

Badger Independent School District No. 676

Student Handbook 2021-2022

**Independent School District #676
Badger, MN 56714**

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WELCOME AND GREETINGS, STUDENTS OF BADGER SCHOOL

The members of the faculty, staff, and school administration welcome you to a productive and enjoyable school year. The contents of this handbook have been reviewed and approved by the members of the Badger Board of Education in June 2021.

This handbook should provide you with answers to most major questions regarding school rules and procedures. However, it is not possible to include all school policies and situations that might arise in this handbook, and unforeseen circumstances will be dealt with by administration when they occur.

In addition to our academic offerings, we encourage all students to take advantage of the many extracurricular and community service opportunities available to them throughout this school year. Have a successful and rewarding year!

STATEMENT OF NONDISCRIMINATION

Badger Independent School District #676 does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.

The Badger Superintendent of Schools is the official 504/ADA, Title IX Coordinator. The Superintendent may be contacted at 110 Carpenter Avenue, Badger, Minnesota, telephone 218-528-3201.

MISSION STATEMENT

The mission of the Badger Public School is to insure that all students are prepared to function successfully and contribute to our ever-expanding world of technology and knowledge. Realizing that education is a multi-faceted system involving the school, community, family, and governing bodies; we intend to provide, within our resources, the highest quality education for the whole student, by implementing our mission statement of beliefs.

We Believe...

- ... That education is the number one obligation of society in creating a caring partnership of student, community, family and school.
- ... That providing the best quality education is a community investment, not an expense.
- ... That each student has a right to an education that will insure attainment of maximum potential.
- ... That education should allow the student to grow intellectually, physically, morally, socially and emotionally.
- ... That students should be provided with opportunities to develop high self-esteem, a positive attitude, and a good work ethic.
- ... That quality education requires continued professional staff development
- ... That teachers should be dedicated effective and qualified professionals.
- ... That our educational system must make our students aware of the fast paced changes in technology and in the world.
- ... That learning is a life-long process.

1. GENERAL INFORMATION

A. SCHOOL INFORMATION

Badger Independent School District 676
P.O. Box 68
110 Carpenter Avenue
Badger, Minnesota 56714

Phone: 218-528-3201
Fax: 218-528-3366
Web Address: <http://www.badger.k12.mn.us>

Office Hours are from 8:00 a.m. to 4:00 p.m., Monday - Friday.

B. BADGER SCHOOL 2020-2021 STAFF

Superintendent/Principal	Kevin Ricke
Dean of Students	Stacey Warne
Kindergarten	Mary Langaas
First Grade	Heidi Borgen Warne
Second Grade	Becky Dostal
Third Grade	Jackie Simmons
Fourth Grade	Kelly Grahn
Fifth Grade	Andrea Hogenson
Sixth Grade	Sarah Johnson
Speech Clinician	Ellen Lundberg
Title I	Sherry Verbout
Special Education	TBD and TBD
Music	Lisa Erickson and Dan Carpenter
Physical Education/Health	Ashley Lambert
Industrial Technology	Michael Coltom
Social Studies	Patience Thompson
Mathematics	Sherri Kukowski
Language Arts	Becky Dahlgren
Science	Shannon Dostal
Family/Consumer Sciences	Gretchen Lee
Business	Janice Mostofi
Paraprofessionals	Lorraine Kukowski, Renee Rhen, Diann Hauger Carol Ricke, Aris Rice-Gross, Angel Houska, Naomi Lunde, Elizabeth Randall, Tami Davy Shawna Grugal
Social Worker	John Lee
Psychologist	Kathleen Kallis/Jeremy Sollund
Speech/Language	Ellen Lundberg
Business Manager	Shena Brandt
Office Manager	Sara Olson
Technology Coordinator	Val Truscinski
Nutrition Engineers	Jody Randall and Angela Monsrud
Maintenance Engineers	Striker Hasson, Garrett Anhorn, Nicole Wilt
Transportation	Tom Dostal, Ed Walsh, Orlan Dvergsten, Jeff Howell, Tim Berger, Lynette Blawat
Board Members	Jamie Isane, Jeramy Swenson, Carol Rhen, Cari Dostal, Jodie Davy, Brent Olson

C. SALUTE TO THE FLAG

"I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all." The Pledge of Allegiance will be said in all classrooms at least once a week. Students can choose not to participate. Students must respect another person's right to make that choice.

D. STUDENT HOURS

School doors open at 8:00 a.m. School hours are 8:20 a.m. until 3:10 p.m.

Elementary

Recess 11:25 – 11:55

Lunch 12:00 - 12:25

7 – 12 Grade

Period 1	8:20-9:04		Period 5	12:05-12:49	
	9:04-9:07	Passing		12:49-12:52	Passing
Period 2	9:07-9:51		Period 6	12:52- 1:36	
	9:51-9:54	Passing		1:36- 1:39	Passing
Period 3	9:54-10:38		Period 7	1:39-2:23	
	10:38-10:41	Passing		2:23-2:26	Passing
Period 4	10:41-11:25		Period 8	2:26-3:10	
Lunch	11:25-11:50 (10-12)		11:40-12:05 (7-9)		
SSR	11:50-12:05 (10-12)		11:25-11:40 (7-9)		

E. SCHOOL MEAL PROGRAM

The Badger School offers both breakfast and lunch to its students. We use a computerized system that records the number of meals a student eats. Student breakfast/lunches must be prepaid. Reminder notices will be sent home when student accounts need to be replenished. Parents may call the school office or check online to inquire about their balance. Overdue accounts may be sent to a collection agency. The cost per meal is as follows:

	Breakfast		Lunch		Milk
	Regular	Reduced	Regular	Reduced	
Elementary	\$0.80	\$0.00	\$1.60	\$0.40	\$0.25
Secondary	\$0.80	\$0.00	\$1.60	\$0.40	\$0.25
Adult	The Badger School follows the adult meal price guidelines set forth by the Food and Nutrition Program at the Minnesota Department of Education.				
Seconds (All)	\$0.80	\$0.80	\$1.00	\$1.00	\$0.25

Application forms are available at the superintendent's office for those families who feel they may qualify for free or reduced meals.

As much of the food is provided by the U.S. Government and must be accounted for, all food must be consumed within the cafeteria. To protect the environment and keep the grounds clean, throw away food containers (plastic cups, etc.) must not be taken out of the cafeteria.

The Offer Versus Serve provision of the Badger School Lunch Program permits students to decline food they do not intend to eat. Our Program is required to offer a full portion of the five (5) required meal pattern items, (meat or meat alternative, bread or bread alternate, milk, and two vegetables/fruits). Students are allowed to refuse two of the five food items offered. Students are required to eat three (3) of the five food items offered. School cooks will assist students in their selections to make sure the required meal items are being chosen.

Students who bring lunches to school will consume them in the cafeteria during noon lunch break.

F. TRANSFERRING TO, OR FROM, ANOTHER SCHOOL DISTRICT

Any student planning to transfer to another school or enrolling in the Badger School from another district must have a parent or guardian report to the school office to complete the required transfer forms. Administration will determine the appropriate placement/programming for all incoming students. A student leaving the district must return all books, technology, and supplies provided by the Badger School.

G. AGE OF MAJORITY / ADMISSION TO PUBLIC SCHOOL

According to Minnesota law, all schools supported in whole or in part by state funds are public schools. Admission to public school is free to any person who resides within the district that operates the school, who is under 21 years of age, and who satisfies the minimum age requirements imposed by this section. Notwithstanding the provisions of any law to the contrary, the conduct of ALL students under 21 years of age attending public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local board of education. This means students over the age of 18 must follow the same rules and regulations as all other students under the age of 18, including having to have a parent's excuse note when having been, or planning on being absent.

H. STUDENT RECORDS

Student records may be viewed by the student or parent by appointment. Transcripts will be sent to other schools, employers, etc. only by written request of the parent or student if he/she is over the age of 18.

I. HOMEWORK POLICY

Homework is used as guide to practice skills learned in the classroom; therefore it is important that students do their own work in a neat and careful manner. Parents should provide assistance only when needed. Unless otherwise designated, all assignments are expected to be handed in the following day. If assignments are not completed on time, after school hours may be assigned by the teacher. Parents will be contacted by phone or written notice if a student is assigned after school hours to complete assignments.

J. SCHOOL EVENT RULES OF CONDUCT

1. Students in sixth grade and younger, must be accompanied by a parent or guardian at all school events within the school building and be supervised by their parents or guardians.

First offense - Warning

Second Offense - Asked to leave

2. No running or pushing allowed.

3. No horseplay.

4. No tobacco, alcohol, or other drugs.

K. LOST AND FOUND

We urge you to put labels in your children's clothing and boots. If your child has lost an item of clothing, please have him/her check the lost and found department in the office. Items not claimed by the end of the school year will be discarded or given away.

L. SCHOOL CLOSING / SEVERE WEATHER

Announcements

In the event that school is to be closed due to severe weather, the Badger School uses the Blackboard Connect automated calling system to notify all homes when a late start or closing will occur. In addition, announcements will be made over Radio Stations KKWQ in Warroad (92.5 FM radio), and KCAJ in Roseau (102.1 FM radio), Channel 8 WDAZ, Channel 11 KVLV, and Channel 4 KXJB.

Emergency Home

Before October 1, provisions must be made for students for a place to stay in town in the event that an emergency prohibits the transportation of students to their homes. It is also suggested that this form be completed if the parents work out of town and transportation is inhibited in emergency situations. A letter of provision is included in your fall information mailing and should be read, signed and returned to the school office or student's teacher before the October 1st deadline. This letter will be kept on file by the school office for use in a storm emergency. If you do not receive an "EMERGENCY PROVISIONS" letter, please contact the school office as soon as possible.

M. SCHOOL VISITORS

The Badger School welcomes visitors. School Board members, parents, and former alumni are welcome to visit whenever convenient. Visitors of students, including brothers and sisters are not allowed during regular school hours unless accompanied by a parent. All visitors must check in at the office first. Visits should not interrupt regular classroom activities. Tours of the school will gladly be given to new or prospective students and their parents or guardians.

N. TELEPHONE PRIVILEGES

Students will be called out of class only in emergencies. Incoming calls of importance will be noted in the office so students can return calls at a convenient time. **The student phone, located near the office, is for the personal use by the students only before and after school, in between classes, and during lunch break. Phone calls are limited to five (5) minutes. The use of student cell phones are limited to specific times while in school. (See “Electronic Communication Devices” page 14)**

O. RELEASE TIME CLASSES

Under provisions of Minnesota Statutes 1969, Section 120.10, Subdivision 3; students may be released from school at the parent's request to attend release time religious instruction. If the temperature is 25 degrees below zero or colder (wind chill), students will remain in school and not attend religious training. Regular class schedules will be used if release time classes are cancelled. A written note from the parent is required if the student is to discontinue religious instruction. Weekly classes (grades 1-6) will be held from the first Tuesday in October to the last Tuesday in April.

P. FIRE / TORNADO DRILL INSTRUCTIONS

Fire Drill

1. When a fire alarm sounds, students must leave their rooms quickly and go to their assigned exits in an orderly manner.
2. Students should not go outside until they are notified to do so by their instructor.
3. Diagrams will be posted in each room to show the route.

Tornado Drill - Students will be notified of proper procedures by their instructor.

Q. SICK ROOM POLICY

The sick room is to be used by students while they wait for parent/guardian to pick them up or for a brief time to see if they are able to return to class. If students are in the sick room for over 25 minutes they will be counted absent from class and a parent will be called to pick student up.

R. FUNDRAISING

All school fundraising projects must have prior approval from the administration and teacher(s). Students may be suspended from participating in fundraising activities based on past participation.

S. ASSEMBLY PROGRAMS

Assembly programs will be brought in several times a year for the education and enjoyment of the student body. During these presentations students are expected to observe the following rules:

1. Go directly upon dismissal from class to the gym and sit in assigned sections.
2. Be attentive and courteous throughout the presentation.
3. Leave no textbooks, wastepaper, or clothing in the gym.
4. Indicate appreciation with applause.
5. At the conclusion of the program, go directly to the classroom assigned for that period unless otherwise directed.

T. SEX DISCRIMINATION

State and Federal laws provide that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits to or be subject to discrimination under any educational program or activity receiving federal financial assistance."

U. FEES

Fees may be charged legally under the following circumstances:

1. Band fees, instrument rental, art projects, cooking special foods in FCS, projects in industrial arts, or some other course that is in excess of the material requirements of minimum course outline, provided that the student elected to do such a project with the approval of the instructor. Students may take such projects home or consume them if edible. Costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again with the approval of the instructors.
2. Cost of school equipment or material destroyed or broken, lost, or unduly damaged through carelessness or failure to follow instructions, in the amount to restore the item to service.
3. Costs of school paper, yearbook, graduation announcements or class rings, should the students choose to order any of these items.
4. Costs of field trips, which are not required as part of the course, should the student choose to participate in the field trip.
5. Admission fees for concerts, plays, athletic events and other programs and activities which the student may attend by choice.
6. In shop classes, students must purchase their own safety glasses.
7. Students that neglect turning in fundraising money may be charged the full amount owed.

In addition it should be noted:

1. Public education in Minnesota is free to all students who are residents.
2. Students are required to furnish their own pencils/pens, paper, notebooks, graph paper, sketch books, gym suits, tennis and athletic shoes and other items of personal equipment.
3. Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means.

These procedures are in accordance with and governed by the Minnesota Public School Fee Law MSA 123B.34 -123B.39.

V. ALLERGEN SAFETY

Students with known allergies should report them to the office. Although it is not possible to list all potential allergens to avoid, we will regulate the following:

1. **PETS.** For the safety of students and staff, pets of any kind (all animals, reptiles, amphibians, birds, etc.) are not permitted on school property. Specially trained service animals are the exception.
2. **HOMEMADE FOODS.** Students should not bring homemade foods to school to share with others. Food items brought for class consumption should be purchased and in its original packaging.
3. **LATEX BALLOONS.** Balloons that enter the school building should not contain latex.

W. STUDENT TRANSPORTATION

1. Student Motor Vehicles (Autos, Motorcycles, etc.)

- a. Students who drive automobiles to school must park in the student parking lot south of the Industrial Arts room.
- b. Motor vehicles are **NOT** to be driven during school hours without permission from home and school officials.
- c. Parents must telephone the Dean of Students asking that the student be permitted to drive during the school day.
- d. Parking of snowmobiles and 4-wheelers will be in the student parking lot.
- e. Penalties for breaking motor vehicles rules include detention and/or denial of further permission to drive to school for a time.

2. Student Bicycles

- a. Students who ride bikes to school should park them in the bike rack. Once parked they are not to be ridden during the school day without permission from the office.
- b. Students are to stay away from the bike rack during the school day.
- c. No one is to ride a bike on the school grounds during school hours.
- d. Parents may make a request of the school that the student be permitted to ride the bike on business.

W. STUDENT TRANSPORTATION (Cont.)

3. School Buses

Rules will be posted on the buses.

- a. The bus drivers have a very responsible position. They are experts at their jobs. Student consideration toward them and conduct on the bus should be such as to allow drivers to devote their entire attention to driving.
- b. The bus driver will refer students for misconduct such as: profanity, violence, smoking, destroying property (including students' property), distracting the bus driver. Bus riding is a privilege which can be maintained only by the students' cooperation.
- c. Parents should call the school office if their student(s) will not be riding on the bus in the morning. Students should be at their bus pick up site at least 5 minutes prior to pick up time.
- d. Students who ride the bus to school are expected to enter school immediately. Students are not allowed to leave the campus to go to the café, store, or other places.
- e. **Bus Rules**
 1. Immediately follow the directions of the driver.
 2. Sit in your seat facing forward whether the bus is moving or stopped.
 3. Talk quietly and use appropriate language.
 4. Keep all parts of your body inside the bus.
 5. Keep your arms, legs and belongings to yourself
 6. No fighting, harassment, intimidation or horseplay
 7. Do not throw any objects.
 8. No food, beverages or use of tobacco or other drugs.
 9. Do not bring weapons or dangerous objects on bus.
 10. Do not damage the school bus.
- f. **Consequences**
 1. 1st written offense: conference with administration; parent will be informed and students will be assigned a seat.
 2. 2nd written offense: student off bus for one week.
 3. 3rd written offense: student off bus for two weeks.
 4. 4th written offense: student off bus for one month.
 5. 5th written offense: student off bus for one year.
 6. If first offense is severe, such as threatening, punching, smoking, or drinking alcoholic beverages, the administration will bypass step one and apply an appropriate consequence.

Bus infractions which occur late in the school year may carry over into the next school year.

4. Activity Buses

Students must use district provided transportation for school activities, and must return on provided transportation to their home school site unless one of the following conditions are met:

- a. Parent presents a written note to coach or advisor in person or signs off stating that they will take their child home. A note must be preapproved and signed by an administrator.
- b. If an emergency situation arises, other means of transportation must be approved by the coaching staff.
- c. Students are only allowed to drive to practice due to exceptional circumstances. Parents must contact the office to explain the circumstance and fill out the proper forms.
- d. Parents wanting their student to ride home from an activity with someone other than the parent, must come into the office, fill out a form stating the other parties, and have this form notarized. (We have notaries in the office.)

The School is not liable for students who choose methods other than school provided transportation to get to or from school-sponsored activities.

W. STUDENT TRANSPORTATION (Cont.)

5. Pep Bus or Field Trips

Students who go to school sponsored activities by bus must also adhere to Activity Bus regulations. Any student not following rules on activity or pep buses may be disciplined by:

- a. Detention or suspension.
- b. Withdrawal of privileges of riding the bus on future trips in that school year.

X. TOBACCO

Regardless of the amount, the use and/or possession of tobacco or tobacco products is prohibited in the school building, on school grounds, in school vehicles, or at school events. **The penalty shall be a one to five day suspension, notification of parents, and possible referral to authorities.**

Y. DRUGS OR CONTROLLED SUBSTANCES

In the school building, on school grounds, in school vehicles, or at school events, regardless of the amount, no student shall possess, buy, sell, use, or give away marijuana or any substance defined by law as a drug unless especially prescribed by his/her doctor for his/her own use. Drug paraphernalia, electronic cigarettes or similar devices that can be used to deliver nicotine, tobacco, and other chemicals are also prohibited.

The penalty shall be:

1. Notification of parents
2. One to five day suspension
3. Referral of the student to the proper law enforcement authorities.

Z. ALCOHOL

Regardless of the amount, no student shall possess, consume, or show evidence of having consumed alcoholic beverages while in the school building, on school grounds, in school vehicles, or at school events. The penalty shall be:

1. Notification of parents
2. One to five day suspension
3. Referral of the student to the proper law enforcement authorities

AA. HARMFUL OR NUISANCE ARTICLES INCLUDING WEAPONS

The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities. This includes possession / distribution of slanderous, libelous, or pornographic materials.

The penalty may be:

1. Notification of parents
2. Detention/Suspension
3. Possible referral to authorities

BB. DAMAGE TO SCHOOL OR PERSONAL PROPERTY

Vandalism is willful damage of school property or the property of others. Penalties are:

1. Notification of parents
2. Detention/Suspension
3. Possible referral to authorities

CC. ASSAULTS

1. Physical Assaults--inflicting or attempting to inflict bodily harm upon another.
2. Verbal Assaults--abusive, threatening, profane, or obscene language; either oral or written by a student toward another student or staff member.
3. Indecent exposure
4. Penalty may include:
 - a. Notification of parents
 - b. Detention/Suspension
 - c. Possible referral to authorities

DD. STUDENT BEHAVIOR

Students who create a disturbance or show lack of respect for authority, school property, or rights of other people will be subject to disciplinary action. This includes violations of school procedures or acts disruptive of the educational process, including disobedience, defiance of authority, cheating, plagiarism, stealing, insolence, insubordination, failure to identify oneself, use of profanity, improper activation of fire alarms, bomb threats, falsification of records or signatures, dangerous threats to normal school operations or activities and any interruptions of the good order of the school system.

No hazing or bullying (including cyberbullying) of any students for any reason.

Disciplinary action may include:

1. Notification of parents
2. Detention/Suspension
3. Possible referral to authorities

Severe/Habitual Clause: Severe abuse of expectations and policies or excessive disciplinary referrals which interrupt the normal operation of the school and/or jeopardize the welfare or impede the learning of others may result in disciplinary actions that include, but are not limited to: detention; suspension; change of educational placement; law enforcement referral; exclusion/expulsion proceedings; or other appropriate corrective action.

EE. SUSPENSION, EXPULSION, AND REMOVAL FROM CLASS

Minnesota Pupil Fair Dismissal Act

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by the Minnesota Pupil Fair Dismissal Act. Under the provisions of this law, students may be suspended or expelled from school for any of the following:

1. Willful violation of any reasonable school board regulation;
2. Willful conduct that significantly and substantially disrupts the rights of others to an education or to perform their duties;
3. Willful conduct which endangers the student, other students or adults, or school property.

1. Suspension

- a. Students may be summarily suspended from school for one day by administration.
- b. Students may be suspended for two or up to five days by the administration following a brief hearing in the office.
- c. Within 48 hours of the suspension, a letter shall be sent to the parents and the student detailing the reasons for the suspension, a statement of the facts leading to the suspension, the plan of readmission, and a copy of the Minnesota Pupil Fair Dismissal Act.
- d. In cases of less serious nature, in-school suspension may be used. Students will pick up their assignments ahead of time from each teacher and will be assigned to an in-school suspension area by an administrator. The amount of time will depend on the seriousness of the school violation and the student will follow strict regulations as set by the administration.

2. Expulsion

- a. An expulsion from school may be imposed by the school board upon the recommendation of the administration for a period of time of more than 5 days up to one full year from the time of expulsion.
- b. Expulsion may be imposed only after the student has the opportunity to present evidence at a hearing as to why he/she should not be expelled. Hearings will be conducted in accordance with the MN Pupil Fair Dismissal Act.

FF. TENESSEN WARNING

All students are required to cooperate fully and truthfully when they are questioned as part of an investigation.

This is your warning. The purpose of the questioning is to find out what happened and impose proper discipline. Badger School policy requires that you cooperate. Non-cooperation will subject you to disciplinary action. Other than school officials, or mandating reporting requirements, no one else (unless MSHSL involved, parents or guardians) will be receiving this information.

Suspected criminal information will be submitted to county law enforcement.

FF. STUDENT RELATIONSHIPS

Students are expected to conduct themselves with regard to the one another in a manner consistent with the dignity of the institution while they are in school and on the school bus. Students who exhibit excessive affection can expect to be referred to the office. Disciplinary action may range from formal warning to suspension.

1. First offense for racial or sexual harassment will be one hour of after school detention.
2. Second offense--one day of in-school suspension
3. Third offense--one day of out-of-school suspension with a mandatory parent conference.

GG. LOCKERS

1. Lockers are issued in the fall of the year in order that a student's property may be protected. Lockers belong to the school and may be inspected at any time by the administration (including canine searches) in the best interest of the student.
2. The school will provide locks for interested students. A refundable deposit fee will be required. No private student locks are allowed.
3. **Locker rooms** are for the use of PE students and extra curricular athletes only. Unless there is a PE class, they will remain locked during regular school hours (8:20 - 3:10).

HH. DRESS AND STUDENT APPEARANCE

Students are expected to keep themselves well groomed and neatly dressed at all times. Dress and/or appearance which may create a safety or health hazard, or disrupt the educational process of the school will not be permitted.

Examples of clothing items not permitted are short shorts, short skirts, tube tops, halters, spaghetti straps, caps, head bandanas and clothing with objectionable pictures or words, such as alcoholic beverages or cigarette brand names. Shirts that expose the midriff will not be allowed. No coats or jackets may be worn during the school day. Hooded sweat shirts can be worn if hood is kept off the head. No rollerblades or shoes with retractable wheels may be worn in the building.

Students will be asked to replace or cover any objectionable clothing. If student refuses to comply, the student will be disciplined according to school policy.

II. HEALTH AND SAFETY EQUIPMENT

For health and safety reasons, all students in physical education classes, lab courses, and shop are required to wear the equipment designated by the instructor.

JJ. COMPUTER~ NETWORK AND INTERNET ACCESS RULES

Because of the cost and sensitivity of computer equipment, and because of the unregulated nature of material found on the Internet, the following rules for usage must be understood by all parents and students. Students and parents will be asked to sign an agreement that states that the student will abide by all rules. Though failure to sign and return the agreement will not result in suspension of the student's general computer or network privileges, Internet privileges will be suspended until the signed agreement is on file at the school.

1. The use of school computers is a privilege which may be taken away if the student uses computers, the network, or Internet improperly - or causes damage to computer hardware or software.
2. Using a site blocker, the school will limit access to internet sites that it deems objectionable. Students will not install unauthorized software or download unauthorized files on school computers.
3. The computers are to be used only for schoolwork as directed by the teacher or staff.
4. Each student is responsible for good behavior while using computers and/or the network. The same rules that apply with regard to common courtesy and respect for people and property also apply with regard to use of the school computer network and the Internet. Improper use will lead to computer privileges being taken away from the student.
5. The student will only use the Internet under the supervision of a teacher or staff member.
6. The district has the right to review (or monitor) all activities, email correspondences, and material created by students on school computers.

KK. PERSONAL ELECTRONIC COMMUNICATION / MUSIC DEVICES

Cell phones, text messaging devices, or similar communication devices are not allowed to be used during regular school hours (8:15 -11:25 and 11:50 – 3:10). Students must have these devices turned off and out of sight during the above mentioned hours, and use of these devices will not be permitted in the cafeteria or locker rooms.

- 1st Incident: Device is confiscated from student and a letter is sent home to parents. The student will be allowed to pick up the device from the office at the end of the school day.
- 2nd Incident: Device is confiscated and a letter is sent home to parents. The student will be assigned detention, and a parent of the student must come to pick up the device from the office.
- 3rd Incident: Device is confiscated and a letter is sent home to parents. The student will serve one day of ISS, and a parent of the student must come to pick up the device from the office.

Subsequent incidents or a student’s refusal to relinquish their phone to a staff person when requested, (insubordination) will result in corrective action as determined by administration. The use of music listening devices, or video games are not permitted during regular school hours without the approval of a teacher or supervising staff member. The use of these devices will not be permitted in the cafeteria during breakfast or lunch periods, or in locker rooms.

LL. ADDITIONAL POLICY STATEMENTS

1. Copies of this handbook will be published and distributed to all students during the first month of the school year. Parents may receive an additional copy upon request or view a copy online. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.
2. Parents shall be notified in writing of violation of rules of conduct and resulting disciplinary actions. Students shall be notified of violations verbally as provided by the Pupil Fair Dismissal Act.
3. The Dean of Students may refer a student to the superintendent for disciplinary action. This referral will be in writing and will be accompanied by a complete and up to date disciplinary record. The superintendent will communicate his/her decision in writing to the Dean of Students, student, and parents which may include referring student to the school board for expulsion in accordance with state law.
4. The Pupil Fair Dismissal Act is on file in the office and available to any student or parent.
5. The Badger School District Policy on Religious, Racial and Sexual Harassment, Bullying, and Violence is on file in the office and available to any student or parent.
6. The following policies are available in the office for any student or parent to review: Human Rights Officer/Clean Air/Quality Control Officer.

MM. CANINE INSPECTIONS

Badger Independent School District No. 676 has a contract with Interquest Detection Canines, Inc. to provide trained detection canines to conduct random, unannounced inspections of all campus locations in the district. The canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder-based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items during the school year. If detected and found, the district will initiate the appropriate disciplinary action.

GUIDELINES FOR EXTRA-CURRICULAR ACTIVITIES

A. EXTRA CURRICULAR GENERAL INFORMATION

School Team Name	Gators
School Colors	Black, Green & White
School Song	<i>Gator Fight Song</i>

“Gator team we stand together. We're a shining star. We're ever faithful to our school united, Proud of what we are. And we will pull together to win the game, Gator triumphs will be our aim. Hail, Hail our Gator team, Will go on to victory!”

A. EXTRA CURRICULAR GENERAL INFORMATION (Cont.)

Extra- Curricular Activities Offered:

Knowledge Bowl	Girls Basketball	Football	Volleyball	Art Club
Choir	Boys Basketball	Softball	Golf	Robotics
Band	Wrestling	Baseball	National Honor Society	One-Act Play
FCCLA	Track & Field	Cheerleading	Clay Target Team	Math League
Envirothon	TARGET	Girls Swimming	Cross Country	Student Council

Athletic Event Admission Fees Admission prices have been set for the following athletic events: volleyball, football, girls and boys basketball, and wrestling. Season tickets may be purchased in the school office.

	<i>Individual Tickets Per game</i>	<i>Yearly Season Tickets</i>
Individual Adult	\$6.00	\$40.00
Student	\$4.00	\$25.00
Family		\$90.00

1. Family sport tickets include parents and children, K- 12. Children who quit school before grade 12 will be charged adult prices.
2. When band members perform, they are admitted free.
3. Bus drivers, concession workers and their advisors will be admitted free.
4. Senior Citizens will be admitted free.
5. Tournaments are not included in season ticket prices.
6. Season passes will be given out to staff members, board members, students with perfect attendance, & consistent honor roll students.
No pass holders (including family members) will be allowed admission without showing their individual pass at the gate.

B. ATHLETICS

1. Participants must carry their own insurance if they desire coverage. The Badger School does not carry insurance on students. The school will not be responsible.
2. No student will be certified as eligible if there exists a physical deficiency which would endanger the well-being of that student or an unborn child due to participation in athletics.
3. Coaches shall publish clear and concise training rules for their squads and the parents. A copy will be on file with the Athletic Director.
4. Each athletic participant and coach representing Badger High School shall dress and conduct himself or herself to bring credit to the school and the community.
5. We recognize the importance of athletics to the emotional and physical growth of the students involved. We also recognize that the high school program of athletics is secondary to the academic program and overall school program.
6. Any student not in attendance **for the entire day** may not participate in games or practice that day, unless he/she arranges an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day before the event. Emergencies will be dealt with on an individual basis by the administration.
7. A student activity fee will be charged for all students grades 7-12 for all sports for the 2021-2022 school year. Athletic fees will be \$75.00 per 7-12 student, per sport, with a limit of \$300.00 per family per year. This fee must be paid in advance before a student begins practice in that sport. Fees for students who join late in the season will be pro-rated if practical. Students who quit will not receive a refund unless the School Board approves the written application.
8. To be scholastically eligible to participate, a student may not have an "F" reported at any grading period or he/she will lose eligibility for two events or two weeks, whichever is greater. If the student is passing all classes at the end of the ineligibility period, he/she regains eligibility. If not, ineligibility

B. ATHLETICS (Cont.)

will continue and be reassessed on a weekly basis. Students with incomplete (I) grades are ineligible until the grade is made complete and passing. Spring grades count for fall eligibility.

Students with IEPs must also be making satisfactory progress towards school requirements for their program.

9. Students may practice, but not participate in MSHSL events or extra curricular events while ineligible.
10. Athletes will only be allowed to drive to practice and home contests under *preapproved exceptional circumstances*. Athletes will not be allowed to drive personal cars to any away contests and will be expected to ride home on the bus.
11. In the event that parents wish to pick up their students or have another party pick up their students, a signed liability waiver and a signed note needs to be in the office prior to each event. Waiver forms are available in the office.

C. MUSIC LETTERING REQUIREMENTS & FEES

Letters in music are awarded to high school students in May. Criteria for lettering in vocal or instrumental music will be given to students in September.

1. Rental cost for the year is \$60. Percussion students pay \$40 and provide their own snare drum sticks.
2. Any damage or loss to a student-owned instrument is the responsibility of the student renting that instrument.
3. School-owned instruments will be returned at the end of the school year in the same condition as received with the exception of normal wear. Normal wear will be determined by the band instructor.

D. LETTERING REQUIREMENTS FOR OTHER ACTIVITIES

High School students may earn a letter in Family, Career and Community Leaders of America (FCCLA), FIRST Robotics, One-Act Play, Drama Club, Knowledge Bowl, and Clay Target Team. Criteria for lettering in each activity is available from the advisor of each activity. Letters are awarded in May.

E. ACADEMIC LETTERING

High School students may earn a Secondary Academic Letter (sponsored by the Student Council)

1. Students must maintain "B" Honor Roll minimum for all four quarters.
2. Grades 7 - 12 receive the designated letter, bar, and star. Stars are only given for A or A- averages (3.75-4.00)

F. DIRECTORY INFORMATION

Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities or events. Directory information is public and includes a student's name, address, home phone number, and grade level. Parents may contact the school office in writing if they choose to "opt out" and not have their student included in directory information.

G. N.C.A.A

Student athletes who want to compete in college sports should check with the Dean's office for specific requirements.

H. SPECTATOR BUSES

A spectator bus may be offered during regular season games providing the following are met:

1. One bus offered per sport.
2. All transportation costs must be covered by fees charged to riders.
3. Students 6th grade and below must be accompanied by a parent or guardian.
4. Administration will determine whether spectator buses will be offered for playoff contests.

ELEMENTARY SECTION

A. GRADE REPORTING SYSTEM

Elementary

Kindergarten	no grades are used, a checklist system is used
Grade 1	letter grade for math, reading & spelling - remainder E/S/N/U
Grade 2	letter grade for math, reading & spelling - remainder E/S/N/U
Grade 3	letter grade for math, spelling, language arts, health/science, social studies, and reading - remainder E/S/N/U
Grade 4	letter grade for math, spelling, language arts, health/science, social studies, reading, music, and physical education – remainder E/S/N/U
Grade 5	letter grade for math, spelling, language arts, health/science, social studies, reading, music, physical education – remainder E/S/N/U
Grade 6	letter grade for math, spelling, language arts, health/science, social studies, reading, music, physical education – remainder E/S/N/U

MCA (Minnesota Comprehensive Assessments) will be given to grades 3-6 as mandated by state law.

B. HONOR ROLL

Elementary Honor Roll

Students in grades 4 - 6 are eligible for the Elementary Honor Roll which will be computed by the Principal's Office each quarter. Subjects for which credit and letter grades are given will be used to determine students on honor rolls: "A" and "B."

The **"A" Honor Roll** will be calculated between 3.75-4.00 (A- to A average).

The **"B" Honor Roll** will be calculated between 3.00-3.74 (B to B+ average).

C. ENTRANCE AGE OF PUPILS

The State of Minnesota has ruled that children may enter Kindergarten if they are five years of age before September 1.

D. ELEMENTARY PROMOTION POLICIES

The basis for promotion in the Badger Elementary school are:

1. Academic progress
2. Mental ability and intellectual maturity
3. Social, emotional, and physical maturity
4. Attendance
5. Teacher Evaluation

Parents will be informed of any intended retention; decisions will be made following a conference of the parent, teacher, and administration. The superintendent will make the final decision regarding retention.

E. ATTENDANCE REGULATIONS

Minnesota State Law requires that every child between the ages of 7 and 17, mentally and physically fit, must attend school every day school is in session. The law must, and will be strictly enforced. To be counted as present for perfect attendance awards, school athletic passes and school attendance records, students must be in attendance for 115 minutes in the morning from 8:20-11:30 and afternoon from 12:05-3:10 in grades K -6.

Absences

1. Parents should report all school absences immediately in the morning, before 10:00 a.m. Call the school office at 218-528-3201 and give the name, grade and reason for absence of the student. If no call is received from the parent, the school office will contact the home. Upon returning to school, student must present a dated note from parents or guardian if no phone call has been received explaining the absence.

E. ATTENDANCE REGULATIONS (Cont.)

2. EXCUSED ABSENCES will be determined by the administration. Makeup work will be completed by students for both excused and unexcused absences.
3. UNEXCUSED ABSENCES include failure to comply with section 1 (above), oversleeping, truancy, tiredness, etc. Unexcused absences or tardiness will result in detention /suspension. Administration will make the final determination as to whether an absence is excused or unexcused. In doing so, administration may require verification to support the reason for an absence.
4. A student absent 15 consecutive school days without an excuse will be withdrawn from the school attendance roll.
5. **Any student not in attendance for the entire day may not participate in any school sponsored activities that day, unless he/she prearranges an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day before the event. Emergencies will be dealt with on an individual basis as approved by the principal.**
6. The administration may require medical verification of excessive absences both excused and unexcused.

F. ELEMENTARY STUDENT CONDUCT

1. Responsive Classroom

Badger Elementary uses the *Responsive Classroom*® approach to teaching and learning. The following information was found at <https://www.responsiveclassroom.org/about/>

The *Responsive Classroom*® is an approach to elementary teaching that emphasizes social, emotional and academic growth in a strong and safe school community. The goal is to enable optimal student learning. Created by classroom teachers and backed by evidence from independent research, the *Responsive Classroom*® approach is based on the premise that children learn best when they have both academic and social-emotional skills. The approach therefore consists of classroom and schoolwide practices for deliberately helping children build academic and social-emotional competencies.

Seven principles, informed by the work of educational theorists and the experiences of practicing classroom teachers, guide the *Responsive Classroom*® approach:

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn: Process and content go hand in hand.
- The greatest cognitive growth occurs through social interaction.
- To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
- Knowing the children we teach – individually, culturally, and developmentally – is as important as knowing the content we teach.
- Knowing the families of the children we teach and working with them as partners is essential to children’s education.
- How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

2. Elementary Disciplinary Actions

Elementary students are subject to disciplinary actions that may include:

After School Detention: Students report to the area designated by the classroom teacher until 4PM to complete assigned work.

Noon Hour Detention: Noon Hour Detention refers to the time that a student spends in the designated area. While in detention, the student usually spends the time on school work.

In School -Suspension: "Isolation, yet Educational". Purpose: To provide an isolated but educational environment for students who choose to behave inappropriately at school.

2. Elementary Disciplinary Actions (Cont.)

- a. Parent / Guardian will be notified by phone or in writing when a student is assigned to In School Suspension
- b. Clear rules and consequences are enforced
- c. Students are expected to complete assigned work.
- d. Readmittance to the classroom could include:
 - 1. Review of assigned work
 - 2. Development of administrator's special behavior plan
 - 3. Participation in extra social skills development

Out of School Suspension: A student may be assigned Out of School Suspension for a severe breakage of a school expectation.

- a. Parent/Guardian will be notified by phone or in writing prior to Out of School Suspension
- b. Out of School Suspension may be assigned for 1 or more days
- c. Report to the office on reinstatement
- d. The school will follow the procedures outlined in the Pupil Fair Dismissal Act (guidelines available in the office)

SECONDARY SECTION

A. GRADING

Letter grades will be earned for every class unless otherwise specified. The Principal's Office will use the following grades, percentages, and their weights, to compute the honor roll each quarter:

A (95-100)= 4.00	B+ (88-90)= 3.50	C+ (79-81) = 2.50	D+ (70-71) = 1.50	F = 0.00
A- (91-94)= 3.75	B (85-87) = 3.00	C (75-78) = 2.00	D (68-69) = 1.00	
	B- (82-84) = 2.75	C- (72-74) = 1.75	D- (65-67) = 0.75	

Non-PSEO Badger High School juniors and seniors who successfully complete Advanced Placement or International Baccalaureate courses and receive college credit, or take Concurrent Enrollment college courses, or courses that have an Articulation agreement with a college or technical college, will receive the following grade points on their high school transcripts upon the completion of those courses:

A	=	4.500	C	=	2.500
A-	=	4.170	C-	=	2.170
B+	=	3.830	D+	=	1.830
B	=	3.500	D	=	1.500
B-	=	3.170	D-	=	1.170
C+	=	2.830	F	=	0.000

Students in Grades 7 - 12, who meet the required academic standards necessary, are eligible for the High School Honor Roll.

The **"A" Honor Roll** will include 3.75 - 4.00 on our 4 point scale (A- to A average).

The **"B" Honor Roll** will include 3.00 - 3.74 on our 4 point scale (B to B+ average).

B. SECONDARY SCHOOL CURRICULUM

Grade 7

Required

PLTW GTT (1/2)
 US History (1)
 English Lang. Arts (1)
 Physical Fitness (1/2)
 Science (1)
 Algebra ½ (1)
 Computers 7 (1/2)
 Orientation 7 (1/2)

Electives

Intro to FCS (1/2)
 Band (1)
 Choir (1)
 Textile Des. & Cons. (1/2)
 Study Skills (1/2)
 Found. Food Prep (1/2)
 French Cuis. & Cult. (1/2)

Grade 8

Required

PLTW GTT (1/2)
 Science (1)
 English Lang. Arts (1)
 Geography (1)
 Health (1/2)
 FCS (1/2)
 Physical Fitness (1/2)
 Algebra (1)

Electives

Intro to FCS (1/2)
 Band (1)
 Choir (1)
 Text. Des. & Cons. (1/2)
 Study Skills (1/2)
 Found. Food Prep (1/2)
 French Cuis. & Cult. (1/2)

Grade 9

Required

*English Lang. Arts (1)
 *Algebra 1.5 (1)
 *Civics (1)
 Physical Fitness (1/2)
 *Science 9 (1)
 PLTW IED 9 (1)
 Careers 9 (1/2)

Electives

Media Publications (1)
 Media Arts (1)
 Textile Des. & Cons. (1/2)
 Choir (1)
 Band (1)
 Intro to FCS (1/2)
 Found. Food Prep (1/2)
 Metals (1/2)
 Graphic Communications (1/2)
 French Cuis. & Cult. (1/2)

Grade 10 - 12

Required

*American History(1)
 *Biology (1)
 *Science (1 credit of Physics or Chemistry)
 Physical Fitness (1/2)
 Health (1/2)
 *World Geography (1)
 *English Lang. Arts (3)
 *World History (1/2)
 *Economics (1/2)
 *Geometry (1)
 *Algebra II (1)
 *Pre-Calc or Consumer Math Gr. 12 (1)

*Indicates Core Curriculum Class

Grade 10 – 12 Electives

Business

Accounting I
 Computer Science (11-12)
 Yearbook (11-12)
 Personal Finance (11-12)
 MS Excel/MS Word/MS P.P.
 Work Experience (12)
 College/Work Readiness (1/2)

Industrial Technology

Power Mechanics (11-12)
 Robotics (10-12)
 Metals (10-12)
 Graphic Comm. (10-12)
 Adv. Woods (11-12)
 Construction (11-12)
 Beginning Woods (11-12)

Science

Environ. Sustainability (10-12)
 Chem. in Community (10-12)
 Chemistry (11-12)

Media

Newspaper/Media Publications
 Media Arts (9-12)

Music

Choir
 Band

FCS

Exploring FCS II (10-12)
 Fundamentals of Food Prep (11-12)
 Housing & Interior Design (11-12)
 Nutrition & Wellness (10-12)
 Senior Strategies (11-12)

C. INCOMPLETES

1. All required work must be submitted by the end of the last day of the course in order to receive credit for the course. In case of emergency or other hardship, the time may be extended for work to be completed. It is the student's responsibility to make the necessary arrangements for work to be completed if the student is having difficulty meeting the deadline. If the work is still incomplete five school days after grades have been turned into the office, the "I" will be changed to an "F" (0 honor points) for that period.

D. MID-QUARTER PROGRESS REPORT/REPORT CARDS

Teachers will report mid-quarter failing and incomplete grades to the office. Parents or guardians of students who are failing or incomplete will be notified by the administration. Students and parents are encouraged to check academic progress using Badger School's online grade system on the school website or by visiting with teachers or administration. Report cards will be emailed or mailed home at the end of each quarter.

E. CLASS CREDITS AND ASSIGNMENTS

1. To qualify for grade 8 students must pass 6 credits.
2. To qualify for grade 9 students must pass 6 credits.
3. In grades 9-12 students must pass all required classes. If a student receives a failing grade for a required class the credit must be made up by retaking the course or through credit recovery.
4. Students will earn a ½ credit for each passing semester grade. The semester grade will be computed by averaging the two quarter grades within a semester.

F. REQUIRED NUMBER OF COURSES

Students must take at least 8 credits each school year in grades 7 – 12
No credit will be given for courses dropped in the middle of a quarter.
All classes have a test-out option. Contact Principal or Dean of Students.

G. PHYSICAL EDUCATION

No student will be excused from physical education except for valid reasons. Such exemption requires a written statement from a physician.

H. BAND & CHOR

Students who wish to join band or choir are required to meet a set music performance standard prior to enrollment. Please see instructor for details.

I. GRADUATION REQUIREMENTS

1. Graduation:
 - a. Students are required to earn 30 credits to graduate from Badger School.
 - b. Students must successfully complete all required curriculum.
 - c. Students who transfer in after 9th grade will be evaluated by administration on an individual basis.
2. Certificate of attendance will be awarded to a student with at least:
 - a. 26 credits
 - b. Good attendance record, and a reasonable interest toward graduation requirements.
3. Only students meeting all state and local requirements will receive a diploma and take part in the graduation ceremony.
4. Diplomas will be issued to foreign exchange students on an individual basis.

J. ACADEMIC AWARDS/CLASS RANK

1. To qualify as an Honor Student, students must have achieved a cumulative grade-point average of B+ (3.50) or above in grades 9-12. 4th quarter grades from senior year will be included in the calculations.
2. Senior Honor Students will be recognized at commencement ceremonies with the following "Latin Honors" designations:
 - 3.50-3.69 = Cum Laude "With Honor"
 - 3.70-3.89 = Magna Cum Laude "With High Honor"
 - 3.90-4.00+ = Summa Cum Laude "With Highest Honor"
3. Class rank is determined by averaging the accumulated grade-point average of all classes in grades 9-12. Class rank is listed on student transcripts.

K. ELIGIBILITY

1. Students earning an "F" for the grading period will be ineligible to participate in extracurricular contests, performances or events for the next two weeks or two events, whichever is greater. If at the

K. ELIGIBILITY (Cont.)

end of this time period the student is maintaining passing grades in all classes, he/she may participate. If not, ineligibility will continue and be reassessed on a weekly basis. Students with incomplete (I) grades will be ineligible until their grade is complete and passing. Spring grades count for fall eligibility. This impacts all MSHSL activities and the following: Knowledge Bowl, Region and State FCCLA, Class Officers, Homecoming Candidates, Student Council Representatives, LIFT, Robotics, TARGET, Economic Challenge, Envirothon, Math League and extra curricular music groups.

2. Students with chemical or disciplinary offenses will also be ineligible for the previously listed activities until they have completed serving their penalty.
3. Eligibility shall be determined following each midterm reporting period. A student becomes ineligible on the day grades are turned into the office. A student regains eligibility after serving the requirements of the ineligibility penalty. Spring grades apply for fall eligibility.
4. Students have five (5) school days after grades are turned in at the end of the quarter to make-up an incomplete grade or it becomes an F (0 credit).

L. SECONDARY SCHEDULING OF CLASSES

The daily schedule is planned for students who wish to study a standard high school curriculum as required / recommended by the State of Minnesota.

Spring Pre-Registration

Since spring registration determines class size and staffing, we urge students to abide by these choices.

Class Changes

Before making any changes, a student must confer with the principal and teachers involved, and must turn a class change slip into the office. A transfer slip must be signed by the student, the teachers involved, a parent, and the principal and then be presented to the teachers. Students have only four (4) days into the semester to add or drop a class.

M. WEIGHT ROOM GUIDELINES

In order to maintain the weight room and promote safe exercising conditions, certain guidelines must be followed:

1. An authorized person must be present at all workouts; teachers, coaches or supervisor.
2. No spitting is allowed anywhere in the gym, including garbage cans.
3. No pop or food allowed
4. No loitering; if you aren't working out; stay out!
5. Re-rack all weights when finished
6. Do not drop or slam weights
7. Do not move weight benches around unless authorized by weight room supervisor.
8. Shirts must be worn at all times.

Any violations shall result in loss of weight room privileges.

N. COLLEGE IN THE HIGH SCHOOL

Students must request a meeting with administration and meet all requirements in order to register for College In The High School or Online College in the High School classes.

HIGH SCHOOL DISCIPLINE POLICY

It is the position of the Independent School District #676 that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the school, learning cannot occur; therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, parents, legal guardians, teachers, and other school staff to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, Department of Education regulations, and this policy.

Rules of Conduct

Disciplinary action may be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following rules and regulations will serve as a guideline for our students.

ATTENDANCE REGULATIONS Minnesota State Law requires that all children between the ages of 7 & 17, mentally and physically fit, must attend school every day school is in session. The law must, and will be strictly enforced. To be counted as present for perfect attendance awards, school athletic passes and school attendance records, students must be in attendance for 115 minutes in the morning from 8:20 a.m.-11:40 a.m. and afternoon from 12:15 p.m.-3:10 p.m. in grades K -12.

A. ATTENDANCE

1. Absences

- a. Parents should report all school absences immediately in the morning, before 10:00 a.m. Call the school office at 218-528-3201 and give the name, grade and reason for absence of the student. If no call is received from the parent, the school office will contact the home. Upon returning to school, student must present a dated note from parents or guardian. **IF NO PHONE CALL HAS BEEN RECEIVED EXPLAINING THE ABSENCE.**
- b. **EXCUSED ABSENCES** will be determined by the administration. Makeup work will be completed by students for excused absences. For each day of excused absence, one day will be allowed to make up work.
- c. **UNEXCUSED ABSENCES** include failure to comply with sections a and b (above), oversleeping, truancy, tiredness, etc. Unexcused absences or tardiness will result in detention/suspension. The administration will make the final determination as to whether an absence is excused or unexcused and may require verification to support the reason for an absence.
- d. Upon returning to school after an absence, students are to obtain an **ADMIT-TO-CLASS** slip from the office. The slip will show the date of absence and whether the absence is excused or unexcused. The students are responsible to carry the slip to all missed classes for the teachers' signatures.
- e. **MAXIMUM ABSENCE RULE:** A student may not miss any single class (excused or unexcused) more than eight (8) times per semester and still receive credit for that class. After a student has missed class five (5) times per semester, written notification will be made to the parent/guardian informing of the potential of lost credit for the class. Students who are absent during school hours due to participation in school sponsored activities will not have these absences counted against them.
- f. A written appeal requesting a review of circumstances for excessive absences may be made to administration. Documentation of illness or appointment must be provided with written appeals.
- g. A student absent 15 consecutive school days without an excuse will be withdrawn from the school attendance roll.
- h. If a student misses more than 25 minutes of a class, the student will be counted absent for the class period.
- i. Any student not in attendance for the entire day may not participate in any school sponsored activities that day, unless he/she prearranges an excused absence from school. This excuse must be cleared with the school office prior to the end of the school day before the event. Emergencies will be dealt with on an individual basis as approved by the administration. Chiropractic appointments must be preapproved by the administration.

2. Make-Up Time For Unexcused Absences/Tardiness

- a. Time to be made up will be assigned from the office.
- b. Time to be made up will begin with the first class missed and run through the last class missed.
- c. Three unexcused tardies will be equivalent to one hour of detention to be made up.
- d. Time to be made up will run from 3:10-4:00, unless other times are arranged.
- e. In case of emergency, students must make prior arrangements with the administration for approval not to be in attendance.
- f. Students scheduled to represent our school at school sponsored activities will be excused to go.

3. Students have one day to complete make-up work for each day missed for an excused absence.

4. Students with a prearranged absence are expected to have school work completed upon their return.

5. At the end of the quarter students have five (5) school days to complete make-up work for an incomplete (I) or it becomes an F (0 credit). Emergency situations will be handled on an individual basis by the administration.

B. LEAVING SCHOOL DURING SCHOOL HOURS

1. In case of illness, check out in the office before leaving the building. Students will receive an unexcused absence for failure to check out of the office before leaving.
2. If leaving the building on school business (such as errands for a teacher), obtain a note from the teacher and a pass from the office before leaving the building. No driving is allowed unless arrangements are made with your instructor and an administrator.
3. For all other reasons, bring a note from home (or phone call) to office and get a PERMIT TO LEAVE BUILDING pass. These reasons should be limited to business only.

C. TARDINESS

1. Students who are late to school in the morning should report to the office.
2. A student who is tardy because he has been detained by a teacher should obtain a slip from responsible teacher to present this slip to the next teacher.
3. Three unexcused tardies will result in one hour of detention. Tardies are calculated per quarter.

D. TRUANCY AND SKIPPING CLASSES

Such action shall be handled in the following manner:

1. Conference with the student;
2. Notification of Parents
3. Detention or suspension may be assigned.

Truancy is an unexcused absence which has occurred when the parent sent the student to school but the student fails to arrive at school/class.

E. TRUANCY TRACKER

1. All schools in Roseau County are participating in the Roseau County Truancy Tracker Program.
2. Parents will be notified when their child has four unexcused absences or truancies.
3. After four truancies a meeting with parents and school officials will be arranged and a School Attendance Contract will be signed.
4. The county judge can impose any of the following:
 - a. Place the child under supervised probation
 - b. Complete a designated amount of community service work
 - c. Recommend that the court cancel the child's drivers license until the age of 18
 - d. Parent required to deliver the child to school and accompany the child inside
 - e. Transfer legal custody to a reputable person of good character
 - f. Require the child to pay a fine of up to \$ 100.00
 - h. Out of district placement such as Northwest Juvenile Training Center in Bemidji
 - i. Place the child in a group foster care facility
 - j. Fine the parent up to \$700.00 and up to 90 days in jail

F. CLOSED NOON HOUR

1. The Badger School Board has asked that no student be allowed to leave school at noon hour without a pass from administration.
2. Penalties for breaking the closed noon hour rule:
 - a. detention
 - b. suspension

H. SCHOOL PARTIES

1. Hours

Hours for school parties shall be set by the class advisors and must not exceed 11 p.m. The class advisor(s) and parents are responsible for supervision of the class party or school dance. Prom hours will be handled on an individual yearly basis.

H. SCHOOL PARTIES (Cont.)

2. Locked Door Policy

Students desiring to attend school dances must come to the affair at the time set. Doors will be locked 30 minutes after the function begins. Students will not be admitted thereafter. Students leaving the building during a school function will not be allowed to re-enter the building again.

3. Guests

Students will be allowed to bring guests (grades 7-12) to school parties/dances providing students register their guests in the office and school rules are followed. Prom dates must be no younger than ninth grade and no older than twenty (20) years of age.

4. Administrative Approval

All school parties must be approved by the administration before scheduling.

5. Chaperones

Four parents will be required in addition to advisors for all school dances.

I. DETENTION/SUSPENSION

Detention

- a. May be assigned by a teacher or administrator.
- b. Must be served on the day detention is assigned or the following day. If this is not done the before the 3rd day, ISS will be served.
- c. Three unexcused tardies will be equivalent to one hour of detention. Tardies will accumulate per quarter
- d. Time to be made up will be from 3:10 - 4:00 p.m.
- e. In case of emergency, you must make prior arrangements with an administrator.
- f. Students scheduled to represent our school at school sponsored events will be excused to go.

Suspension

- a. In-School Suspension (ISS) will run from **8:20a.m - 4:00p.m.**
- b. Suspended (OSS) or expelled students shall not ride school busses, be on school property during school hours, or participate in school sponsored activities while under suspension or expulsion.
- c. Work missed can be made up for credit.
- d. In the case of an unexcused absence, students cannot make up work for credit.

J. PROGRESSIVE DISCIPLINE PLAN (Removal from class)

Referral to administration for disciplinary reasons--

1. 1st time will result in conference with administration, and may include letter to parents, and detention for missed class time;
2. 2nd time will have the same consequences as above plus a telephone conference with parent(s) and one hour additional detention;
3. 3rd time same as above plus ISS or being sent home, plus a readmission conference with parents, teacher(s), student and administration;
4. 4th time Out of School Suspension for one to five days plus the above;
5. 5th time suspension/expulsion for 5 days or more up to one year plus any other consequences established in the readmission conference.

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of administration. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to administration.

The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of administration after consultation with the teacher.

J. PROGRESSIVE DISCIPLINE (Cont.)

Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference but not limited to the completion of any makeup work.

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

Teachers and principals/superintendent may use reasonable force to restrain or correct a student.

MINNESOTA STATE HIGH SCHOOL LEAGUE RULES: USE OF MOOD ALTERING CHEMICALS

A. SECTION I

The MSHSL recognizes the use of mood-altering chemicals as a significant health problem for many adolescents. Therefore the following MSHSL rules have been set forth to emphasize concern for health, safety, and good conduct. These rules apply to all students involved in any aspect of a MSHSL activity.

B. SECTION II RULES

A student shall not at any time, regardless of the quantity: use or consume, have in possession a beverage containing alcohol; use or consume, have in possession tobacco; or use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia; use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals; use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall included, but are not limited to, synthetic drugs, gasoling, glue, aerosol devices, bath salts, and any substance addressed by Minnesota or Federal Law.

C. SECTION III CATEGORIES OF ACTIVITIES

1. Category I Activities

Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League- sponsored tournament.

- Athletic Activities
- Fine Arts Activities
 - 1) Debate
 - 2) Speech Activites including One-Act Play - when a school schedules a season of interscholastic contests.

2. Category II Activities

Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities

- 1) Speech activities including One-Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournaments series.
- 2) Music Activities
- 3) Visual Arts Activities

D. SECTION IV: PENALTIES FOR CATEGORY I ACTIVITIES

1. First Violation

Penalty: After a violation has been determined, the student shall lose eligibility for the next three (3) consecutive interscholastic contests or *three (3) weeks, 21 calendar days*, whichever is greater, of a season in which the student is a participant. Exception is permitted if a student attends an approved chemical awareness class offered through the county. This will reduce penalty to 2 weeks or 2 events.

D. SECTION IV: PENALTIES FOR CATEGORY I ACTIVITIES (Cont.)

2. Second Violation

Penalty: After a violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or *six weeks, 42 calendar days*, whichever is greater, in which the student is a participant.

3. Third or Subsequent Violation

a. Penalty: After determination of third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or *twelve weeks, 84 calendar days*, whichever is greater, in which the student is a participant.

b. A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

- a) The student is assessed as chemically dependent,
- b) enters treatment voluntarily, and
- c) the director of the treatment center certifies that the student has successfully completed the treatment program.
- d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

4. Applying the Penalty

- 1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
 - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
 - b) For the purpose of this bylaw (MSHSL Bylaw 205), a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
 - c) At the beginning of the season, practice and conditioning weeks are counted.
 - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty, and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

E. SECTION V : PENALTIES FOR CATEGORY II ACTIVITIES

Badger High School Category II penalties will be treated like Category I penalties except that regaining eligibility will be determined by the number of events rather than the calendar days in which the student is ineligible to participate.

PEST CONTROL MANAGEMENT

Parents Right to Know Act (M.S. 123B.575, Subdivisions 1-14)

1. Notice Concerning Use of Pest Control Materials:

Our district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

- a. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
- b. recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
- c. utilization of non-chemical measures such as traps, caulking and screening; and application of EPA-registered pest control materials when needed.

Pests can 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 treatments is available for review or copying at the school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of pest control material, should such an application be deemed necessary on a day different from the days specified in the school.

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

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)	ACCESS and Alternate ACCESS for English Learners
<ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K–12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

Why are these assessments effective?

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

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

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

Are there limits on local testing?

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

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

What if I choose not to have my student participate?

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

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

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



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

Parent/Guardian Refusal for Student Participation in Statewide Assessments

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

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

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

Student’s Legal First Name _____ Student’s Legal Middle Initial _____

Student’s Legal Last Name _____ Student’s Date of Birth _____

Student’s District/School _____ Grade _____

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

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

Reason for refusal:

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

_____ MCA/MTAS Reading _____ MCA/MTAS Science
 _____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

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

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state’s efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered “proficient.”

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

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