

BLOOMING PRAIRIE HIGH SCHOOL

2021-2022

STUDENT HANDBOOK



Blooming Prairie Independent Public School District #756 does not discriminate on the basis of race, color, national origin, sex or disability.

9/15/21

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Blooming Prairie High School Daily Time Schedule

Regular Schedule

8:05 Am Warning Bell
8:10-8:59 Period 1
8:59-9:03 Passing
9:03-9:52 Period 2
9:52-9:56 Passing
9:56-10:45 Period 3
10:45-10:49 Passing
10:49-12:07 Period 4 & Lunch Schedule
 Lunch "A" 10:49-11:13 Class 11:17-12:07
 Class 10:49-11:15 Lunch "B" 11:15-11:38 Class 11:43-12:07
 Class 10:49-11:39 Lunch "C" 11:43-12:07
12:07-12:11 Passing
12:11-1:00 Period 5
1:00-1:04 Passing
1:04-1:53 Period 6
1:53-1:57 Passing
1:57-2:46 Period 7
2:46-2:51 Passing, Dismissal, Buses Depart

12:45 Dismissal Schedule

8:05 Am Warning Bell
8:10-8:40 Period 1
8:40-8:44 Passing
8:44-9:14 Period 2
9:14-9:18 Passing
9:18-9:48 Period 6
9:48-9:52 Passing
9:52-10:22 Period 7
10:22-10:26 Passing
10:26-10:56 Period 3
10:56-12:11 Period 4 & Lunch Schedule
 Lunch "A" 10:56-11:21 Class 11:25-12:11
 Class 11:00-11:21 Lunch "B" 11:21-11:46 Class 11:46-12:11
 Class 11:00-11:46 Lunch "C" 11:46-12:11
12:11-12:15 Passing
12:15-12:45 Period 5
12:45-12:50 Passing, Dismissal, Buses Depart

2-Hour Late Start Schedule

10:05 Am Warning Bell
10:10-10:40 Period 1
10:40-10:44 Passing
10:44-11:14 Period 2
11:14-11:18 Passing
11:14-12:32 Period 4 & Lunch Schedule
 Lunch "A" 11:14-11:43 Class 11:47-12:32
 Class 11:18-11:43 Lunch "B" 11:46-12:12 Class 12:12-12:32
 Class 11:18-12:03 Lunch "C" 12:03-12:32
12:32-12:36 Passing
12:36-1:06 Period 3
1:06-1:10 Passing
1:10-1:40 Period 5
1:40-1:44 Passing
1:44-2:14 Period 6
2:14-2:18 Passing
2:18-2:46 Period 7
2:46-2:51 Passing, Dismissal, Buses Depart

2021-2022 SCHOOL CALENDAR

Dates	Description
August 23-27	Flexible One-Day Teacher Workday
Aug. 30, 31, Sept. 1, 2	Teacher In-service
Sept. 1	High School Open House from 4:00 – 7:30 pm
Sept. 7	First Day of School for Students
Oct. 15	No School for Students. Teacher In-service
Oct. 18	Parent/Student/Teacher Conferences at the High School from 4:00-8:00 pm.
Oct. 20	No School for Students Teacher In-service from 8:00 – 11:00 am Parent/Student/Teacher Conferences at the High School from 11:30-3:00 pm.
Oct. 21 & 22	Education Minnesota - No School Blooming Prairie Public School Offices are closed.
Nov. 5	End of 1 st Quarter. Students dismissed at 12:45 pm for Teacher In-Service
Nov. 8	Start of Second Quarter
Nov. 24	No school for students Teacher In-service 8:00 -11:30 pm
Nov. 25, 26	Thanksgiving Vacation
Dec. 23	Students dismissed at 12:45 pm. Teacher In-service-
Dec 24, 2021, through Jan 2, 2022	Christmas Holiday Break
Jan. 3, 2022	Classes Resume
Jan. 17	No School for students Teacher In-service.
Jan. 21	End of Second Quarter. Students dismissed at 12:45 pm Teacher In-Service
Jan. 24	Start of Third Quarter
Feb. 18	Teacher In-service. No school for students
Feb. 21	President's Day-No School
Mar. 25	End of Third Quarter. Students dismissed at 12:45 pm. Teacher In-service
Mar. 28	Start of Fourth Quarter
Apr.14	No school for students Teacher In-service 8:00 -11:30 pm
Apr. 15 through April 18	Easter/Spring Break No School
May 27	Graduation Practice/Last day for Seniors at 12:15 pm
May 30	Memorial Day – No School
June 2	Last day of school for students – 12:45 pm Dismissal Teacher In-service
June 3	Teacher In-service (1/2 day) Graduation – 7:00 pm

GENERAL INFORMATION

Accidents – Students are to immediately notify supervising teacher or coach if injured at school or while participating in a school activity.

Bicycles – Bicycles should be locked in the rack provided near the main entrance of the building.

Bus Transportation – Those who depend on bus transportation are enjoying a privilege, not a right. Acceptable behavior is expected at all times. Bus drivers must be qualified through state examinations, and they have responsibility for all passengers. Drivers have full authority over all students, and they may refuse the privilege to ride to anyone violating the prescribed rules. The bus driver is in complete charge of the bus and its passengers. All students representing BPHS will use school-approved transportation. Students who ride school buses to school functions are expected to return in the same manner. With proper notice from the parent/guardian, a student may be released to the parent/guardian. The parent/guardian must contact the coach/director of the school-sponsored activity in person to gain the release of the student.

School Bus Student Rules:

1. Student will wear a face mask at All Times when riding on a Bus.
2. Student Will Obey Driver at All Times.
3. Student Will Be at Bus Stop on Time.
4. Student Will Wait for Bus Off Roadway.
5. Student Will Cross Road in Front of Bus.
6. Student Will Keep Head and Hands Inside Bus.
7. Student Will Not Change Seats.
8. Student Will Not Shout or Sing.
9. Student Causing Trouble Will Be Suspended.
10. Student Will Not Throw Things.
11. Student Will Report Damage to Driver At Once.
12. Student Will Pay for Any Damage to Bus.
13. Student Will Keep Bus Clean.
14. Student Will Listen to Driver In Emergency.

CELL PHONE POLICY

The Blooming Prairie School District recognizes that in today's society cell phone devices (mobile or current communication technology) use is a very ordinary and common occurrence. The district also recognizes that this use is not beneficial to the current educational setting. Therefore, this cell phone policy will be in effect.

Cell phones are prohibited during classroom hours. If cell phones (mobile devices) are in use staff may confiscate the cell phone (mobile device) immediately and may turn the device into the office if appropriate. Each teacher may have their own policies for their classroom & they must be followed.

First offense: Cell phone may be picked up by parent/guardian or an adult relative (21 years or older) from the office, or the phone will be returned before school begins the next day.

Second offense: The device may only be picked up from the office by parent/guardian or an adult age relative. The phone will be left in office until that occurs.

Third offense: The device may only be picked up from the office by parent/guardian or adult relative. Three detention periods will be assigned.

Fourth Offense: Since the student has shown continual disrespect for district policy, the student will be required to turn the cell phone (mobile device) into the office daily for a period of time determined by the administration.

Further offenses: The student may be asked to turn the cell phone (mobile device) into the office daily for the remainder of the year.

EAR BUDS – Ear buds, headphones, and any other listening devices may not be worn while in classes.

CHEATING STATEMENT

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report or term paper.
3. To plagiarize – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. To prepare for cheating in advance. Such actions involve (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using a test or notes during an examination, (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by the teacher.

No student shall cheat on a test or assigned work or knowingly allow his/her work to be used by others. Each classroom teacher will have a policy regarding cheating and the consequences for such behavior. Administration will become involved if needed and may add additional consequences.

DRESS AND GROOMING POLICY – The purpose of the Blooming Prairie Schools dress code is to remind students and staff that school is a place of learning and the appropriate clothing is required. The objective is to enable students and staff to focus on learning and not be distracted, embarrassed or made to feel uncomfortable by inappropriate clothing worn by staff members or students.

Dress or grooming which is disruptive to the classroom or school atmosphere is NOT ALLOWED. Shoes must be worn at all times for health and safety reasons. The following policy will be used to determine the appropriateness of one's dress.

1. No clothing may be worn that is degrading; racist, sexual in nature, contains profanity, and/or promotes alcohol, tobacco, or drugs. Symbols such as, but not limited to, the confederate flag and swastikas are prohibited
2. No caps or coats may be worn in a classroom during school hours. Coats/jackets may be worn if the administration deems building conditions warrant them to be worn.
3. No clothing, colors, low riding pants, or displays of gang related activities are permitted. Blooming Prairie Schools are "gang-free" environments and has a Zero Tolerance Policy.
4. Spaghetti style straps are not permitted unless covered by an appropriate shirt. No halter tops, no one-shoulder tops, no backless tops and no off the shoulder tops, (cold shoulder tops with a two-inch strap are appropriate). Two-inch straps should be considered the minimum. Tops should be high enough to ELIMINATE exposure of breast cleavage. A bare midriff will not be permitted. No visible underwear is allowed.
5. Clothing that is excessively short is inappropriate (to be determined by the administration). Pants, skirts, dresses may not have an excessively high slit in front, back, or on the side.

When, in the judgment of the administration, a student's or staff's appearance, grooming or mode of dress interferes with or disrupts the educational process, or possess a health and safety concern, the student will be directed to make modifications of their appearance. Students found to be in violation of the dress code will be required to be in compliance as soon as possible. Students may change into P.E. clothing, or have appropriate clothing brought to school. The school will provide appropriate clothing, or the student may be sent home to change. In addition, student may face regular discipline consequences including detentions or suspensions.

DRIVER EDUCATION – All students will have an opportunity to take behind-the-wheel driver training after they have successfully completed the classroom driver education and obtained an instruction permit. Behind the wheel will be taught by arrangement with the driver education instructor. Students are reminded that they must have a certificate of enrollment signed by the instructor and be accompanied by a parent/guardian in order to take the permit test. The cost is \$290.00, which covers both classroom and behind the wheel.

EARLY STUDENTS – Students who arrive early may enter the building and stay in the Commons until the 8:00 AM bell rings. A pass is needed for those who wish to study in either the Media Center or the Computer Room (204). Students are expected to be in good behavior. No student should be in the hallways or lockers before 8:00 AM.

FEES – Students should be aware that although most classes and activities in which they participate will be provided without cost, there are certain others that will require fees. Basically, the only fees will be for those items or projects that become the property of the student. All fees must be paid before grade cards will be issued.

HALL TRAFFIC – Students should not verbally harass other students, run, push, shove, or engage in horseplay when in the school building or on the school grounds. Please use good judgment so disciplinary action need not be taken.

HEALTH SERVICE – Although the primary responsibility for student health rests with the parent/guardian, the school assists students in protecting and improving their own health and developing competence in dealing with health problems they will face during the school years and in the future. Students wishing to see the school nurse may contact a high school secretary and they will arrange a meeting with the nurse. The nurse will arrange to see you as soon as possible. Students feeling ill must report to the office, if parents need to be contacted, the office will do this – NOT the student.

HOT LUNCH PROGRAM – The hot lunch program is open throughout the school year to students. Free or reduced priced meals will be provided to those students who qualify. Menus will be posted on hall bulletin boards and outside the kitchen. Students will be permitted to charge five meals or a total of \$13.50. After this time if payment hasn't been made, administration will contact parents to come up with a plan to correct this situation. Our goal is to work with students and families to provide our students with the proper nutrition during the school day. A meal will not be taken away from a student with an overdrawn account.

Lunchroom Rules: Lunchroom supervisors will enforce rules and establish a policy conducive to a school lunchroom.

1. Students will eat in class order (starting with seniors). Other students will be seated at tables until called to line by the supervisor.
2. When finished eating, students will return trays and return to seats.
3. Each student is responsible for his/her area at the table (must be cleaner than when they came to lunch).
4. Each student must push in chairs when leaving the lunch table.
5. Each student reserves the privilege of bringing his/her own lunch and buying milk in the lunchroom.
6. Seniors will have the option of going outside during adequate weather conditions. (ONLY seniors will be allowed outside)
7. Administration has the right to remove students from the lunchroom for any amount of time if behavior warrants that consequence.

LOCKERS – School lockers are the property of School District No. 756 and are loaned to students for their use. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The lockers are in working order, and if repairs are needed, please notify the office at once. Students may put locks on their lockers, but the student must provide the school office with the correct combination number or a key. Students are required to remain in their assigned lockers for the whole school year. Locker signs are limited only to signs regarding co-curricular activities approved in advance by the athletic director and/or principal. No other signs will be permitted.

MEDIA CENTER –The Media Center has 8,000 books, an automated catalog and access to four electronic databases. We also cooperate with the public library, so the students have the advantage of using materials from a multitude of libraries. The Media Center collection supports the curriculum and besides fiction books, the nonfiction collection is designed to assist students with assignments and papers. The Media Center is open during school hours.

MEDICATION POLICY

I. PURPOSE

- a. The purpose of this policy is to set forth the provisions that must be followed when administering medication to students at school. Medications include over the counter, prescription, and emergency medications.

II. GENERAL STATEMENT OF POLICY

- a. The school district acknowledges that some students may require medication during the school day. This medication enables students to remain in school and participate in their education. Although, the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. The school district's licensed school nurse trained secretarial staff, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- a. The administration of medication at school requires a complete signed request from the student's parent and licensed prescriber.
- b. A 'School Medication Physician order & Parent Authorization' form must be completed once per school year and/or when a change in the prescription or requirements for administration occurs.
- c. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label. An adult needs to deliver the medication to the health office unless an alternative safe plan has been established with the school nurse. A parent/guardian is asked to bring in one-month supply of controlled substances as the medication will be initially counted by two individuals (nurse, staff, or parent) and then counted bi-weekly after that by the nurse. Over the counter medication must be brought in the original purchased container with the student's name written on it.
- d. The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance. The school district retains the discretion to reject requests for administration of medication, and requests for other that inhalers or oral medications (ie: eye drops, gastrostomy tube medications, rectal medication, eye/ear drops, or emergency medications) will be dealt with individually on a one-to one basis.
- e. Medications are not to be carried by the student but will be left with the appropriate school district personnel. Exceptions to this requirement are prescription asthma medications self-administered with an inhaler (See Part L.5 below), prescription non-syringe injectors of epinephrine (see part L.6. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). Medication will be kept in a locked cabinet, file, or drawer. Any exceptions to this policy must be cleared with the school nurse.

- f. The school must be notified immediately by the parent, or student 18 years or older, of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well or as soon as the pharmacy is able to issue a new prescription. The school may be notified verbally by the parent, or student 18 years or older, if a medication order is to be discontinued.
- g. It is the teacher's and parent's responsibility to inform the school nurse of a field trip prior to the day of the event. The teacher, or other responsible adult, can carry and administer the medication on the field trip as necessary, following school procedure.
- h. Medication transfer between parents sharing custody of a student will not be the responsibility of the school staff. Medications given outside the parameters of the school day by parents will be managed, transported, and handled outside the school day. No storage of pills in backpacks, with teachers, or in the health office, will be allowed when a child goes between parental homes during the school week.
- i. For medication used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- j. The school nurse, or other designated person, shall be responsible for the filing of the Medication Physician Order and Parent Authorization form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to other personnel designated to administer the medication.
- k. Procedures for administration of medicine at school and school activities shall be developed in consultation with a licensed school nurse or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. 121A.21).
- l. Specific Exceptions not governed by this policy:
 - i. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of medicine.
 - ii. Emergency health procedures, including emergency administration of medicine are not subject to this policy;
 - iii. Medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - iv. Medicines used at school with services for which a minor may give effective consent are not governed by this policy;
 - v. Medicines that are prescriptions asthma or reactive airway disease medications self-administered by a student with an asthma inhaler if;
 - 1. The school district has received a written authorization from the pupil's parent and licensed provider permitting the student to self-administer the medication to the student.
 - 2. The inhaler is properly labeled for that student; and
 - 3. The parent has not requested school personnel to administer the medication to the student.

The parent and licensed prescriber must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse, or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.
 - vi. Prescription and non-syringe injectors of epinephrine, consistent with state law, if the parent and prescribing medical professional annually inform the pupil's school in writing that:
 - 1. The student may possess non-syringe injectors of epinephrine; or
 - 2. The pupil is unable to possess the epinephrine and requires immediate access to non-syringe injectors of epinephrine that the parent provides, properly labeled, to the school for the pupil as needed.
 - vii. Medication:
 - 1. That are used off school grounds;
 - 2. That are used in connection with athletics or extracurricular activities; or
 - 3. That are used in connection with activities that occur before or after the regular school day are not governed by this policy.
- m. "Parent" for students 18 years old or older is the student.
"Parent" for younger students can be the biological parent or a legal guardian

Legal references: Minn. Stat. 13.32 (Student Health Data)
 Minn. Stat. 121A.21 (Hiring of Health Personnel)
 Minn. Stat. 121A.22 (administration of Drugs and Medicine)
 Minn. Stat. 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
 Minn. Stat. 121A.2205 (Possession and use of non-syringe injectors of epinephrine)
 Minn. Stat. 151.212 (Label of Prescription Drug Containers)
 20 U.S.C. 1400, et seq. (IDEA)
 29 U.S.C. 794, et seq. (Section 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

PARKING LOT PROCEDURES - Driving to Blooming Prairie High School is a privilege.

1. Prior to parking in the school parking lot, you and your Parent/Guardian must complete and sign a Student Parking Permit Request.
2. Please park your automobile in the proper places and in the proper manner.
3. Do NOT park in the "Handicapped" areas, "Visitor", "Traveling Teacher" or other marked areas, or in the driveway. Automobiles parked in these areas will be towed at the student's expense without warning.
4. Speed limit is 15 MPH.

PERSONAL COMMUNICATION DEVICES AND OTHER NUISANCE ARTICLES POLICY - The Administration and Board of Education, in order to provide and maintain an appropriate educational learning atmosphere and to insure the safety and security of all its students, restrict the use by students

of: *skateboards *squirt guns *water balloons *laser pens *beepers on school property *cellular telephones/mobile devices on school property *Walkman" type radios/TV's/cassette/CD players with headphone during school hours on school property. The administration reserves the right, if necessary, to add other items to this list, especially any items which may affect the safety and security of the school and its properties.

PHYSICAL EDUCATION - The physical education program is a required part of the educational curriculum. Therefore, the school requires that all pupils participate in and are uniformed for the physical education program unless there are sufficient medical reasons to prohibit such activity. All excuses, excluding private physician's excuses, must be reviewed and approved by the principal before they will be granted.

POP, SOFT DRINKS, FOOD - Students are not permitted to drink pop and soft drinks or eat food outside of lunch hours.

REGISTRATION - Preliminary registration will be held some time in February under the direction of the counselor and the principal. The office will register any student failing to turn in a registration form. When school begins, it will be difficult to change the schedule because of class conflicts. Schedules will be changed only after the principal has discussed the matter with the student, the teacher, and the parent/guardian.

RULES FOR RESPONSIBLE BEHAVIOR - AS A STUDENT OF BLOOMING PRAIRIE, I UNDERSTAND AND ACCEPT THE FOLLOWING RESPONSIBILITIES:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the property of others.
4. I will show respect and obey the rules of my school and the laws of my community, state, and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state, and country.
6. I will at no time use ethnic slurs or profane language. (Adopted: May 18, 1992)

STUDENT RECORDS - Student records are maintained in the principal's office. Confidential records will be protected as required by school policy and law.

TECHNOLOGY USE - Students who use technology inappropriately may be suspended from technology use until further notice. Further misuse will result in suspensions from school by administration. Inappropriate use may include activating inappropriate sites, misusing e-mail, and any other activity that staff has deemed poor use.

TELEPHONE USE - Students should use the telephone provided for them in the office. Any change in a student's address or telephone number must be reported to the office as soon as possible after the change. The parent/guardian must provide a telephone number where they can be reached during school hours. Students will not be interrupted during their classes for messages. Exceptions can be made in emergencies by approval of the principal.

TRANSPORTATION POLICY (addition – August 2019)

Bloomington Public Schools understands the importance of providing quality transportation for all students to meet all needs. Communication with parents and students is vital to Bloomington Public Schools providing quality transportation to those students who fit under our transportation requirements.

Bloomington Public Schools will work to set up special transportation when needed and when required under law. School officials will work to communicate transportation times, driver information, and ensure that proper transportation is provided for our students.

Parents and/or legal guardians are responsible for communicating any changes that may occur to the bus/van schedule for their child due to illness, vacations, etc. If no contact has been made with our transportation or the school for 3 consecutive days Bloomington Public Schools will suspend transportation until the parent and/or legal guardian contacts our transportation and/or the school in which they attend.

Bloomington Public Schools will make attempts to contact parents each day the child is absent according to our attendance policy.

Contact Information :

Van Transportation – Mikel Akers (651) 249-8562
Bus Transportation – Mikel Akers (651) 249-8562
Elementary Principal – Jacob Schwarz (507) 583 – 6615 ext. 223
High School Principal – John Worke (507) 583 – 4426 ext. 434

VEHICLES, SEARCH OF - By entering the school parking lot, the person driving any vehicle is deemed to consent to complete search of the vehicle for any reason. Such search may be conducted by school officials or by law enforcement officers at school request. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire vehicle inside and out.

VISITOR POLICY -

1. The teachers and administration encourage parents/guardians and patrons to visit school.
2. Student visitors will not be permitted except for former students of BPHS who have moved and are still in attendance at their present schools. Transfer students to near-by districts will not be permitted.
3. Strangers in the building should be referred to the office for authorization.
4. Visitors wishing to have lunch with a student, may do so if a room is available in the office. They are not allowed to eat in the commons area.

WATER BOTTLE POLICY:

Students are permitted to have a water bottle in class. Water bottles must have a cover and water is the only beverage allowed.

WITHDRAWAL FROM SCHOOL - A student who wishes to withdraw from school must report to the guidance office with written authorization from his/her parent/guardian. A clearance form will be issued that must be signed by all teachers.

RENAISSANCE PROGRAM & INCENTIVES

Renaissance is a program designed to help schools promote and achieve academic excellence. It draws upon a national network of educators sharing ideas and programs that successfully result in exemplary performance by both students and teachers.

Point System:

A Average	(4.00)	8 Points
A- Average	(3.67)	7 Points
B+ Average	(3.33)	6 Points
B Average	(3.00)	5 Points
B- Average	(2.67)	4 Points
C+ Average	(2.33)	3 Points
C Average	(2.00)	2 Points
C- Average	(1.67)	1 Point

For Each Quarter:

No Tardies	1 Point
Attendance:	
No Days	2 Points
1-3 Days	1 Point
No Office-Assigned Detention or Suspension	2 Points
Improvement of Grades (2 nd and 3 rd Quarters)	
* .33	2 Points
* .66	3 Points
Maintenance of Grades (GPA + or - .1)	1 Point
Maintenance of 3.67 or Above	2 Points
Renaissance Community Service	
* 4 Hours of Volunteer Time	1 Point
* Maximum of 12 Hours/3 Points per Quarter	
Extra-Curricular Activities	1 Point
*Maximum of 1 point per Quarter	
*Possibility of 1 Bonus point added by administration	

Renaissance Card Requirements Per Quarter :

Gold Card	16 Points & Above
Silver Card	15-13 Points
Bronze Card	12-10 Points

Community service hours must be turned in to the office by the end of each quarter. Community service vouchers, Renaissance program and incentive sheets are available in the office.

RENAISSANCE GOLD AWARD BENEFITS:

- + Discount at participating businesses
- + Free to all BPHS sponsored home athletic events & school dances.

RENAISSANCE SILVER AWARD BENEFITS:

- + Discount at participating businesses
- + \$1.00 discount on all BPHS sponsored home athletic events
- + \$2.00 discount on BPHS school dances

RENAISSANCE BRONZE AWARD BENEFITS

- + Discount from participating businesses
- + \$1.00 discount on all BPHS sponsored home athletic events
- + \$1.00 discount on BPHS school dances

ACADEMIC INFORMATION

ACADEMIC LETTERING - Seniors earning a grade point average of 3.636, juniors a 3.745 average and sophomores, freshmen, eighth, and seventh graders a 3.818 average at the end of a semester receive a Blooming Prairie Academic Letter. Please see Mrs. Worke for your Academic patch.

GRADUATION REQUIREMENTS - To graduate from Blooming Prairie High School, each student must enroll in a minimum of six credits per year and have earned a minimum of twenty-five credits in grades 9, 10, 11 and 12. The credits are a combination of required and elective courses as outlined by the State Department of Education and the Board of Education. The minimum twenty-five (25) credits **must include** the following credits,

Math	3.0 credits
English	4.0 credits
Science	3.0 credits
Social Science	4.0 credits
Physical Education	1.0 credit
Health	0.5 credit
Personal Finance	0.5 credit
Fine Arts	1.0 credit
Elective	8.0 credits
Total	25.0 credits

GRADING SYSTEM

CLASSROOM GRADING - Each teacher determines the grades for students in a different fashion. The manner in which the teacher arrives at the grade is a matter that will be explained to the students during the early days of the course.

HONOR ROLL - At the close of each quarter, an Honor Roll is published. The standards for the Honor Roll are as follows:

A Honor Roll	achieve a 4.0 GPA for that quarter	A=4.00
A- Honor Roll	achieve a 3.66 or above	B=3.00
B+ Honor Roll	achieve a 3.33 or above	C=2.00
B Honor Roll	achieve a 3.00 or above	D=1.00

POLICY FOR DROPPING CLASSES - All policies already in the handbook supersede this; such as, must have six classes, etc. No schedule change will occur once the academic year has begun, unless by administrative directive. The first week of the first quarter of class, a student may drop and take another class only with administrative approval and direction. Parent/guardians will also need to approve the change. After first week of the quarter of class, a student may drop with NO CREDIT. After first quarter of class is completed, student may drop but a grade of F will be recorded as a semester grade. For yearlong classes, if a student drops at semester time NO CREDIT WILL BE GIVEN for that class, and grade will be recorded. At no time will credit be given for a yearlong course that is not completed. **Policy for dropping a Southwest State University class deadline is in mid-September of the school year.**

PROGRESS REPORTS - The parent/guardian will be notified by mail/email if a student is doing failing or near failing work at the end of the fifth week of each quarter. A deficiency report may be issued at a later date in the quarter if a student's work begins to drop to a point near the failing level. In addition to the level of achievement being indicated on the report, other problems may also be stated.

PROGRESS TOWARDS GRADUATION - For a student to be classified in a particular grade level, he/she must have earned the following credit amounts before the beginning of a school year: Grade 12 – Must have earned 18 credits; Grade 11 – Must have earned 11 credits; Grade 10 – Must have earned 4 credits; Grade 9 – Must have passed half of all core classes as an 8th grader; Grade 8 – Must have passed half of all core classes as a 7th grader. (Core Courses: Mathematics, Science, English, and Social Studies.)

REPORT CARDS - Report cards are issued at the close of each nine-week period to inform both the student and parent/guardian regarding the progress in each subject. No report card will be issued at the end of a marking period until the student has taken care of all obligations. These obligations include overdue library books, fines, fees, rentals, detention time, suspensions, or other items as established by the principal.

CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS

There are a large number of clubs that provide opportunities for participation and leadership on the part of Blooming Prairie High School students. Membership in an organization enriches one's school life. In addition, such activities provide students with an opportunity to serve one's school and community. These things are often mentioned in recommendations for jobs, colleges, scholarships, etc. An organization, with general guidance from its advisors, will police its own ranks in instances of unacceptable behavior, absenteeism, etc. Minnesota State High School league (MSHSL) rules and regulations apply to all organizations and activities.

ANNUAL - The function of the school's yearbook, the "Prairie Schooner", is to give a full account of the current year's activities through pictures and text material. Juniors and seniors will constitute the annual staff.

CO-CURRICULAR ACADEMIC ELIGIBILITY POLICY - It is the belief of the Board of Education, Administration, and Faculty that co-curricular activities are an important part of a student's development. For a student to develop properly, he/she must be performing in a positive manner in the classroom. Therefore, the following standards must be met for a student to participate in co-curricular activities.

One or more failing grades, quarter or semester, will result in:

1. Ten school days and nights of probation from activities (no game, contests or events/only practices) from the date report cards are issued.
2. After ten school days and nights, progress is reviewed. At the time of the review, if the student is receiving a failing mark, he/she will be put on probation until the student is making positive progress.
3. For all fall activities (football, volleyball, cross country, cheerleading, etc.), previous fourth quarter and semester grades will determine eligibility.
4. Incomplete grades (marks) must be completed within ten school days following the issuing of report cards. After ten days, the incomplete grades (marks) will be viewed as a failing grade.

Students receiving mid-term deficiency reports will have courses monitored for the remainder of the quarter. The guidance counselor will provide mid-term reports to all coaches/activity advisers.

CO-CURRICULAR ACTIVITIES ON NO-SCHOOL DAYS AND INCLEMENT WEATHER POLICY –

Practice Policy: Scheduling of practices will follow MSHSL rules. No practice is to be held on major holidays unless a game would follow the next day. Practice should be held on school days, if possible. Practice on vacation days should be scheduled with the consideration of family commitments; preferably earlier in the day. Many fall and winter practices may have to be split. The head coaches are responsible for establishing the practice schedules. A copy will be provided to the principal, athletic director, and high school office.

Inclement Weather Policy: No contest or practice can be held if school is dismissed early due to weather conditions. When school is not in session due to weather and the conditions change, the head coach may call an "optional" senior high practice with approval from the superintendent, principal, or activities director prior to contacting any students. Attendance at these "optional" practices is still left to the discretion of the parent/guardian. In case of tournament games sponsored and scheduled by the MSHSL at the Sub-Section, Section, or State level, school administration may allow Blooming Prairie teams or individuals to participate, as long as individual safety is not jeopardized. Board Adopted: March 18, 1996.

ELIGIBILITY SLIPS - The athlete and parent/guardian shall examine the MSHSL rules as set forth in the MSHSL eligibility guidebook. The activities director will also explain the basic rules before the season begins. This form shall be electronically signed by the student and parent/guardian and submitted online prior to the 1st week of practice. The parent/guardian is required to attend a general rules meeting, or meet with the athletic director, concerning rules interpretation prior to the student's participation in an athletic event.

FCCLA - The Future Leaders of America is an incorporated, non-profit, national organization for students in grades 7-12. FCCLA provides an opportunity for students to participate in social and educational activities that relate to home, community, and leadership.

FFA - The Future Farmers of America is an incorporated, non-profit, national organization for students in grades 7-12. FFA provides an opportunity for students to participate in social and educational activities that relate to home, community, and leadership.

HOMECOMING - Homecoming is one of the major school functions that promote school spirit. The following procedures will be used:

1. The senior class will elect five male and five female King and Queen candidates; students in grades 9-12 vote for the final choices.
2. The coronation will be held in the high school gym on Monday evening.
3. Rude, disruptive, and inappropriate behavior will not be tolerated.
4. The parade will be held on Friday afternoon. Responsible organizations may, upon the approval of the administration, enter into the parade.
5. The Homecoming Dance, students in grades 7-12 & one (1) guest only, follows the game on Friday evening (dance is over at

12:00 am).

JUNIOR HIGH ACTIVITIES - It is the position of the Blooming Prairie School District that criteria used in determining eligibility, rule violation, proper conduct, and sportsmanship also are administered uniformly at the junior high school level. It seems logical that if the aforementioned items are deemed appropriate for our high school, it is also appropriate for the junior high.

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL) - The Blooming Prairie School District will adhere to and otherwise strictly enforce all policies and/or penalties set forth via the MSHSL. Blooming Prairie Jr./Sr. High School will use the following policy to enforce the MSHSL rules regarding chemical usage:

1. It shall be a violation of this policy for Blooming Prairie Public Schools to solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco-industry, tobacco-related device industry or from any tobacco products shop. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by any of the industries listed above.
2. A student shall not at any time, regardless of the quantity:
 - A. Use or consume, have in possession a beverage containing alcohol;
 - B. Use or consume, have in possession tobacco; or,
 - C. Use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - D. Use or consume, have in possession, buy, sell or give away products containing, or products used to deliver nicotine, tobacco products and other chemicals.
 - E. 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 include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substance addressed by Minnesota or Federal Law.
3. Definitions
 - A. "Administrator" means any person who has disciplinary and managerial authority to enforce school policies and penalties in Blooming Prairie Public Schools, including but not limited to principals, vice-principals, or office personnel.
 - B. "Any time" means during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
 - C. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
 - D. "Electronic cigarette industry" means manufacturers, distributors or wholesalers of e-cigarettes. This includes parent companies and subsidiaries.
 - E. "Imitation tobacco product" means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.
 - F. "Lighter" means a mechanical or electrical device typically used for lighting tobacco products.
 - G. "Off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.
 - H. "Parent/Guardian" means any person that has legal guardian status over a student enrolled in Blooming Prairie Public Schools.
 - I. "School" means any public nursery, day care center, childcare facility, Head Start program, kindergarten, elementary, secondary school, alternative learning center or adult education center operated under the control of Blooming Prairie Public Schools.
 - J. "School property" means all facilities and property, including land, whether owned, rented, or leased by Blooming Prairie Public Schools, and all vehicles owned, leased, rented, contracted for, or controlled by Blooming Prairie Public Schools used for transporting students, staff, or visitors.
 - K. "Signage" means signs declaring that all Blooming Prairie Public Schools school property is tobacco-free.
 - L. "Smoking" means inhaling exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.
 - M. "Staff" means any person employed by Blooming Prairie Public Schools as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Blooming Prairie Public Schools or anyone working on a volunteer basis. This term includes, but is not limited to faculty, service personnel, volunteers, chaperones, and others working for the Blooming Prairie Public Schools.
 - N. "Student" means any person enrolled in Blooming Prairie Public School's educational system.
 - O. "Tobacco industry" means manufacturers, distributors or wholesalers of tobacco products. This includes parent companies and subsidiaries.
 - P. "Tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.
 - Q. "Tobacco product" means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour.; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
 - R. "Tobacco products shop" means a retail establishment with an entrance door opening directly to the outside that derives more than 90 percent of its gross revenue from the sale of loose tobacco, plants or herbs intended for inhalation, cigars, cigarettes, pipes, or other smoking devices for burning tobacco and related smoking accessories in which the sale of other products is merely incidental.

This does not include a tobacco department or section of any individual business establishment with any type of liquor, food, or restaurant license.

- S. "Tobacco-related devices" means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.
- T. "Tobacco-related devices industry" means manufacturers, distributors or wholesalers of tobacco-related devices. This includes parent companies and subsidiaries.
- U. "Visitor" means any person subject to this policy that is not a student, staff, or administrator as defined above.

4. Penalties and Recommendation for Category I Activities are stated in the "Official Handbook of the Minnesota State High School league".

Category I – All Athletes – Accumulative Penalties

Penalties shall be accumulative beginning with the student's first participation on either junior high school or senior high school team or activity and continuing throughout the student's complete high school career (7-12).

First Violation: 2 weeks or 2 contests plus 2 weeks from ALL school-sponsored activities

Second Violation: 5 weeks or 10 contests plus 4 weeks from ALL school-sponsored activities

Third Violation: 1 calendar year plus completion of approved treatment program

5. Penalties and Recommendation for Category II Activities

Category II – Fine Arts and Co-Curricular Activities

Band, Choir, Speech, One-Act Play (MSHSL sanctioned events).

First Violation: 2 weeks or 2 contests plus 2 weeks from ALL school-sponsored activities

Second Violation: 10 weeks or 2 contests plus 5 weeks from ALL school-sponsored activities

Third Violation: 1 calendar year plus completion of approved treatment program

6. Penalties and Recommendation for Category III Activities

Category III – All other students

First Violation: 2 weeks from ALL school-sponsored activities

Second Violation: 10 weeks from ALL school-sponsored activities

Third Violation: 1 calendar year plus completion of approved treatment program

Category I, II, and III penalties must be served independently. Following all violations, students and parents must meet with the coach/advisor and principal/activities director before returning to an activity. Should a violation occur after the last day of the 8th grade year, the student would not be eligible for the following for the rest of their high school career unless the student decides to work to change his/her behavior. The requirements for this include writing a 2-page paper on the detriments of chemical abuse, meeting with Mrs. Romeo, and completing 5 hours of community service. This opportunity is only for first-time offenders. Repeat violations would make the student ineligible for these leadership positions:

Minnesota Honor Society	Homecoming Royalty	Team Captain	Class Officer
Student Council	Activity Officer	MVP Award	

In addition, any student who wants to be eligible for the activities listed below (formerly category II activities) must also complete the 5 hours of community service, meet with Mrs. Romeo and write a 2-page paper. If a student earns a second violation, he/she must complete 10 hours of community service to be eligible to participate and if a third violation occurs, a student is no longer eligible for these activities.

FFA	Trap Team	Robotics	Academic Triathlon
Musical	FCCLA		

MINNESOTA HONOR SOCIETY (MHS) - Blooming Prairie High School has an active chapter of the MHS. Starting with the 2016-2017 school year, BPHS switched over to being members of the Minnesota Honor Society instead of the National Honor Society. There are no fees to be a member. The object of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Qualification standards for entry into the MHS include the following:

1. The official Handbook of the Minnesota Honor Society, including the constitution, will be recognized as the written policy for our local chapter.
2. The scholastic requirement for the Blooming Prairie Chapter will be 3.5 on a 4.0-point scale.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection for MHS they must complete a Minnesota Honor Society application.
4. Students will be evaluated by MHS Faculty Council using criteria published and available for all students.

PHYSICAL EXAMINATIONS AND PARENT/GUARDIAN PERMIT - Any student who intends to participate in high school interscholastic athletics must have on file in the activity registration, a record of a physical examination performed by a physician within the previous three years. No athlete will be allowed to participate in an organized practice without having passed a physical examination. An organized practice is one conducted by a coach or a coach's designee. At the start of each sports season, the athletic director will contact students who need physicals. Students will not be permitted to start a sport until their physical is received in the athletic director's office.

A signed MSHSL parent/guardian permit, current physical, health questionnaire shall be completed annually online and the fees paid before any practicing may begin.

PROM: JUNIOR/SENIOR - The junior class sponsors a prom dance. Sophomores and freshmen may attend if invited by a junior or senior. The dance will run from 9:00 PM to 12:00 midnight. The Frosty Fruit sales generates funds for prom as well as proceeds from the Grand March gate.

SCHOOL COLORS - Black and White

SCHOOL SONG - Washington and Lee Swing:

Here's to our ball team that is hard to beat.
It's got one hundred per from head to feet.
It's got that style, that smile, that winning way.
So where 'ere you go you'll recognize our team and say
Now there's a team I'd like to know,
They've got that good old BP pep and go.
So when you see them play, it's quite a treat,
Can't be beat, our ball team! (Repeat verse)
B-L-O-O-M-I-N-G Blooming! What? Blooming!
Now hit it! BLOOMING!!

SENIOR AWARDS RECOGNITION - A year-end Senior Awards Banquet to recognize the accomplishments of the seniors will be held in the spring.

SENIOR HIGH SOCIAL EVENTS

1. The senior high, grades 9-12, may have three school dances annually: Homecoming (7TH-12TH grade), Prom, Sadie Hawkins (7th-12th grade). If student conduct at dances is acceptable and sufficient revenue is derived to cover the cost, additional dances may be held.
2. A guest list will be used at all school dances. Each student will be allowed to bring one (1) bona fide out-of-school guest. Alumni from the past year may be admitted as a guest of a BPHS student and must conduct themselves in an acceptable manner.
3. No water or refreshments will be allowed in the gym.
4. Students who leave after 9:00 PM will not be allowed to re-enter. Students may make arrangements with the principal if they, for some acceptable reason are unable to attend by 9:00 PM.
5. Tobacco usage by students is forbidden on school grounds and in buildings.
6. Students and guests who obviously are under the influence of alcohol or mood-altering chemicals will have their parent/guardian called and will be detained at school until the parent/guardian arrives.
7. Students who cannot conduct themselves in a proper manner will be asked to leave and will not be allowed to attend the next dance.
8. Senior high students, grades 9-12, are not permitted to attend junior high social activities.
9. Students are encouraged to develop a self-policing system.
10. Any student found to be under the influence of any controlled substance will not be allowed to attend the next BPHS dance for which they are eligible.

SADIE HAWKINS DANCE- THE FOLLOWING PROCEDURES WILL BE USED:

1. Rude, disruptive, and inappropriate behavior will not be tolerated.
2. The Sadie Hawkins, for students in grades 7-12, follows the game during snow week and is over at 11:00 pm. Each student will be allowed to bring one (1) bona fide out-of-school guest.

STUDENT COUNCIL - The student council shall be composed of members selected from the 9th, 10th, 11th and 12th grades. The student council is designed to be that vehicle through which the student body, through its representatives on the student council, can cooperate with the faculty and administration for the best interests of the school to bring about a better understanding between these groups and to promote good citizenship among the students.

CLASS OFFICERS* –The 12th grade class will elect a president, vice president and five (5) representatives. The 11th grade class will elect a president, vice president and four (4) representatives. The 10th and 9th grade classes will each elect four (4) representatives.

- Senior Class President..... Bradley Simon
- Senior Class Vice President..... Bobbie Bruns
- Senior Class Representatives..... Parker Kubicek, Asha Lighthizer, Lauren Schammel, Alivia Schneider, Melanie Winzenburg
- Junior Class President..... Abby Smith
- Junior Class Vice..... Jesse Cardenas
- Junior Class Representatives..... Haven Carlson, Micah Donnelly, Madi Lea, Chloe McCarthy
- 10th Grade Representatives..... Cale Braaten, Addison Doocy, Mason Simon, Kolby Vigeland
- 9th Grade Representatives..... Brady Kittelson, Jacob Pauly, Ella Smith, Cole Wangen

UNIFORMS – School-issued (owned) uniforms may only be worn by game participants during their games and may not be worn by anyone else.

ATTENDANCE POLICY AND PROCEDURES

PHILOSOPHY- Blooming Prairie High School believes that providing a quality educational experience every day is essential to the total growth of the student. In order to receive this quality educational experience, the student needs to be present and actively engaged. The attendance policy is designed to emphasize this belief.

EXCESSIVE ABSENCES & TARDIES – Excessive absences from any class are not conducive to learning. Teachers will monitor absences and when a student has missed class a certain number of times, the student's participation grade will be affected. Students do have the right to talk to the teacher and discuss ways to make up work. An abnormal number of absences may reduce the grade in that class. Unexcused absences will mean an automatic reduction in the participation grade for that class. Teachers are directed to explain the attendance policy for their specific class at the beginning of each semester. It will be each teacher's responsibility to keep accurate student records of attendance and tardiness.

EXTRA-CURRICULAR EVENTS – If a student is absent any part of the school day without prior approval from the administration, the student will not be allowed to participate in any after-school event or practice. In the event of morning practices, if a student attends practice and then misses school, the coach will treat the absence as an unexcused absence at practice.

NOTIFICATION OF ATTENDANCE – Blooming Prairie High School students are required to attend school every day. If this is not possible, the parent/guardian must contact the school prior to 9:00 am on the day their son/daughter is absent from school at (507) 583-4426, option 1 or option 0 (zero); or by Emailing studentabsent@blossoms.k12.mn.us. If this is not done, the student may be considered unexcused and truancy policies will be applied.

Upon returning to school following any form of absence, the student must report to the office to obtain an "Admission Slip". A note from the parent/guardian must also be presented at that time before an "Admission Slip" will be given. No student will be allowed into class after an absence without an "Admission Slip".

For early dismissal or absences that are pre-approved, students must bring a note stating the purpose for the absence and when the absence will occur. Students then will be required to notify teachers of the absence. Students leaving early for any reason must report to the office and the parent/guardian must be notified. No student will be allowed to leave school without parent/guardian permission.

RELIGIOUS OBSERVANCE - parents may excuse their student from attending school for a curricular activity for a religious observance by notifying the Blooming Prairie High School, per the appropriate notification of attendance procedures, prior to the date of absence.

TARDY POLICY – The administration will deal with a student who is tardy first hour; every three (3) tardies equals one unexcused absence.

UNEXCUSED ABSENCES – Any absence that is unexcused (which means without parent/guardian permission) will initiate the truancy process. Consequences will occur for every unexcused absence.

- A. The first unexcused absence will result in one-half hour detention for each hour missed.
- B. The second and subsequent absences will result in one (1) hours of detention for each hour missed. This means a second day of truancy results in seven (7) hours of detention.
- C. **At Three (3) unexcused absences,**
 - a. letter is sent to student
 - b. In-school meeting set up with student and/or parent to discuss solutions to student's attendance issues.
- D. **At Five (5) unexcused absences:**
 - a. School will contact Stacey Zabel (SCAO) to schedule **Attendance Review Board (ARB)** hearing time and date.
 - b. School will send letter with ARB time/date to student/family
 - c. School will email Stacey Zabel at least **5 business days** before ARB copies of the following:
 - i. Referral form
 - ii. **All** attendance letters sent to families
 - iii. Current attendance record.
- E. **ARB**
 - a. School to call family to remind of ARB date day before
 - b. School to arrange for interpreter if needed
 - c. School to bring Action Plan to ARB with updated attendance record
 - d. School Principal, Social Worker/Counselor, Truancy Court Coordinator and Assistant County Attorney to attend ARB
 - e. Stacey Zabel to send copy of completed Action Plan to school, Truancy Court Coordinator, and family. The Steel County Attorney's Office will keep the original.
- F. **Cancelling ARB**
 - a. No ARB on Snow Days
 - b. School to call Stacey Zabel to reschedule ARB hearing time/date
- G. **7 unexcused absences after ARB:**
 - a. If a student is 12 years of age or older the school is to make a report to Minnesota Prairie County Alliance after the child has 7 unexcused absences, full or partial days. The school may also make a Truancy Court referral in addition to this report.
 - b. Notify Minnesota Prairie County Alliance Intake at
 - i. Phone: 507-431-5725
 - ii. Fax: 507-837-5330
 - iii. Email: Childprotection@MNPrarie.org
 - c. The student may be referred to the Steel County Truancy Court Program by the school after 7 unexcused absences, full or partial days. Send the Truancy Court referral form, updated attendance, and credit summary to Stacey Zabel. Done in addition to notifying Minnesota Prairie County Alliance
 - i. Stacey Zabel will provide the Truancy Court referral form, ARB Action Plan, and updated attendance to the members of the Truancy Court Team, who meets every Wednesday.
 - ii. The Steele County Attorney's Office will notify the school of the team's decision and any future court dates.
 - d. If the student is not accepted into Truancy Court, considerations will also be made for issuing a citation to the parents, filing an Educational Neglect CHIPS-Truancy Petition, or filing a probation violation if the student currently has conditions of probation which include attending school daily. Please report any continued concerns to the School Liaison Officer, the Steele County Attorney's Office and/or Minnesota Prairie County Alliance.
- H. Steele County Attorney's Office Contact Information:
 - a. Stacey Zabel, Legal Assistant
 - i. Phone: 507-444-7782
 - ii. Email: Stacey.Zabel@co.steele.mn.us
 - b. Sasha J. Zekoff, Assistant county Attorney (ARB Lead Attorney)
 - i. Phone: 507-444-7776
 - ii. Email: SashaZekoff@co.steele.mn.us

eLEARNING DAYS

In the event of an e-Learning Day, Blooming Prairie High School faculty will:

1. Have an e-Learning assignment posted on Schoology no later than two hours after the normal start time. (10:10)
2. Have a plan to take attendance for each class. Some ways attendance could be verified include:
 - a. Logging in to class page(s) on the school's learning management system (Schoology).

- b. Email exchange to the teacher.
- c. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- d. Work submitted during the e-Learning Day.
(google doc, 365 doc, comment on discussion thread)

* If a student does not have internet access and is unable to do the assignments the teacher's post on Schoology, a parent will call the high school office and leave a message.

3. Be available for communication online or by email between 10:10 am and 3:30 pm. Faculty will also have voicemail from school linked to their email. Call the classroom phone using the appropriate extension. Staff member's class phone numbers can be found on the school website.

Attendance: Attendance will be monitored and some sort of contact with the classroom teacher will be expected. After students log into the classes, their attendance will be verified. If a student fails to communicate with any teachers on an e-Learning Day, he/she will be considered absent. A note and/or phone call will be required from the parents. The teachers will inform the absent student of the assignments for the day and give them appropriate time to complete the assignments.

Devices: Each student has been issued either a laptop or iPad for educational use. If for some reason the student does not have a school issued device, it is their responsibility to contact the teachers to come up with an alternative for receiving the assignments. Students are able to use their own devices at home to complete the work if they choose.

Internet Access: We understand not all households have internet access. If this is the case, students will have reasonable time to turn in their assignments. Once they walk into our building, they will have access to the internet, therefore, the ability to complete their assignments.

EXPECTATIONS

Detention –

- A. When detention is assigned, the students will be required to serve the detention during their NEXT lunch period. If it is a morning issue, detention would be served that same day during lunch. If it is an afternoon issue, detention will be served at lunch the next day. Failure to do this will result in ISS (In School Suspension) the following day.
- B. When detention is assigned, the students will get their lunch immediately and come to the office or classroom assigned for detention where they will sit for the duration of the lunch period. When the lunch period is over, the student will return his/her tray and continue on with their day.
- C. More serious detentions may result in multiple lunch periods or detentions served before or after school

DISCIPLINE POLICY

Introduction – It is the position of the School Board of Independent School District No. 756 that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise that responsibility within the school setting. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions that are degrading or hostile to other individuals and groups. The staff has the responsibility and authority to define intolerant physical threats or assaults, or any actions considered demeaning to others. It is the responsibility of the school board, administrators, and teachers 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 law, State Board of Education regulations, and this policy. The school board recognizes its responsibility to meet the educational needs of students who do not respond well to traditional school programs. Such efforts may include utilizing special services personnel and outside referral agencies and adjusting normal school procedures. If a student does not respond to these efforts and exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct.

The following school board policies apply district wide.

SECTION 1 RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive to good order or which violates the rights of others. The following acts are unacceptable behavior at school, school-sponsored activities, or on school grounds, and are subject to disciplinary action in District 756 schools.

A. Truancy and Unauthorized Absences

- 1. As required by current statutes, regulations of the State Department of Education, and the School Board of District 756, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Students returning to school following an absence are expected to complete all missed assignments within a reasonable period of time.
- 2. For purposes of this policy, truancy is the absenting of oneself from school or class without the knowledge and approval of the school. Any truancy is considered an unexcused absence and will be cause for disciplinary action.
- 3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. School or Personal Property

- 1. **Vandalism:** Damage or vandalism to school property or to private property of others by students is vandalism. Students guilty of vandalism will be subject to disciplinary action.
- 2. **Lockers:** lockers are provided by the School Board for student use as a depository of books, clothing, and other personal articles. At no time are students to use the lockers for storage of illegal items or items of a hazardous nature. In grades 7-12 lockers are provided. All lockers are subject to search by the school administration whenever reasonable grounds are presented in which a dangerous or detrimental situation may exist or contraband may be stored or hidden.
- 3. **Theft:** Theft is the act of intentionally and without proper or rightful claim taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property; or the finding of lost property and not making reasonable effort to find the owner. Students guilty of theft will be subject to disciplinary action.

- C. Physical Assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault by students against staff members or students is considered to be detrimental to a sound educational atmosphere, and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical restraint to prevent or minimize injury to students or staff.
- D. Verbal Assaults: Verbal assault is the use of abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student, including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicap.
- E. Threats and Disruptions:
1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.
 2. School Disruptions: any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.
- F. Dangerous, Harmful, and Nuisance Substances and Articles:
1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, school-sponsored activities, or on school grounds.
 2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
 3. Tobacco: Tobacco use by students is prohibited at school, at school-sponsored activities, or on school grounds.
 4. Harmful and Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and at school-sponsored activities (i.e., weapons, guns, knives, etc.).

The principal and school staff members shall be alert for any possible student involvement with dangerous, harmful, and nuisance substances or articles. When the principal or a staff member has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in a student's possession, they shall investigate and take immediate and necessary action to safeguard persons and property.

G. Failure to Identify Oneself: Failure to provide proper identification upon request of a staff member is unacceptable.

H. The violation of any state, local, or federal law is unacceptable behavior.

I. The following constitute unacceptable behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the student or other students, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.

SECTION 2 CORRECTIVE MEASURES

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. Each incident must be considered on an individual basis by the teacher or administrator. These procedures may include but are not limited to: meeting with teacher, counselor, or principal; detention; loss of school privilege; removal from class; parent/guardian conference with school staff; modified school program; school probation; dismissal for one day; suspension; referral to superintendent, exclusion; expulsion; police referral; court referral; home instruction.

A. Removal from Class: Removal from class is defined as "any action taken by a teacher, principal, or other school district employee to prohibit a student from attending a class for a period of time not to exceed three class or activity periods." A class period or activity period is defined in secondary grades as "instruction for given course of study" and in elementary grades as "a period of time not to exceed one hour, regardless of the subject of instruction."

1. Removal from class is the short-term exclusion of a student from the classroom during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal/lawful designee and the teacher. The length of time of the removal from class, as defined in Minnesota Statute 127.41, subd. 2, shall be at the discretion of the principal after established procedures with the teacher have been followed (see Section 3 Consequences).

Grounds for removal of a pupil from class:

- a. Willful conduct which materially and substantially disrupts the right of others to an education.
 - b. Willful conduct which endangers school district employees, the pupil or other pupils, or property of the school.
 - c. Willful violation of any rule of conduct specified in this discipline policy.
 - d. Willful violation on the sound discretion of the teacher on disciplinary violations only (non-academic).
2. Any student removed from class must report directly to the principal's office and meet with the principal/lawful designee. The teacher must notify the office immediately that the student has been removed from class. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.
 3. Suspension: suspension is the short-term exclusion of a student from school, school property, and school-sponsored events for a period exceeding one school day. During the term of suspension, the parent/guardian assumes custody of the student during school hours. Suspension may be for a period of up to five (5) days. A student will not normally be suspended without an informal administrative conference. The student will also be served with a written notice containing grounds for suspension and other pertinent information. The parent/guardian will be notified of suspension by certified mail. Ordinarily a student will not be released from the building until the parent/guardian has been notified by verbal communication. All provisions will be adhered to. If a student returns to school during a suspension, the action can be considered a violation of the suspension and may be cause for further disciplinary action. In certain circumstances, a parent/guardian maybe expected to accompany the student for a reinstatement conference when a suspension is completed.
 4. Modified Student Program: After consultation with parent/guardian and staff, the principal may alter the student's class schedule by transfer or exclusion.
 5. Alternative Program: The principal may, upon approval of the superintendent, prescribe a specific alternative educational program which he believes will best serve the interests of the students and the school.
 6. Police and Court Referral: The principal may refer a student to the court for incorrigibility or truancy. The principal may ask for the assistance of local law enforcement when appropriate.
- B. Copies of this policy together with the Pupil Fair Dismissal Act shall be published and made available on the school website during the first month of the school year, a printed copy can be obtained in the office. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act.
- C. The parent/guardian shall be notified in writing of any violation of the rules of conduct which result in disciplinary actions by first-class mail,

except as provided otherwise by the Pupil Fair Dismissal Act. Students shall be notified of violations of the rules of conduct and resulting disciplinary action verbally except as provided otherwise by the Pupil Fair Dismissal Act.

D. Superintendent Level Measures: The principal may refer a student to the superintendent for disciplinary action. The referral will be in writing and will be accompanied by a complete and up-to-date disciplinary record. If the superintendent accepts the referral, a hearing will be conducted before taking any disciplinary action. The student and parent/guardian will be notified of the hearing and will receive a copy of the referral letter. At the hearing, the student may be accompanied by his/her parent/guardian or counselor. The principal and other school personnel may be present. The superintendent may take one or more of the following actions:

1. Defer action.
2. Place the student on superintendent's probation.
3. Place the student on home instruction.
4. Place the student in a modified or alternative program.
5. Attempt to seek placement in a school outside the district.
6. Refer the student to the school board for expulsion in accordance with state law.

The superintendent will communicate the decision in writing to the principal, student, and the parent/guardian. The decision of the superintendent may be appealed to the school board.

E. Expulsion: shall be defined as an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act as amended. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.

F. Assault, restraint, and corporal punishment: Staff is forbidden from using physical force on a student or administering corporal punishment except as follows:

1. Staff may use reasonable physical force for the purpose of restraining a student to prevent or minimize damage to property or injury to person.
2. Any staff member may request any student to provide proper identification and, upon the refusal of a student to provide same, may use reasonable force to transport the student to the office or other place where the staff member may secure assistance.

G. Handicapped Students: In the event a handicapped student becomes subject to disciplinary action due to violation of these policies, the child Study Committee will conduct a thorough review of the Individual Education Plan (IEP) for adequacy, mandated by MR 3525.2470 Subd. 1.

Suspension: An IEP meeting shall be held within five (5) school days of a learner's suspension. If a learner is placed on in-school-suspension status, according to the district policy established for all learners, for all or part of the day for two or more consecutive days or three times in one month, a TEAM meeting must be held. The TEAM and involved teachers shall:

1. Determine whether the misconduct is related to the handicapping condition(s);
2. Review any assessments and determine the need for further assessments; and
3. Review the IEP plan and amend goals and objectives or develop an alternative IEP plan.

SECTION 3 CONSEQUENCES

Among the duties of the principal is to promote a positive and safe learning environment for students and to improve consequences for those students who have not developed self-discipline and who misbehave in school. The consequences will be assigned according to how serious the misbehavior of the student is and how much trouble the student has been in previously. A student who has violated a rule will receive a consequence that corresponds to the step for that rule violation. Before a student is referred to the principal for minor violations and classroom disruptions these steps should be followed:

1. Verbal warning;
2. Student-teacher conference;
3. Teacher email to parent/guardian;
4. Removal from class and referral form completed

Consequences for Office Referral – Every office referral is an automatic one-half hour of detention. Depending upon the severity of the referral, more detention may be given. Some offenses are an automatic suspension. These include but are not limited to:

OFFENSE / CONSEQUENCE

- ❖ Physical assault (fighting) / At least two (2) days of suspension
- ❖ Tobacco, alcohol, drugs on campus / At least two (2) days of suspension
- ❖ Verbal abuse of staff / At least one (1) day of suspension
- ❖ Willful vandalism / At least one (1) day of suspension
- ❖ Possession of dangerous substance, weapon / At least three (3) days of suspension; possible expulsion
- ❖ Violation of local, state, federal laws / Suspension; expulsion

GUIDANCE AND COUNSELING

Blooming Prairie High School has a professionally licensed school social worker and counselor. The social worker will provide a means for assisting both the school and the human service agency in developing early strategies of students. The counselor will assist students with problems relating to their choice of subjects, future educational plans, their choice of profession or vocation, and their problems. Students are urged to acquaint themselves with the guidance services available. Valuable information about careers, professions, colleges, etc. is kept on file in the guidance office. This information is available to all students, and students are urged to make use of this service to help them answer their questions about future plans.

Basic College Requirements – Although there is a wide variation among colleges and universities in their requirements for admission, there are some that are basic to most institutions. These are: 4.0 credits in English, 4.0 credits in Social Studies, 3.0 credits in Science, and 3.0 in Mathematics earned in grades 9-12. Students planning to enter colleges that have restricted enrollment should plan to take two laboratory sciences. Some colleges also require two years of a foreign language. It is very important that the high school courses be carefully planned and that good academic grades be earned. Class rank is becoming increasingly important, and many colleges will admit only those students whose rank is in the upper third of their class. Many colleges have specific requirements as to high school credits, class rank, and test results for admission. Students should consult with the counselor to be certain that they meet requirements for selected institutions or check the college's high school requirements.

College Visits – The administration and counseling department strongly encourage that students visit potential schools during their junior and senior years. Each student will be allowed two (2) college visits their junior year and three (3) their senior year. Arrangements must be made through the

school counselor three (3) days before the student wishes to go for the visit to be excused. College visitation forms are available in the guidance office and must be completed in order for the visit to be excused.

BLOOMING PRAIRIE HIGH SCHOOL SOCIAL MEDIA GUIDELINES FOR STUDENTS

As a student at Blooming Prairie High School, you are expected to follow student handbook guidelines, even though an event may happen off school property or after school hours. Facebook, Twitter, Instagram, and other social media sites have increased in popularity globally and are used by the majority of students in one form or another. Participation in such networks has both positive appeal and potentially negative consequences. It is important the Blooming Prairie High School students be aware of these consequences and exercise appropriate caution if they choose to participate.

*Students should be aware that third parties, including the media, faculty, future employers, and college officials, could easily access your profiles and view all personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student and our school. This can also be detrimental to a student's future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all-inclusive:

- Photos, videos, tweets, retweets, comments, or posters showing the personal use or possession of alcohol, drugs, and tobacco.
- Photos, videos, tweets, retweets, comments, or posters that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Photos, videos, tweets, retweets, comments, or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, coaches, or teammates; taunting comments aimed at a student, coach, or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

*Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos, and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it.

*If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of Blooming Prairie High School. Remember, always present a positive image and do not do anything to embarrass yourself, the team, your family, or Blooming Prairie High School.

*In short, do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited and does not equal freedom from consequences. The online social network sites are NOT a place where you can say and do whatever you want without repercussions. The information you post on a social networking site is considered public information. Protect yourself by maintaining a self-image of which you can be proud for years to come.

Students, Parents and Guardians, let it be known that any students in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director. The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters

Equal Educational Opportunity

I. Purpose

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

II. General Statement of Policy

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

Legal References: Minn. Stat. §121A.03, Subd.2 (Sexual, Religious, and Racial Harassment and Violence)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

HARASSMENT AND VIOLENCE – GENERAL STATEMENT OF POLICY

Sexual, Racial, and Religious harassment and Sexual, Racial, and Religious Violence is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2003, *et. Seq.*, and Minnesota Statute 363.01-.14, the Minnesota Human Rights Act. It is the policy of Independent School District No. 756 to maintain learning and working environment that is free from all harassment and all violence. The School District prohibits any form of sexual, racial or religious harassment and sexual, racial or religious violence.

It shall be a violation of this policy for any student or employee of School District No. 756 to harass a student or an employee through conduct or communication of a sexual, racial or religious nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 756 to be sexually, racially or religiously violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual, racial or religious harassment, or sexual, racial or religious violence and to discipline any student or employee who sexually, racially or religiously harasses or is sexually, racially or religiously violent to a student or employee of the School District.

Copies of the School District's policy are available from the high school principal upon request.

Copies of this policy are posted in the high school office, guidance counselor's office, media center, and teachers' workroom. If you should have any question concerning this policy or wish to file a complaint, please see the high school principal at once.

HAZING PROHIBITION POLICY

I. Purpose

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

II. General Statement of Policy

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a student being hazed does not lessen the consequences contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. Definitions

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

IV. Reporting Procedure

- A. Any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level.
- C. Teachers, administrators, volunteers, contractors, or other school employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. School District Action

- A. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- B. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken in violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes but is not limited to: any form of intimidation, reprisal, or harassment.

Legal References: Minn. Stat. §121A.69 (Hazing Policy)
 Minn. Stat. §121A.40 to 121A.56 (Pupil Fair Dismissal Act)

BULLYING PROHIBITION POLICY

Refer to the Bullying Prohibition Policy Addendum which is located on the High School website under the High School Forms and Handbooks section

STUDENT DISABILITY NONDISCRIMINATION POLICY

I. Purpose

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. General Statement of Policy

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
 - 2. has a record of such impairment; or
 - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

III. Coordinator

Persons who have questions, comments, or complaints should contact Kristin Romeo for concerns dealing with the elementary school or Mary Worke for concerns dealing with the high school regarding grievances or hearing requests regarding disability issues. These persons are the school district's 504/ADA Coordinators.

IV. Grievance Procedure

- A. This grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits, or in employment practices and policies, by Blooming Prairie ISD #756.
- B. The grievance should contain information about the alleged discrimination such as name and phone number of the complainant and location, date, and description of the problem. Alternate means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
- C. The complaint must be filed by the grievant and/or his/her designee within 30 calendar days after the alleged violation.
- D. The grievance may be filed in writing with the District 504/ADA Coordinator.
- E. The Blooming Prairie ISD #756 504/ADA Coordinators are:

Kristin Romeo
Blooming Prairie Elementary School
123 2nd Street NW
Blooming Prairie, MN 55917
(507) 583-6615, ext. 228
Hours Available: 7:50 a.m. to 3:30 p.m. Monday through Thursday
7:50 a.m. to 2:57 p.m. Friday

Mary Worke
Blooming Prairie High School
202 4th Avenue NW
Blooming Prairie, MN 55917
(507) 583-4426, ext. 228
Hours Available: 7:50 a.m. to 3:30 p.m. Monday through Thursday
7:50 a.m. to 2:46 p.m. Friday

Step One

The grievance should be submitted to the school principal or designated 504/ADA facilitator who will investigate the circumstances of the alleged violation. The principal or 504/ADA facilitator will provide a written report of the findings of fact and conclusions within ten (10) school days to the grievant and District 504/ADA Coordinator.

Step Two

If the grievance has not been resolved to the satisfaction of the grievant, he or she may appeal to the District 504/ADA Coordinator within ten (10) school days of receipt of the report. The District 504/ADA Coordinator will conduct an investigation and within ten (10) school days of receipt of the appeal, the District 504/ADA Coordinator will affirm, reverse, or modify the report of the principal or school 504/ADA facilitator.

Step Three

If the grievance has not been resolved in Step Two to the satisfaction of the grievant, he or she may request an impartial due process hearing.

Step Four

The grievant may file a complaint with community, State or Federal agencies.

Legal References: 29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)

34 C.F.R. Part 104 (Implementing Regulations)

Cross References:

MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

US Department of Education
Office for Civil Rights, Chicago Office (Region V)
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
Fax: (312)-730-1576
TDD: (312) 730-1609
E-mail: OCR.Chicago@ed.gov

**INDEPENDENT SCHOOL DISTRICT NO. 756
UNLAWFUL STUDENT DISABILITY DISCRIMINATION TOWARD A STUDENT**

General Statement of Policy Prohibiting Unlawful Student Disability Discrimination Toward a Student

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful disability discrimination. All students are to be treated with respect and dignity. Unlawful disability discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of disability:

If the alleged unlawful student disability discrimination was toward another person, identify that person:

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of disability. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

STUDENT SEX NONDISCRIMINATION POLICY

I. Purpose

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. General Statement of Policy

- A. The school district provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The School Board hereby designates Chris Staloch, Superintendent of Schools, Blooming Prairie Public Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 427, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the elementary school principal.

III. Reporting Grievance Procedures

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In each school building, the building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Chris Staloch, Superintendent of Schools, Blooming Prairie Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 427, the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the elementary school principal. Jake Schwarz, the elementary school principal, is hereby designated by the School Board as an alternative individual in the event a complaint involves the Superintendent of Schools who is both the Title IX Coordinator and Human Rights Officer.
- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. Investigation

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. School District Action

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action

taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. Dissemination of Policy and Evaluation

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

US Department of Education
Office for Civil Rights, Chicago Office (Region V)
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
Fax: (312)-730-1576
TDD: (312) 730-1609
E-mail: OCR.Chicago@ed.gov

**INDEPENDENT SCHOOL DISTRICT NO. 756
UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT**

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

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Complainant: _____

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Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex:

If the alleged unlawful sex discrimination was toward another person, identify that person:

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

(Date)

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.

<p style="text-align: center;">Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <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. 	<p style="text-align: center;">ACCESS and Alternate ACCESS for English Learners</p> <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.
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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 _____