Fund 18)	\$1,471	-	-		\$1,471
OPEB Trust Fund	(\$81,999)	-	(27,535)		(\$109,534)
OPEB Debt Service Fund	(\$52,549)	-	-		(\$52,549)
TOTAL PER BOOKS	441,116	5,707,344.00	(\$5,643,189)	\$0	505,271
					General Checking Account
					\$505,271
					TOTAL PER BANK
					\$505,271

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,933	1,115	(\$1,336)	-	\$1,712
					Petty Cash Checking Account
					\$1,712
					TOTAL PER BANK
					\$1,712

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$226,516)	\$2,376,329	(\$4,300,000)		(\$2,150,187)
General Fd Operating Investments	\$11,183,818	\$800,500	(\$2,000,000)		\$9,984,318
Food Service	\$706,390	\$42,927	\$0		\$749,317
Community Service	\$1,227,294	\$2,991	\$0		\$1,230,285
Debt Service	\$3,607,685	\$102,474	(\$746,524)		\$2,963,635
Facilities Investments 2017A	\$61,972	\$6	\$0		\$61,978
Facilities Investments 2019A (Fd 06)	\$468,921	\$48	\$0		\$468,969
Tax Abatement Invest. 2019A (Fd 14)	\$39,674	\$4	\$0		\$39,678
Facility Maintenance Invest. 2020A (F	\$536,967	\$0	\$0		\$536,967
Facility Maintenance Invest. 2020A (F	\$5,734,925	\$12,868	(\$1,387,423)		\$4,360,370
OPEB Trust Fund	\$1,314,840	\$227	(\$20)		\$1,315,047
OPEB Trust Equities	\$475,591	\$21,456	\$0		\$497,047
OPEB Debt Service	\$146,057	\$3,888	\$0		\$149,945
TOTAL PER BOOKS	\$25,277,618	\$3,363,718	(\$8,433,967)	\$0	\$20,207,369
					MN Trust
					\$2,942,995
					Operating Investments
					\$9,984,318
					Building Fund Investments
					\$5,467,962
					OPEB Trust
					\$1,812,094
					TOTAL PER BANK
					\$20,207,369

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$12,418,902.00	7,356,435	(10,332,026)	-	\$9,443,311
Food Service	\$228,051	44,351	(38,184)	-	\$234,218
Community Service	\$557,455	142,997	(240,736)	-	\$459,716
Debt Service	\$4,273,572	\$102,474	(\$749,611)	-	\$3,626,435
Trust Fund	\$15,650	-	-	-	\$15,650
Student Activities	\$118,134	-	-	-	\$118,134
Parking Lot Construction (Fund 14)	\$39,674	4	\$0	-	\$39,678
Project Fund HVAC- Fund 15	\$5,734,925	\$1,400,291	(\$2,690,380)	-	\$4,444,836
Custodial Fund (Fund 18)	\$1,471	\$0	\$0	-	\$1,471
Bond Account Investments (fund 06)	\$530,893	\$54	\$0	-	\$530,947
OPEB Trust Fund	\$1,232,841	227	(27,555)	-	\$1,205,513
OPEB Trust Equities	\$475,591	21,456	-	-	\$497,047
OPEB Debt Service	\$93,508	3,888	-	-	\$97,396
TOTAL PER BOOKS	25,720,667	\$9,072,177	(\$14,078,492)	\$0	20,714,352
					Cash
					\$505,271
					Petty Cash
					\$1,712
					Investments
					\$20,207,369
					TOTAL PER BANK
					\$20,714,352

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: July 2020

Date	Ck #	Vendor	Description	Amount
07/02/20	19541	Brady Dilks	MS FS refund	\$ 66.40
07/02/20	19542	Patrick Boylan	HS FS refund	\$ 20.25
07/02/20	19543	Briana Cornell	Liberty FS \$81.40; MS FS \$91.95	\$ 173.35
07/02/20	19544	Kari Raker	MS FS refund	\$ 45.70
07/02/20	19545	Robert Luetmer	HS FS refund	\$ 12.85
07/02/20	19546	Elizabeth DuBois	MS FS refund	\$ 32.80
VOID	19547	VOID	VOID	\$ -
VOID	19548	VOID	VOID	\$ -
07/07/20	19549	Maria Valenzuela	Independence FS refund	\$ 11.10
07/07/20	19550	Tara Peterson	MS FS refund	\$ 11.45
07/07/20	19551	Timothy Dingmann	HS FS refund	\$ 12.65
07/07/20	19552	Martin Betke	MS FS \$51.60; MS FS \$13.30	\$ 64.90
07/07/20	19553	Tara Peterson	HS FS refund	\$ 16.85
07/07/20	19554	Lonaya Buscko	HS FS refund	\$ 21.60
07/07/20	19555	Jaimie DeMarais	Liberty FS	\$ 29.80
07/07/20	19556	Stacie Schultz	HS FS refund	\$ 30.00
07/07/20	19557	Rebecca Martin	HS FS refund	\$ 36.15
07/07/20	19558	Kong Hang	HS FS refund	\$ 50.00
07/07/20	19559	Brad Schnitzler	Adult FS refund	\$ 22.95
07/07/20	19560	Laurie Hale	Adult FS refund	\$ 27.50
07/07/20	19561	Michelle Rosnow	Adult FS refund	\$ 15.45
07/17/20	19562	Jessica Hickman	MS FS \$119.30; HS FS \$114.35	\$ 233.65
07/17/20	19563	Carol Letellier	HS FS refund	\$ 73.90
07/29/20	19564	UPS	Brokerage Fee	\$ 136.64
07/24/20	19565	Amanda Martinez	Indy FS \$98.45; HS FS \$88.40	\$ 186.85
				\$ 1,332.79

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
June 30, 2020

DATE	FROM	TO	AMOUNT	PURPOSE
7/1/2020	Old National-Checking	Heartland Pmt System	\$ 42.89	Nutri Kids Credit Card Fees
7/1/2020	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
7/7/2020	Old National-Checking	Delta Dental	\$ 26,548.32	Dental Insurance
7/7/2020	Old National-Checking	EBC	\$ 36,933.08	403b & 457 contributions
7/8/2020	Old National-Checking	Further	\$ 20,332.20	H.S.A Contributions
7/8/2020	Old National-Checking	Further	\$ 1,180.74	Flex Claim Pymts
7/9/2020	Old National-Checking	Bankcard Service	\$ 1,250.00	ELEYO Credit Card Fees
7/9/2020	Old National-Checking	BLEM	\$ 7,753.84	Teacher Unions Dues
7/10/2020	Old National-Checking	Neopost	\$ 50.00	HS Postage
7/14/2020	Old National-Checking	Transfirst/TSYS	\$ 32.06	Affinity Credit Card fees
7/15/2020	Old National-Checking	Neopost	\$ 402.00	DO Postage
7/15/2020	Old National-Checking	Further	\$ 1,444.87	Flex Claim Pymts
7/17/2020	Old National-Checking	Old National-Petty Cash	\$ 1,111.70	Gen Fund Transfer to Petty Cash
7/17/2020	MN Trust-PMA	Old National-Checking	\$ 1,100,000.00	Payroll and AP
7/20/2020	Old National-Checking	BLEM	\$ 7,753.84	Teacher Unions Dues
7/21/2020	Old National-Checking	EBC	\$ 36,675.83	403b & 457 contributions
7/22/2020	Old National-Checking	Further	\$ 369.35	Further Fee
7/22/2020	Old National-Checking	Further	\$ 20,933.52	H.S.A Contributions
7/22/2020	Old National-Checking	Further	\$ 869.97	Flex Claim Pymts
7/24/2020	Retiree Accounts	Old National-Checking	\$ 8,970.38	Auto Transfers for COBRA/Retiree Ins
7/24/2020	Howmet Aerospace	Old National-Checking	\$ 20,000.00	Howmet Aerospace Payment
7/29/2020	Old National-Checking	CIGNA	\$ 9,415.83	Life & LTD Insurance
7/30/2020	Old National-Checking	Further	\$ 2,310.72	Flex Claim Pymts
7/31/2020	MN Trust-PMA	Old National-Checking	\$ 900,000.00	Payroll and AP
7/31/2020	Old National-Checking	Old National Bank	\$ 51.19	Old National Service Charge
7/31/2020	Old National-Checking	Bremer Bank	\$ 269.00	ACH Charge
7/1/220	Old National-Checking	Further	\$ 1,897.20	Flex Claim Pymts

COMPLIANCE ISSUES

- | | | |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2020 | Not in compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2020 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2020 | Not in compliance |
| 4) | The 2019/2020 audit (electronic copy) received at MDE by December 31st, 2020 | Not in compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

- 1) Revenue/Expenditure Monitor - *Exp/Rev Summary - FD Report*

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,09,11 &12)	\$ 36,364,281	\$ 306,328	1%	\$ 37,519,840	\$ 1,019,629	3%	
Food Service (02)	\$ 1,655,850	\$ 42,793	3%	\$ 1,655,850	\$ 753	0%	
Community Service (04)	\$ 1,940,459	\$ 101,159	5%	\$ 2,173,632	\$ 109,777	5%	
Building Construction (06)	\$ 9,950	\$ 12,926	130%	\$ 6,881,788	\$ -	0%	
Debt Service (07)	\$ 5,616,973	\$ 61,339	1%	\$ 5,807,280	\$ 749,611	13%	
OPEB Irrevocable Trust Fund (45)	\$ 45,000	\$ 21,683	48%	\$ 248,355	\$ 21	0%	
OPEB Bonds Debt Service Fund (47)	\$ -	\$ -	0%	\$ 100,573	\$ -	0%	

- 2) ADM Monitor - *Principals' monthly reporting*

	Original	Revision (1)	Revision (2)
Budgeted Seated ADM	3057		
Tuition ADM	63		
Budgeted ADM	3120		

NOTES

***Handbook changes reflect general updates. Updates specific to Covid-19 response measures are detailed in the Return to School Plan.*

Handbook Updates 20-21

Page 1 -

- Update cover photography
- Update year
- Update revised date

Page 2 -

- Update Supt's letter to have Tim's name at the bottom rather than Steve's

Page 3 -

- Update Tim's contact info, Sue's contact info, and Allen's contact info
- Realign page numbers if needed

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Page 5 -

- Liberty's Lunch Schedule (subject to change)

10:45 - 11:15 2nd Grade: Backlund, Boeckman, Bordeaux, Eisenschenk, Jude, Lemke, Nelson, O'Gara, Sandford

11:30 - 12:00 1st Grade: Anderson, Duresky, Leeseberg, Lehna, Miller, Perry, Olson, Osowski, Wallace, Zuidema

12:15 - 12:45

Kindergarten: Ahrndt, Bassingthwaite, Eid, Guldseth, Kindsbury (TK), Lucken, Menden, Richman, Robeck, Trulock

- Indy's updated lunch schedule

11:30-12:10 3rd Grade

12:10-12:50 5th Grade

12:50-1:30 4th Grade

- HS: Remove Hornet Hour language - only STING should be kept

Page 6-

- add section: COMMITMENT TO EQUITY

Page 7 -

- Visitor Check-in: "...we require all visitors to check-in at the main office and present a photo ID upon entering the building."
- Update School Closing section to include eLearning information:

"In the event that Big Lake Schools were to close for inclement weather, students will engage in online learning. Students and staff are expected to bring their school issued devices and chargers home daily. Teachers will post assignments within 90 minutes of the start of the scheduled school day and will be available to students for most of the day with the exception of lunch and their professional learning community meetings."

- After Report Cards section add a new section:
DISTANCE LEARNING
In the event that Big Lake Schools needs to move into a Distance Learning model, our Distance Learning Manual can be found at biglakeschools.org

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Page 10 -

- Procedures: Update entire section with new dropoff times: see language below.

PROCEDURES

High School & Liberty Elementary:

AM: Buses will drop off on the side of the high school at approximately 7:00 AM. They will then drop off on the side of Liberty at approximately 7:15 AM.

PM: Buses will be parked in numerical route order (NOT bus number) at the end of the school day at each building. Each bus will have a placard in the window displaying the route number along with an animal symbol for young students who may still be learning number recognition.

Middle School & Independence Elementary:

AM: Buses will begin dropping off students at approximately 8:25 AM at the MS and then will begin dropping off students at 8:35 at Independence.

PM: Buses will line up between the MS and Independence. Buses will line up in numerical route order (NOT bus number). Independence teachers will escort students to the buses at the end of the school day. MS students will be released to buses at the end of the school day.

Page 11 -

- Below is Nadyne's guidance - take out old language under ILLNESS and MEDICATION and substitute the following:

ILLNESS (take out old language)

A child should be kept home from school if he/she has any of the following:

- A contagious disease such as chicken pox, strep throat, or impetigo
- Vomiting or diarrhea -- Children should remain home 24 hours after having vomiting or diarrhea.
- Draining ears
- An undiagnosed rash
- Elevated temperature greater than or equal to 100 degrees – Children should remain home 24 hours after temperature has returned to normal without fever-reducing medication.
- If your child is taking antibiotics or medication for an infection, it is recommended that he/she has taken the medication for at least 12-24 hours before returning to school.

MEDICATION: (take out old medication language)

- All medication given in school must be in the original container.

- All medication (prescription and non-prescription) brought to school by students must be kept in the Health Office. Students are not permitted to self administer medication.
- If your child needs to be on medication for only a few days, a note from the parent is needed.
- If your child will be taking medication daily for the entire school year, a completed “Medication Administration Request Form” must be brought to the Health Office along with the medication. This form is available either from the school Health Office or from your clinic, or you may choose to download a form from the school’s website biglakeschools.org. Click on ‘Departments’ then click on ‘Health & Safety.’
- Medication will be administered by designated personnel.

REGARDING COVID-19: (add new section)

Please do not send your child to school if they exhibit respiratory shortness of breath; a new onset of a cough, or difficulty breathing. Further, should your child have a cluster of two of the following symptoms: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea, please consult with your medical provider before sending your child to school. Your child may be at risk for having developed COVID-19.

Page 12 -

Page 13 -

- Cell Phone/Electronic Devices: Change heading to “Cell Phones/Personal Electronic Devices”
- Second sentence - insert “personal” between “expect” and “devices”

Page 14 - Technology Acceptable Use:

- Add after...to reflect the Hornet Way. “All district technologies are intended to be used for educational purposes only.”
- Dress Code - in 3rd bullet - add “no undergarments showing” also “no transparent or see-through clothing”
- In 8th bullet - add “clothing displaying any sexual content” under inappropriate messages
- Add new bullet: “All face coverings (masks, face shields, gaiter, scarves, etc) must be school appropriate and are subject to administrative discretion.”

Page 15 - Harassment

- Update entire section to read:

RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE Any form or infliction of religious, racial, sexual harassment, violence, or anything that has the potential to create a hostile or intimidating environment based on any protected class is not allowed. A student who believes he or she has been a victim of religious, racial or sexual harassment or violence should report it immediately to the school principal. The student may make this report verbally or in writing by using the harassment report form available on the district website.

Please refer to School Board policy 522 for sexual harassment definitions and guidelines to file a report. Under Title IX, a report of sexual harassment should be made to the Title IX Coordinator for the district: Sue Schmidt, Human Resources Manager, 763-262-5194, 501 Minnesota Ave, Big Lake, MN 55309, s.schmidt@biglakeschools.org

Page 16 -

Page 17 -

Page 18 -

Page 19 -

Page 20 -

- Delete "STUDENT TREATS" section
- Add a new section:

FOOD ALLERGIES:

When students are eating breakfast, lunch or snack within their classrooms, teachers and supervisors will be informed of specific student food allergies. In these cases, assigned seating will be utilized to keep students safe.

Page 21 - Take out entire page

Possible Future Amendments

Equity statement on page 6 upon completion by Superintendent Truebenbach or committee.

Title IX language will be added as an amendment when we have updated language.

1 to 1 device information. Information re: insurance option--since this requires board approval we will add as an amendment if needed.

Language related to data privacy and distance learning added to Distance Learning section on page 20



Student Handbook

2020-2021



Revised August 2020



Destination School District

Big Lake Schools has reinvented itself over the past decade to become a destination school district. We have families moving into the community because they see the value our district brings to their student's future.

Top Rated Preschool

Little Learners Preschool earned the highest rating possible from the state of Minnesota - a 4-Star Parent Aware Rating.

Focused On Technology

Over the next 8 years, we will receive \$400,000 per year to transform our classrooms and buildings into technology-driven learning environments that prepare our students for college and careers.

Top Graduation Rates Among State

Year after year our graduation rates continue to surpass the state average and climb higher. In 2018, 93 percent of our students graduated compared to the state average of 83 percent.

WELCOME TO BIG LAKE SCHOOLS!

Whether you are new to the school district this year or have been with us your entire academic career, we are so excited that you have chosen to be a part of our Hornet community!

This student handbook encompasses policies, procedures and required notices for all four of our schools-Liberty Elementary, Independence Elementary STEM, Big Lake Middle School and Big Lake High School.

Additional district policies and procedures can be found in their entirety on our website, biglakeschools.org.

The policies and procedures included in this handbook help to ensure that students and parents understand Big Lake Schools' operations, student behavior expectations and disciplinary procedures.

Students and parents, please take some time to review the contents of this handbook and make sure you fully understand the information conveyed.

Should you have any questions about the handbook's contents, please talk with your school principal.

We look forward to a growing partnership between our staff, students and parents.

Thank you for choosing Big Lake Schools!

Sincerely,

Tim Trueebenbach
Superintendent

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DISTRICT CONTACT INFORMATION

Tim Truebenbach
Superintendent

763.262.5218

t.truebenbach@biglakeschools.org

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District Administrative Assistant

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Business Services

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Technology

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Community Education

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Teaching & Learning

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Logan Midthun

Activities

763.262.5114

l.midthun@biglakeschools.org

TJ Zerwas

Building & Grounds

Health & Safety

763.262.5148

t.zerwas@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:35 AM - 2:25 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Caryl Gordy c.gordy@biglakeschools.org
Assistant Principal	Teresa Smock-Potter t.smock-potter@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	8:50 AM - 3:40 PM
Attendance Line	763.262.2537, press 2
Address	701 Minnesota Avenue
Main Phone	763.262.2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	Katie Thompson k.thompson@biglakeschools.org

BIG LAKE MIDDLE SCHOOL

School Hours	8:45 AM - 3:45 PM
Attendance Line	763.262.2567, press 2
Address	601 Minnesota Avenue
Main Phone	763.262.2567
Principal	Mark Ernst m.ernst@biglakeschools.org
Assistant Principal	Keri Neubauer k.neubauer@biglakeschools.org

BIG LAKE HIGH SCHOOL

School Hours	7:15 AM - 2:15 PM
Attendance Line	763.262.2547, press 2
Address	501 Minnesota Avenue
Main Phone	763.262.2547
Principal	Bob Dockendorf b.dockendorf@biglakeschools.org
Assistant Principal	Angie Charboneau-Folch a.folch@biglakeschools.org

SCHOOL SCHEDULES

LIBERTY ELEMENTARY SCHOOL - LUNCH

10:45-11:15	2nd Grade
11:30-12:00	1st Grade
12:15-12:45	Kindergarten/Transitional Kindergarten

INDEPENDENCE ELEMENTARY STEM SCHOOL - LUNCH/RECESS

Third Grade	11:30-12:10
Fifth Grade	12:10-12:50
Forth Grade	12:50-1:30

MIDDLE SCHOOL	MON, WED, FRI	TUESDAY, THURSDAY
Period 1	7:30 - 8:21	7:30 - 8:12
Period 2	8:24 - 9:13	8:15 - 8:57
Period 3	9:16 - 10:05	9:00 - 9:42
Period 4	10:08 - 10:57	9:45 - 10:27
WIN TIME		10:31 - 11:11
Period 5 (inlues lunch)	10:57 - 12:31	11:11 - 12:45
A Lunch	10:57-11:27	11:11 - 11:41
B Lunch	11:29-11:59	11:43 - 12:13
C Lunch	12:01-12:31	12:15 - 12:45
Period 6	12:34 - 1:23	12:48 - 1:30
Period 7	1:26 - 2:15	1:33 - 2:15

HIGH SCHOOL	MON, TUE, THUR, FRI	WEDNESDAYS
Period 1	7:30 - 8:23	7:30 - 8:15
Period 2	8:28 - 9:17	8:20 - 9:02
Period 3	9:22 - 10:11	9:07 - 9:49
STING		9:54 - 10:33
Period 4	10:16 - 11:33	10:38 - 11:54
Period 5	11:38 - 12:27	11:59 - 12:41
Period 6	12:32 - 1:21	12:46 - 1:28
Period 7	1:26 - 2:15	1:33 - 2:15
Lunch A	10:11 - 10:38	10:11 - 10:38
Lunch B	10:38 - 11:06	10:38 - 11:06
Lunch C	11:06 - 11:33	11:06 - 11:33

DISTRICT-WIDE PHILOSOPHIES

MISSION STATEMENT

Our mission is to challenge, educate and inspire all students to reach their highest level of achievement in academics, athletics, and the arts.

BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the 5 core values of the Hornet Way

HORNET WAY

It is the philosophy of Big Lake Schools that staff, students, parents and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on 5 core values:

- **Respect** - be considerate of self, other people and other people's beliefs and property
- **Honesty** - be truthful
- **Kindness** - be caring, friendly and helpful
- **Responsibility** - be dependable and accountable
- **Fairness** - be committed to the just treatment of others



RESPONSE TO INTERVENTION & POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

Big Lake Schools uses the RtI model as a tool to match instruction and interventions to individual student needs. More specifically, RtI is used to identify learning and behavior differentiations between an entire grade, a targeted classroom and individuals. Ultimately, the system is used to answer the question, "How does our school ensure all students are learning?"

Another behavioral model, Positive Behavioral Interventions and Supports (PBIS), is also being utilized by our schools. The PBIS model is closely tied and consistent with the RtI model.

These frameworks help teachers and school administration develop an intervention strategy for a student who needs additional learning or behavioral focus, or a student who needs to be academically challenged more.

Behavioral and academic intervention time is embedded in a student's schedule as a normal class, but varies in offerings from school to school.

- FLY - Liberty Elementary
- BEE (Best Education for Everyone) - Independence Elementary STEM
- WIN (What I Need) - Big Lake Middle School
- STING (Student Targeted Instruction & Goals) - Big Lake High School

REVISION NOTICE

This student handbook may be modified at anytime throughout the year. The most up-to-date version will always be available on our district website at biglakeschools.org

GENERAL INFORMATION

VISITOR CHECK-IN

In order to provide a safe learning environment for our students, we require all visitors to check-in at the main office and present ID upon entering a building. This procedure applies during school hours or meetings that overlap into the school day. Anyone who is not a student or staff member is considered a visitor.

ARRIVAL AND DEPARTURE TIMES

Elementary students should not arrive at school more than 15 minutes before school begins and need to be picked up immediately after the school day ends. Arrangements with Kids Club, a before and after school childcare program, should be made if parents need to drop off/pick up elementary students outside of the allowed times. Middle & High School students should not arrive at school more than 30 minutes before school begins and are expected to leave immediately at the end of the day unless they have appointments to work with a teacher or are involved in an after school activity.

PARENT/STUDENT ONLINE ACCESS

Parents and students can check grades and attendance, along with provide and change contact information, through the Infinite Campus Parent Portal. The portal can be accessed at <https://goo.gl/AY1wAe> or by visiting our website. To setup an account, contact the main office of your child's school for an access key.

SCHOOL CLOSINGS

If school is cancelled, delayed or released early, information will be posted on the Big Lake Schools website at biglakeschools.org, on Facebook, and on local TV stations.

Parents who have a Parent Portal account with a valid email address will also receive an email alert (or text message) if school closes. Make sure your child knows your family plans if an early closing occurs.

For elementary student parents, make sure you have provided an emergency closing form to your child's teacher. In the event that school were to close for inclement weather, students will engage in online learning. Students and staff are expected to bring their school issued devices and chargers home daily. Teachers will post assignments within 90 minutes of the start of the scheduled school day and will be available to students for most of the day with the exception of lunch and their professional learning community meetings.



REPORT CARDS

Students and parents will receive report cards at the end of each trimester through Infinite Campus Parent Portal. Parents can also contact the school to request a printed report card. Elementary students will receive a standards-based report card that provides detailed information on how they are progressing on academic standards. Middle school and high school students will receive a traditional letter grade report card.

DISTANCE LEARNING

In the event that Big Lake Schools needs to move into a Distance Learning model, our Distance Learning Model can be found at biglakeschools.org.

FOOD & NUTRITION

BREAKFAST & LUNCH PROGRAM

Big Lake Schools is proud to partner with Chartwells Dining Services to serve breakfast and lunch meals that are nutritional, balanced and delicious! For specific information about our food and nutrition program, including the nutritional content of each meal and daily menus, please visit our District website at biglakeschools.org.

MEAL ACCOUNT

Big Lake Schools uses MySchoolBucks as an online tool for parents to monitor and add money to their child's meal account. Parents can access MySchoolBucks.com by going directly to its website, or by logging on to the parent portal on our website.

ACCOUNT BALANCES

Big Lake Schools recommends that parents ensure their child has at least a weeks worth of meals in his/her meal account at all times. Additionally, we highly recommend that parents sign up to use MySchoolBucks, which allows them to opt-in to receive text message or email alerts when their child's lunch balance is running low.

UNPAID MEAL CHARGES PROCEDURE

[Click here](#) to view the procedure.

PAYMENTS

We recommend parents use MySchoolBucks to add money to their child's meal account as this system allows payments to be reflected minutes within submission. Payments made by 10 AM the day-of can be used for meals that day; however, any payments made online after 10 AM cannot be used for a meal that day. This is a system limitation, not an administrative decision. Parents can also mail-in, or send with their child, payments by cash or check. Please allow a minimum of 48 hours for payments to be applied if paying by cash or check. Payments by cash or check must include the student's name, PIN#, amount, and grade.

EDUCATIONAL BENEFITS - FREE MEALS

Big Lake Schools encourages families with limited incomes to apply for free meals through the federal Educational Benefits program. To see if you qualify, fill out and send in an application. Applications are available on our website, in each school's main office, or online through the parent portal. **Families need to re-apply by October of each year.** Students who qualify for reduced-price school meals will receive free lunches and breakfasts and all kindergarten students qualify for free breakfasts.

ATTENDANCE

Minnesota State Law requires attendance from age 7 (or under 7 but enrolled in kindergarten) to 17, and establishes valid reasons for excused absences.

EXCUSED ABSENCES

1. Student's physical or mental health is preventing attendance at school due to:
 - Student's illness, medical, dental, orthodontic, or counseling appointments
 - Family emergencies
 - The death or serious illness or funeral of an immediate family member
2. Active duty in any military branch of the United States
3. The student has a condition that requires ongoing treatment for a mental health diagnosis
4. Student has already completed state and district standards required for graduation from high school
5. Parent/guardian wishes for the child to attend up to three hours per week a school for religious instruction
6. Other district-specific exemptions at the principal's discretion may include: impassable roads, required court appearances, or pre-approved trips of short duration with family

UNEXCUSED ABSENCES

Any absence that does not fall within the above parameters may be considered unexcused—even if the proper absence procedure was followed. Unknown absences will be marked as unexcused absences after 5 school days.

EARLY RELEASE/EARLY PICK UP

If a student needs to leave before school is released, a parent should alert the office and provide a reason for the early release before the start of school. Before leaving for the day, the student should check out with the office. At the elementary and middle school levels, students should wait in the office for an authorized person to sign them out.

EXCESSIVE EXCUSED ABSENCES

At administrator's discretion, excessive absences (10 consecutively or 15+ in total) due to illness may require a doctor's note or a visit to the school health office to be considered excused.

MAKEUP WORK

Students are responsible for working with staff to make up missing work due to absences.

ELEMENTARY ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

8 excused absences or 2 unexcused absences

Sherburne County Referral

3 unexcused absences

Referred to County Attendance Review Board

For students 12 years of age or older

5 or more unexcused absences

Child Protection Report for Educational Neglect

For students under 12 years of age

7 or more unexcused absences

MIDDLE SCHOOL & HIGH SCHOOL ATTENDANCE INTERVENTION STEPS

Informational Letter Sent Home

The school will send home an attendance letter if the student has 3 or more unexcused absences or excessive tardies. If you receive an attendance letter, please call the attendance secretary at your school to clear up any unexcused absences.

Truancy Process: Sherburne County has three steps in their truancy process. The first two steps are intervention efforts to prevent a student from being required to appear in court. The steps are:

1. Sherburne County Referral & Mandatory Meeting

- Child and parent attend mandatory meeting with Sherburne County Attorney's Office; \$15 class fee charged by county
- 3 or more unexcused absences

2. Referred to County Attendance Review Board

- Child and parent referred to Sherburne County Attendance Review Board to address attendance issues. Then student may meet weekly with county truancy social worker at school.
- 5 or more unexcused absences

3. Petition to Court

- Child and parent will have to appear in court for truancy on date assigned
- 7 or more unexcused absences/Absence/Tardy Procedures

ABSENCE/TARDY PROCEDURES

Parents should alert the school of an absence or tardy by either calling or emailing the school's attendance line by 9 a.m. the day of the absence/tardy.

HS: 262-2547 or hs.attendance@biglakeschools.org

MS: 262-2567 or ms.attendance@biglakeschools.org

Liberty: 262-8100 or lib.attendance@biglakeschools.org

Indy: 262-2537 or ind.attendance@biglakeschools.org

DATA PRIVACY

Big Lake Schools recognizes its responsibility in regard to the collection, maintenance and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

NOTICE OF STUDENT EDUCATION RECORD PRIVACY

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's education records. These rights include:

- The right to inspect and review the student's education records within 45 days after the day Big Lake Schools receives a request for access.
- The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by Big Lake Schools to comply with the requirements of FERPA.

TENNESSEN WARNING

An individual asked to supply private or confidential data concerning his/her self shall be informed of: (a) the purpose and intended use of the requested data; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data to a law enforcement officer.

NOTICE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) allows Big Lake Schools to disclose personally identifiable information it has labeled as directory information without prior parental notification or consent, unless a parent has advised the district otherwise through an opt-out form. The primary purpose of directory information is to allow Big Lake Schools to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook/graduation programs
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District print, broadcast or online publications, such as social media, websites, and marketing materials for district use
- Media's request of information

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Big Lake Schools has designated the following information as directory information:

- Student's name
- Student's address
- Age
- Gender
- Grade level
- Dates of attendance
- Participation in official school activities
- Weight and height of athletic team members
- Degrees, honors and awards received
- Any photograph, video or recording of a student's likeness

If you would like to opt-out of the release and use of directory information, Big Lake Schools must receive an opt-out form by the end of the first month of a new school year. An [opt-out form](#) is available on the District's website or in the main office of each school.

BUS TRANSPORTATION

Vision Transportation provides bus services for Big Lake Schools. Vision can be reached at 763.263.7900 with any questions or concerns.

PROCEDURES

High School and Liberty Elementary

AM: Buses will drop off on the side of the high school at approximately 7:00 AM. The buses will then drop off on the side of Liberty at approximately 7:15 AM.

PM: Buses will be parked in numerical route order (NOT bus number) at the end of the school day at each building. Each bus will have a placard in the window displaying the route number along with an animal symbol for young students who may still be learning number recognition.

Middle School and Independence STEM

AM: Buses will begin dropping off students at approximately 8:25 AM at the middle school and then will begin dropping off students at 8:35 AM at Independence STEM.

PM: Buses will line up between the middle school and Independence. Buses will line up in numerical route order (NOT bus number). Independence teachers will escort students to the buses at the end of the school day. Middle school students will be released to buses at the end of the school day.

GUIDELINES

Taking an Alternative Bus

Students are only allowed to ride their assigned bus. Notes sent with a student giving him/her permission to ride home with a friend will not be accepted. If there is an emergency requiring a student to ride a different bus, please call Vision Transportation to make arrangements.

Elementary-only: If a student who normally rides the bus home will be getting picked up or will be walking/ biking home instead, communicate directly with your student's teacher and the office. Transportation plans will not be changed for a student without this communication.

WRIGHT TECHNICAL CENTER

All students attending classes at Wright Technical Center must ride the school bus provided unless administrator approval has been given.

RULES & EXPECTATIONS

- Students may only ride their assigned bus
- Be on time at the bus stop (5 minutes early) and wait safely off the roadway
- When crossing the street, wait for the driver to signal and cross where you can be seen
- Follow the directions of the driver
- Sit facing forward and remain seated
- Talk quietly and use appropriate language
- Keep all body parts inside the bus and to yourself
- No fighting, intimidation or horseplay
- No throwing of any object(s)
- No littering, drinking or use of tobacco or drugs on the bus
- No weapons, dangerous objects or metal/ glass containers
- Avoid damage to the school bus and to other people's property
- Avoid any acts that endanger yourself or others
- Avoid bringing band instruments on the bus unless it fits in your backpack
- All school policies apply on the bus and at the bus stop

CONSEQUENCES:

- 1st Offense: report to parents and/or one day suspension
- 2nd Offense: 1-3 school days suspension from riding the bus
- 3rd Offense: 3-5 school days suspension from riding the bus
- 4th Offense: 5-10 school days suspension from riding the bus and meeting with parent/guardian
- Alternate Consequences: **Consequences are assigned by Vision.** Based upon the circumstances, an administrator may use his/her discretion in applying alternate consequences.



HEALTH AND SAFETY

Big Lake Schools is dedicated to ensuring the health and safety of each student and staff member. The District's health and safety committee is responsible for developing, reviewing and revising policies, procedures and regulations regarding health and safety at Big Lake Schools.

ILLNESS

A child should be kept home from school if they have any of the following:

- A contagious disease, such as chicken pox, strep throat, or impetigo
- Vomiting or diarrhea-children should remain home 24 hours after having vomiting or diarrhea
- Draining ears
- Undiagnosed rash
- Elevated temperature greater than or equal to 100 degrees-children should remain home 24 hours after temperature has returned to normal without fever-reducing medication
- If your child is taking antibiotics or medication for an infection, it is recommended that they have taken the medication for at least 12-24 hours before returning to school.

MEDICATION

- All medication given in school must be in the original container
- All medication (prescription and non-prescription) brought to school by students must be kept in the health office. Students are not permitted to self-administer medication.
- If your child needs to be on medication for only a few days, a note from a parent is needed.
- If your child will be taking medication daily for the entire school year, a completed "Medication Administration Request Form" must be brought to the health office along with the medication. This form is available either from the school health office or from your clinic, or you may choose to download a form from the school's website. Click on "Departments" then click on "Heath & Safety"
- Medication will be administered by designated personnel.

COVID-19

Please do not send your child to school if they exhibit respiratory shortness of breath; a new onset of a cough, or difficulty breathing. Further, should your child have a cluster of two of the following systems: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea, please consult with your medical provider before sending your child to school. Your child may be at risk for having

developed COVID-19.

INJURY

A student who experiences an injury while on school grounds or during a school-sponsored event is required to report the injury to a teacher, coach or school health personnel.

CONCUSSION AWARENESS

Big Lake Schools takes head injuries seriously and has procedures in place for notifying parents if a head injury occurs during school. We ask parents and students to make sure to notify their school's health office if a head injury occurs outside of school so that we can monitor the student for concussion signs.

For more information on concussion awareness or to review the signs of a concussion, visit our website at biglakeschools.org.

SECTION 504 PLANS

Section 504 is a part of the Rehabilitation Act of 1973 that prohibits discrimination based upon disability. Section 504 is an anti-discrimination, civil rights statute that requires the needs of students with disabilities to be met as adequately as the needs of the non-disabled are met.

Federal law defines an individual with a disability as any person who: (1) has a mental or physical impairment that substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working. When a condition substantially limits a major life activity, an accommodation plan should be developed.

If you believe your child may qualify for a 504 accommodation plan, please contact your child's school administrator. They will walk you through the necessary steps to determine eligibility.

COUNSELING/SOCIAL WORK SERVICES

Students may ask for, or staff may suggest, visits to a school counselor or social worker for minor social/emotional guidance. School counselors and social workers may provide information regarding family and community resources, including therapy from a partnering organization.

MEDICAL CLEARANCE

With a parent's written approval, students can be excused from a physical education class for one day only. Students needing to be excused for more than

HEALTH AND SAFETY

a day may need to bring a doctor's note to the health office for approval. In situations requiring a doctor's attention, the child or parents may be required to present a slip from the doctor stating any limitations or non-participation in physical education or other school activities. A reinstatement permission slip from the physician may be necessary before a student may participate again.

NUCLEAR EMERGENCY

In the event of an emergency at the Monticello Nuclear Generating Plant, students will be evacuated directly from Big Lake Schools to Princeton Schools. Parents/guardians will be notified via email, text and/or television stations. Students at Wright Technical Center or the ALC in Buffalo will evacuate to Rockford High School. Parents should NOT come to Big Lake Schools if an evacuation is in process.

SAFETY DRILLS

Numerous times throughout the year each school performs announced and unannounced safety drills. These drills consist of lockdowns, fire, tornado and bus drills as required by state law.

USE OF AEROSOL CANS/SPRAYS

Due to health conditions of other students, the use of aerosol cans or sprays is limited to maintenance and projects in class with teacher's supervision in all of our buildings.

PEANUT ALLERGY

Based on studies in the United States approximately 1 out of 125 children have a peanut allergy. Allergies to peanuts, shellfish, and eggs, along with other allergies have increased in the last decade. Therefore, it seems that it is likely that we will have students with food allergies in our school system. We have implemented a PEANUT-FREE ZONE in our cafeterias. A table is set aside for students with peanut and other food allergies. Students may sit at this table with friends if their breakfast or lunches do not include peanuts, peanut oil, or other known food allergies. Our goal is to keep all students safe!

IMMUNIZATION REQUIREMENTS

Per Minnesota State Law, the parent/guardian of any child entering a public school, and/or any student entering the 7th grade, must submit a statement from a physician or public clinic that states the child has received adequate immunizations against measles, rubella, mumps, diphtheria, tetanus, polio, chicken pox and hepatitis B. All immunizations must include the day, month and year given.

A parent/guardian may decide not to have their child immunized due to conscientiously held beliefs or for medical purposes. If so, an exemption statement must be submitted to the school.

A form to [report immunizations](#) and immunization exemptions is available on the parent portal on our district website and in each school's health office.

IMMUNIZATIONS REQUIRED BY LAW

	Hep A hepatitis A	Hep B hepatitis B	DTaP/Td/ Tdap diphtheria, tetanus, pertussis	Polio	MMR measles, mumps, rubella	Hib Haemophilus influenzae type b	Varicella* chicken pox	MCV meningococcal
Preschool (age 3-5)	✓✓	✓✓✓	✓✓✓✓	✓✓✓	✓	At least ✓	✓	
Kindergarten		✓✓✓	✓✓✓✓ 5th shot not needed if 4th was after age 4	✓✓✓✓ 4th polio not needed if 3rd was after age 4	✓✓		✓✓	
Age 7 through 6th grade		✓✓✓	At least ✓✓✓	At least ✓✓✓	✓✓		✓✓	
7th through 12th grade		✓✓✓ 7th grade only***	At least ✓✓✓ Plus one more shot at age 11-12 years**	At least ✓✓✓	✓✓		✓✓	✓ & booster

* Varicella shot not required if child already had chickenpox disease.

** Any child receiving a Tetanus booster shot at age 7-10, may still need another boost of Tdap in 7th grade. NEW LAW--all 7th-12th grade students must have a Tetanus booster shot, which contains Pertussis (a Tdap). Thereafter, boosting is every 10 years.

*** An alternate 2-shot schedule of hepatitis B may also be used for kids from age 11 through 15 years.

SCHOOL RULES & BEHAVIOR EXPECTATIONS

All students are expected to follow the District's behavior philosophy of the Hornet Way while on school grounds, at school-sponsored activities and while riding school-appointed vehicles. Any behavior not aligned with the Hornet Way or any of the rules below may result in disciplinary action subject to an administrator's discretion. See district philosophies for information on the Hornet Way.

SOLICITATION

Students are not allowed to sell items of any sort on school grounds or buses without specific approval from the building principal.

CELL PHONES/PERSONAL ELECTRONIC DEVICES

Unless given permission by a teacher, students should not have electronic devices out during class. Liberty, Independence, and Middle School expect personal devices to be stored in lockers during the school day. The use of camera features is NOT allowed in school locker rooms or bathrooms at any time. Recording, posting or transmitting photos or video of a person without their permission is NOT allowed. Use of external speakers is not allowed; please use earbuds (if your school permits or silence device). Improper use of electronic devices may result in confiscation of the device or an inability to bring it to school in the future. The district is not responsible for loss, damage or theft.

LOCKERS

Middle school and high school students are assigned lockers at the beginning of each school year to secure and store personal items. Students should not switch or share lockers without administration's permission. Only school-approved items should be displayed on the outside of lockers. Students are responsible for the condition of their locker. Stickers and decals should not be used.

MODES OF TRANSPORTATION

Bicycles, in-line skates, skateboards, scooters or other wheeled items should not be used inside schools or directly outside of school exits. Bikes should be parked in bike racks provided, and it is recommended to secure your bike to the rack with a lock device.

TEXTBOOKS

Students are responsible for taking care of textbooks provided to them by the school district. Failure to return a textbook or return a textbook in good condition may result in paying replacement and/or repair costs.

GUESTS/VISITORS

Students should not bring individuals with them to school who are not currently enrolled at Big Lake Schools, unless for a school-wide or classroom event that is approved by administration. While visiting, guests should not take pictures of students due to data privacy.

LOST AND FOUND

Students should report valuable lost and found items to the main office. Students who find item(s) not belonging to them (including money) are expected to turn the item(s) into the office.

CLOSED CAMPUS

All of Big Lake Schools are closed campuses, which means students are not allowed to leave their assigned school unless given permission from administration. Exceptions include class-related activities supervised by a teacher.

FOOD & BEVERAGES IN SCHOOL

Students are welcome to have water in clear drinking containers while school is in-session. All other beverages and food should be consumed in the cafeterias only (in classrooms & pods at Liberty as well).

BEHAVIOR POLICIES

The following are examples of unacceptable behavior on school grounds subject to disciplinary action. These examples are not intended to be an exhaustive list. For definitions of each unacceptable behavior and a more complete list, please see the full [discipline policy](#) on our website.

1. Academic dishonesty
2. Actions causing harm to another person
3. Attire (see dress code regulation)
4. Careless or reckless driving
5. Disrespectful language/verbal confrontations
6. Disruptive acts such as insubordination
7. Excessive public displays of affection
8. False 911 calls
9. Gambling
10. Gang or cult activity
11. Incendiary/ignition device use
12. Possession of nuisance devices/objects
13. Terroristic acts
14. Unauthorized use or tampering of fire extinguisher, fire alarms or AED alarms
15. Violation of school bus and student parking regulations
16. Violations against persons such as assault or fighting
17. Violations against property
18. Willful conduct that disrupts the educational process, endangers others or violates any policies, procedures, regulations or rules

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools believes the use of technology in classrooms is a vital part of the learning process for today's students. With teacher permission, students may use personal technology devices such as tablets and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. With the use of personal and district technologies comes a huge responsibility of using these things appropriately. We fully expect students' behavior while using personal and district technologies to reflect the Hornet Way. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

Parents and students are required to sign a technology use agreement upon enrollment, and again when entering grades six and nine.

For additional information on this topic, please see the [technology acceptable use policy](#) on our website.

DRUGS, TOBACCO, NICOTINE, ALCOHOL USE & VIOLATIONS

Use, behavior conducive to use, possession, selling, distributing, or exchanging of illegal drugs, tobacco, nicotine and/or alcohol are prohibited on school grounds, at school-sponsored events and in district-supplied vehicles. This includes any look-a-likes, paraphernalia and e-cigarettes. Also see the District's policy on the use of medication during school hours.

DRESS CODE REGULATION

Big Lake Schools understands the importance of expressing individuality through dress; however, clothing still needs to be school-appropriate. It is parents' and students' responsibility to ensure the following clothing expectations are met:

- All clothing must be school appropriate and subject to administrative discretion
- Proper shoes are required at all times
- Clothing must cover the body appropriately, covering the chest, stomach, and shoulders.
 - No halter tops, tube tops, tank tops, tops with spaghetti straps
 - No undergarments showing
 - No transparent or see-through clothing
 - Shorts, skirts and dresses need to be long enough so they extend beyond a student's fingertips when arms are relaxed at sides
 - Pants with holes in legs - with arms extended at sides, the top of the hole must be below the tips of fingers
- Hats, caps, hoods, bandanas, and blankets are not to be worn during the school day.
- Inappropriate and/or obscene messages (i.e. referencing or implying any illegal drug/substance, alcoholic beverage, gang-related, clothing displaying any sexual content, violent images or anything that has the potential to create a hostile or intimidating environment based on any protected class) communicated by word(s) or image(s) on dress or personal items are not allowed.
- Outerwear, such as jackets, hats, purses, backpacks, cinch sacks, etc. must be stored in a student's locker and not be worn during the day (unless given permission from an administrator)
- Students are required to bring gym clothes and tennis shoes for physical education (just tennis shoes for elementary students)
- Students who are deemed to be improperly dressed for school will be allowed the opportunity to change or remain in the office until a parent brings appropriate clothing.
- All face coverings (masks, face shields, gaiter, scarves, etc.) must be school appropriate and are subject to administrative decision.

BEHAVIOR POLICIES

HAZING

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group.

BULLYING & INTIMIDATION

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive, repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website.

WEAPONS

Any individual entering school grounds shall not possess, use or distribute a weapon except as provided in the weapons policy. A weapon means any object,

device or instrument designed as a weapon, looks like a weapon, or is capable of producing bodily harm.

RACIAL, RELIGIOUS, SEXUAL HARASSMENT & VIOLENCE

Any form or infliction of religious, racial, sexual harassment, violence, or anything that has the potential to create a hostile or intimidating environment based on any protected class is not allowed. A student who believes he or she has been a victim of religious, racial or sexual harassment or violence should report it immediately to the school principal. The student may make this report verbally or in writing by using the harassment [report form](#) available on the district website. Please refer to School Board Policy 522 for sexual harassment definitions and guidelines to file a report. Until Title IX, a report of sexual harassment should be made to the Title IX Coordinator for the district: Sue Schmidt, Human Resource Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org.

DISCIPLINARY ACTION

It is the general policy of Big Lake Schools to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action is at the discretion of school administration, and may include, but is not limited to:

- Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning
- Parent/Guardian contact or conference
- Removal from class
- In-school suspension/monitoring at modified learning center
- Suspension from extracurricular activities
- Detention outside of the school day
- Loss of school privileges e.g.: hall passes, media center passes, driving privilege
- Referral to in-school support services, community resources or outside agency services
- Restorative measures, including financial, symbolic, or other means of restitution
- Referral to police, other law enforcement agencies, or other appropriate authorities
- A request for a petition to be filed in district court for juvenile delinquency decision
- Out-of-school suspension
- Expulsion under the Pupil Fair Dismissal Act. "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
- Exclusion under the Pupil Fair Dismissal Act. "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
- Other disciplinary action as deemed appropriate by an authorized school representative or as recommended by the PERT, Policy Enforcement Review Team.

Parents may be asked to pick up their child at any time due to unacceptable behavior.

All [school board policies](#) can be found in their entirety on our website.

ANNUAL NOTICES & INFORMATION

EQUAL EDUCATIONAL OPPORTUNITY

Big Lake Schools is committed to providing equal educational opportunities to all students, no matter what gender, religion, marital status, race, sexual orientation, disability or public assistance status.

PLEDGE OF ALLEGIANCE

Please see [District Policy 531](#).

SURVEILLANCE

In an effort to maintain the health, welfare and safety of students, staff and visitors, Big Lake Schools uses video surveillance to monitor activity.

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

USE OF MOVIE CLIPS

From time to time, teachers may use video clips from blockbuster movies to support their instruction. Any video clips are required to align with both the content standard and the learning target for the daily lesson. Permission forms are needed for PG movie clips for students in K-5. Permission forms are needed for PG-13 movie clips for students in grade 9. PG-13 movie clips are not shown in grades K-8. Permission forms are needed for clips from R-rated movies for students in grades 10-12. No clips from R-rated movies can be used in grades K-9. If a student does not receive permission to view a movie clip being shown, an alternative assignment would be provided.

The following procedure has been developed for parents who object to the content of instructional material:

1. Meet with the teacher regarding the objection, and if issues are not resolved at this level:
2. Take your concern to the school principal, then,
3. A meeting may be held with the teacher, the school principal, and the teaching and learning director to discuss the topic at hand with the goal of resolution.
4. If no resolution is made, an alternative instructional contract will be developed that adheres to state and district academic standards and graduation requirements.

INDOOR AIR QUALITY MANAGEMENT

Big Lake Schools adopted an Indoor Air Quality (IAQ) management plan that will be used by the district to identify any air quality issues and implement a plan for improvement. The plan contains maintenance procedures, building surveys, policies and procedures for handling indoor air quality concerns. If you have any questions or concerns about indoor air quality in any of our district buildings, please contact the building and grounds manager.

PESTICIDE USAGE

The Parents Right to Know Act of 2000 requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. State law also requires that the public is told that the long-term health effects on children from the application of such pesticides, or the class of chemicals to which they belong, may not be fully understood. If you would like to be notified prior to unscheduled pesticide applications (excluding emergency applications), please contact the buildings and grounds manager.

MN STUDENT SURVEY

The MN Department of Education in partnership with the MN Department of Health, Safety and Human Services administers the MN Student Survey to students in grades 5, 8, 9, and 11 every three years. This survey is about various youth behaviors related to personal health, school safety, drug use and violence in the school. As part of Protection of Pupil Rights Amendments, all parents and students are provided notification of the survey distribution. Parents are allowed to review the survey and are given the opportunity to elect not to allow their child to participate in it.

STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments. It includes some basic information to help parents/guardians make informed decisions that benefit their child and their school and community. The form to meet this legislative requirement is available at the link below; it was updated in May 2018. When completed, it must be returned to your student's district; your student's district may require additional information.

[Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing Form](#)

PARENTS RIGHT TO REQUEST

Parents have the right to request information about whether their student's teacher(s) meet State licensing approval for the grade and subject being taught, is teaching with a waiver, has certification for the field being taught, and/or the qualifications of any educational assistant providing instruction.

HIGH SCHOOL-SPECIFIC GUIDELINES

STUDENT PARKING

High school students are welcome to drive their own vehicle to school, but they must register first with the main office. For the 2020-2021 school year, parking permit fees are being waived.

Additional Parking Rules:

1. Students are not to go out to their car or leave the parking lot during the school day without permission from a school administrator.
2. Students may lose their parking privileges if they are truant for part of the day and/or provide transportation for other students who are truant during the school day.
3. All vehicles parked on school grounds are subject to being searched by school personnel.
4. Any violation of the parking policies and procedures may be subject to disciplinary action, including loss of parking privileges.

BATHROOM CONDUCT

Students are expected to use bathrooms facilities for their intended purpose. Students are not allowed to be in stalls together or use the bathroom to gather for socialization. Any misconduct in the restroom may result in school consequences and/or police citations.

COURT ELIGIBILITY

Students eligible for Homecoming or Snodaze court representation should be free of violations against district policies, Minnesota State High School League policies and/or any federal, state or local laws. Eligibility is at the discretion of the school principal.

DISPLAYED PHOTOS & ARTWORK

Big Lake High School displays photos of various activities and student work. All photos and artwork for display are subject to administrative approval.

YEARBOOK POLICY

All photos, written text, and artwork must conform to school policies and are subject to approval by the yearbook advisor and/or administration. Photos and artwork that violate school policy, display firearms, weapons, drugs, alcohol, inappropriate gestures or poses, and revealing or obscene clothing may be edited or excluded without permission or notification. Exception given to our school-sponsored activities with administrative approval. (Example: our trapshooting team which will be allowed to have team pictures in the yearbook, team poster displayed in the school, and any approved photos taken by yearbook staff. These photos would include their firearms.)

STUDENT PORTRAITS

For inclusion in the yearbook, 12th grade students are responsible for submitting a digital copy of their senior portrait (must be a head shot) by the given deadline of their graduating year. Students who fail to submit materials before the deadline may be excluded from the yearbook. Students who have previously been published in the senior portrait section will not be included in subsequent publications. Portraits may be provided to local media for graduation coverage. In addition, Big Lake High School displays senior portraits outside of the Counseling Office. Any senior who wishes for their picture to be displayed, must submit a printed copy of their photo to the Counseling Office. These photos are subject to approval and are not returned. The school photographer will photograph all underclassmen students for their picture in the yearbook during two school days.

BEHAVIOR & SCHOOL RULES AT:

School Dances/Activity Nights

- Outside food and/or beverages are not allowed
- If a student is suspended the day of the event, he/she is not allowed to attend
- Once a student leaves, he/she will not be allowed back into the event
- Students should be prepared to present their student ID for admission
- Prom is open to all 11th and 12th graders
- A Big Lake High School student can bring a date 13 years old (must be in at least 10th grade for prom) or under 21 years old as long as he/she has an approved guest agreement, has paid the fee and is in good standing with his/her home district

Media Centers

- Students need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

MIDDLE SCHOOL-SPECIFIC GUIDELINES

SCHEDULE CHANGE REQUESTS

Once a student is enrolled in a class, it is expected that they remain in the class for its duration.

HORNET PRIDE

Big Lake Middle School follows Hornet Pride as its behavior philosophy. See Hornet Pride behavior expectations on the following page.

CELL PHONE PROCEDURES/ EXPECTATIONS

- Students will silence and place their cellular devices in their academic lockers from arrival on campus until 2:15 p.m.
- Students will not use their cellular devices during the school day without permission from school administration for special circumstances only.
- Student to student electronic communication is prohibited during the school day on personal or school owned devices without permission from school administration for educational purposes only.
- Students are prohibited from the use of social media, photography, video, or voice recording while on campus at any time including after school activities, school trips, and busses.
- The asking for, or sharing of, inappropriate content is always prohibited.
- Students are expected to demonstrate positive digital citizenship toward self and others, use technology for educational purposes, maintain the privacy of others, and model positive online etiquette when permitted to use any school electronic device.

If a student fails to follow the above expectations, the following consequences will be implemented:

- 1st offense: Cellular device confiscated and placed in the office for parent pick up
- 2nd offense: Cellular device confiscated and placed in the office for parent pick up; school consequence assigned
- 3rd offense: Cellular device confiscated and placed in the office for parent pick up; school consequence assigned; student may lose the privilege of having a cellular device on campus

BACKPACKS, CINCH SACKS, PURSES, AND OTHER BAGS

Students will keep bags of all types in their individual lockers. Students will not be permitted to carry bags, except lunch bags during lunch time, throughout the school.

BEHAVIOR & SCHOOL RULES AT: School Dances/Activity Nights

- Outside food and/or beverages are not allowed
- If a student is suspended the day of the event, he/she is not allowed to attend
- Once a student leaves, he/she will not be allowed back into the event
- Only Big Lake Middle School students are allowed to attend middle school dances/activity nights

Media Centers

- Students using the media center need to have a pass from the teacher of the active class period.
- Students are responsible for lost or damaged materials.

BIG LAKE MIDDLE SCHOOL HORNET PRIDE

We follow the HORNET WAY by showing HORNET PRIDE



	POSITIVE	RESPECT	INITIATIVE	DETERMINATION	ETIQUETTE
CLASSROOM MEDIA CENTER COMPUTER LABS	<ul style="list-style-type: none"> -Be friendly -Be ready to learn -Accept feedback -Respond in an acceptable manner 	<ul style="list-style-type: none"> -Honor differences -Give your full attention -Listen to others -Give encouragement -Keep hands and feet to self -Return items -Keep desk free from markings -Keep settings on computers as set 	<ul style="list-style-type: none"> -Be on time -Be prepared with materials -Record assignments in planner -Engage in productive work -Actively participate in class 	<ul style="list-style-type: none"> -Complete and turn in work on time -Work toward improvement -Give your best effort -Keep going even when something is difficult 	<ul style="list-style-type: none"> -Give everyone a chance to learn -Enter and exit calmly -Use appropriate volume and vocabulary -Keep room organized and clean -Remain in room until excused -Use technology for academic purposes with teacher permission
HALLWAY/LOCKERS LOCKER ROOMS	<ul style="list-style-type: none"> -Smile and say, "Hello" -Be helpful and courteous to all staff and students 	<ul style="list-style-type: none"> -Walk -Move slowly on right side -Keep hallways clear -Keep hands and feet to self -Use and lock your own locker -Cameras and audio off 	<ul style="list-style-type: none"> -Carry planner at all times -Return to class quickly -Pick up litter -Help those who need assistance -Take care of restroom needs 	<ul style="list-style-type: none"> -Plan ahead for the day -Gather necessary materials -Make every effort to be on time 	<ul style="list-style-type: none"> -Keep your locker clean and free of food -Use appropriate volume and vocabulary -Ears free and eyes aware when using technology -Walk on right side
CAFETERIA	<ul style="list-style-type: none"> -Make others feel welcome -Be helpful and courteous to all staff and students -Be open-minded about food options 	<ul style="list-style-type: none"> -Thank staff for food and service -Keep hands and feet to self -Stand in line in original spot 	<ul style="list-style-type: none"> -Invite people to sit at your lunch table -Clean messes that don't necessarily belong to you -Ask permission for restroom 	<ul style="list-style-type: none"> -Keep food on trays -Keep food in cafeteria -Clean up own space -Return trays and stack neatly 	<ul style="list-style-type: none"> -Enter and exit calmly -Arrive in a timely manner -Use appropriate volume and vocabulary -Remain in cafeteria until excused -Use technology following school expectations
RESTROOM	<ul style="list-style-type: none"> -Keep conversation positive -Be a good example 	<ul style="list-style-type: none"> -Respect privacy of others -Be considerate of others' property -Flush toilet completely -Wash hands 	<ul style="list-style-type: none"> -Return to class quickly -Use during passing time -Encourage others to make good choices 	<ul style="list-style-type: none"> -Report vandalism -Keep area clean 	<ul style="list-style-type: none"> -Use appropriate volume and vocabulary -Leave phone in classroom -Technology free zone
ASSEMBLIES, FIELD TRIPS, CONCERTS, BUS, STUDENT CENTER, OUTSIDE ACTIVITIES	<ul style="list-style-type: none"> -Keep conversation positive -Respond in an acceptable manner -Be a good example -Be helpful and courteous to all 	<ul style="list-style-type: none"> -Give your full attention -Listen to others -Be polite and use manners -Keep hands and feet to self -Remain under staff supervision 	<ul style="list-style-type: none"> -Help those who need assistance -Clean messes that don't necessarily belong to you -Encourage others to make good choices -Participate appropriately 	<ul style="list-style-type: none"> -Give your best effort -Plan ahead for the day -Make every effort to be on time -Keep area clean 	<ul style="list-style-type: none"> -Give everyone a chance to learn -Enter and exit calmly -Use appropriate volume and vocabulary -Use technology following school expectations

ELEMENTARY SCHOOL-SPECIFIC GUIDELINES

RECESS

Students are expected to have weather-appropriate clothing with them everyday for outdoor recess. Unless a parent provides a doctor's note outlining outdoor restrictions, students will be required to participate in outdoor recess.

SCHOOL PATROL

Students are expected to use patrolled areas when crossing the street on the way to school and on the way home. Bikers should walk their bikes across the patrolled area.

Patrols are on duty 25-30 minutes before the start of school and 15 minutes after the release of school at the intersections of Fern Street and Minnesota Avenue, Phyllis Street and Minnesota Avenue, County Road 43 and 205th Avenue, and in front of Independence Elementary by doors A and K.

FOOD ALLERGIES

When students are eating breakfast, lunch, or snack within their classrooms, teachers and supervisors will be informed of specific student food allergies. In these cases, assigned seating will be utilized to keep students safe.