Blackduck High School

2026-27 Student Handbook

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Preface

This Model Student Handbook has been developed to help school districts provide information and notices to students and parents/guardians. The handbook addresses many issues, and it can serve as one of the tools for school districts, students, and parents/guardians to work together effectively toward the common goal of an excellent education for students.

A handbook is an efficient and effective way to provide the notices required by law and/or policy. Notices required by statute are identified at the end of the heading for that topic by the symbol, **[*]**. Notices required by MSBA/MASA model policy are identified at the end of the heading for that topic by the symbol, **[**]**. The remaining notice topics are included in the Model Student Handbook as recommended best practice. School districts should review their own policies and ensure that if a policy requires the school district to include notice of the policy in the student handbook, the appropriate notice is included. The information and references following a heading with one of these symbols meet a notice requirement. To document that parents/guardians have received a student handbook (and the required notices therein), the school district should collect a signed acknowledgement form from each student and his/her parents/guardians. Any conflicts between language in the student handbook and a school district policy should be resolved in favor of the policy.

Introduction

Welcome to The Blackduck School District

On behalf of the faculty, we would like to welcome you to Blackduck High School for the coming year. We hope that the 2026-2027 school year will be rewarding and productive for you.

We are looking forward to assisting you in fulfilling your educational goals. Blackduck High School has a history of fine academic and extracurricular achievement. We expect you to meet the educational goals you have set, to carry on the tradition of excellence at BHS, and to make this a better place. You can benefit from everything Blackduck High School has to offer by being actively involved in your classes and the programs offered.

This handbook is meant to serve as a guide for students and parents. Not every circumstance or event can be anticipated, therefore students are subject to all district rules, regulations and policies and the interpretation by school officials, thereof. Violations of such may result in suspension, expulsion or exclusion. Extreme disruptive or threatening incidents of behavior may warrant immediate suspension from school. This handbook may be changed or amended during the school year. The School Board approves this handbook and its contents annually.

Mission Statement:
The mission of Blackduck Independent School District No. 32 is to Ensure access to healthy and comprehensive educational program, Encourage a positive and orderly school environment, Empower students to reach their highest personal potential, Enrich social relationships, citizenship, sense of community, and Embrace lifelong learning.

Policy Information
This handbook is developed within the guidelines of the board of education approved district policy. A copy of all District #32 Board Policies, including those which are referenced in this handbook, are available in the District office. Please see an administrator if you have any questions about District or High School policies.

School Messenger is a telephone broadcast system that will enable school personnel to notify all households and parents by phone of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service is also used from time-to-time to communicate general announcements or reminders. Parents are encouraged to inform the school of any change in phone numbers to reduce missed calls.
Please keep in mind if you miss a call, you can dial **1-855-955-8500** to check the message. This call must be made from the phone number that school messenger has called.

Staff Directory and Contact Information *
Staff information is listed below. For contact information please call (218) 835-5210 or visit blackduck.k12.mn.us/high-school-staff-email.html.

Office Staff:
Peter Bahr – Superintendent
Kelly Stultz - Principal
Theresa Templin - Guidance Counselor
Tanya Sundvall - Student Services/MARSS
Heidi Landis - Receptionist

Support Staff:
Josh Ziegler - Director of Athletics & Activities
Nate Lien - Technology Director
Jean Loehlein – Mental Health Practitioner
Ryan Stomberg - Child Therapeutic Support Services

English Department:
Annie Cheney
Ike Volk
Jennifer Parker

Math Department:
Cody Nord
Alex Chiglo
Kristine Gustafson

Science Department:
Daniel Carlson
Debra Sobiech
Janelle Plaia

Social Studies Department:
Ben Rudnick
Andy Feddema
Makayla Brauch

Special Education:
Kim Coborn
Barb Haluptzok
Doug Frank
Deborah Solum

Career & Technical Education:
Jeremy Berg (Industrial Technology)
Amos Bessler (Agriculture)
Kari Pickett (Business)
Amy Mastin (FACS)

Fine Arts:
Danielle McKeeman (Art)
Becky Haugen (Vocal Music)

Physical Education/Health:
Daniel Hangaard
Risto Kultala

Library/Media:
Tonya Anderson

PART I – INFORMATION

Hours for School District Buildings and Facilities *
Building Hours are from 7:00 a.m. to 5:30 p.m. Tuesday through Friday. Building operation on Monday is subject to the district calendar and individual appointment.

School Hours
We encourage all students to participate in extracurricular activities, which take place before and after school. All students who are NOT participating in a supervised activity or are under the direct supervision of an adult must leave the school building. When there are home events, the only areas that will be open are those in the immediate area of the activity. Open areas include the athletic commons, locker room and concession stand. All materials should be taken from lockers before school ends.

Daily Class Schedule *

Daily Schedule/ 1st Bell is 8:15 am

JUNIOR HIGH

1ST HOUR	8:20 – 9:20
2ND HOUR	9:24 – 10:22
3RD HOUR	10:26 – 11:24
LUNCH:	11:24 – 11:54
DISMISS 9TH GRADE AT 11:22	
DISMISS 8TH GRADE AT 11:23	
DISMISS 7TH GRADE AT 11:24 - BELL	
4TH HOUR	11:54 - 12:52
5TH HOUR	12:56 – 1:54
6TH HOUR	1:58 – 2:56
7TH HOUR	3:02 – 4:00

SENIOR HIGH

1ST HOUR	8:20 – 9:20
2ND HOUR	9:24 – 10:22
3RD HOUR	10:26– 11:24
4TH HOUR	11:28 – 12:26
LUNCH	12:26 – 12:56
DISMISS 12TH GRADE AT 12:24	
DISMISS 11TH GRADE AT 12:25	
DISMISS 10TH GRADE AT 12:26 BELL	
5TH HOUR	12:56 – 1:54
6TH HOUR	1:58 – 2:56
7TH HOUR	3:02 – 4:00

Arrival and Dismissal Hours
School hours are: 8:15 a.m. to 4:00 p.m.

Assemblies
Special announcements will be made when there are school assemblies. Students are expected to be attentive and to show respect for the speaker or performers.

Backpacks and Book bags
For safety and security issues, no backpacks or book bags may be carried during the school day.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the district office and on the school district's website at http://blackduck.k12.mn.us/district-forms.html

Cameras
Use of any photographic device, film camera, digital camera, cell phone camera, video camera, etc. that impinges upon the rights of others is strictly prohibited. Misuse of any such device in a school locker room, school bathroom or elsewhere in a way that violates the personal privacy of the individual may result in the immediate initiation of the expulsion process.

Closed Campus Policy
Blackduck High School has a closed campus policy for grades 7- 9. This includes students' lunch period. Students are not permitted to leave the building without school and parent permission. Any departure from the building by a student without prior approval shall be considered an unauthorized departure from the building and shall be subject to disciplinary action. Senior High students (grades 10-12) may leave during their lunch period. Students who return late from lunch or do not return after lunch will not have open lunch for a time period to be determined by administration.

Cafeteria
Your cooperation and your thoughtful consideration for other students are expected and appreciated.

1. All lunches must be eaten in the cafeteria/commons unless special permission is given.
2. Students are to conduct themselves in an orderly manner at all times, in the lunch lines, and while eating.
3. Each student is responsible for the cleanliness of the table or the place at which he/she eats and for the surrounding area.
4. Trays, silverware, refuse and other eating items should be returned to the garbage and dish washing area after use.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Dances
Dances are designated for either Jr. High or Sr. High students. Only students who are attending a traditional high school, and recent BHS alumni (not AEC or online) are allowed as guests with a signed permission form and only then if they are pre-approved by the advisors of the organizations sponsoring the dance. The student who brings the guest will be responsible for their behavior. Guests are expected to abide by all Blackduck High School rules or will be asked to leave. Students who leave the dance or arrive more than 20 minutes late for the dance will not be allowed to enter.

Dropping/Adding a Class
Students are to remain in their classes until the end of the term(s). If a student wishes to withdraw from a class, the student must contact the Guidance Counselor within the first week of class.

Electronic Device Lost/Stolen

Students will be charged for school-owned electronic devices that are lost, damaged or destroyed. Students who owe for a device will have an obligation to the district. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school principal.

Elevators
Any student or staff member who is temporarily/permanently physically challenged may, upon approval from the Health Office, use the elevator. Unauthorized use by a student will result in disciplinary action.

Eighteen-Year-Old Students

According to Minnesota State MSA 120A.20,Subd. *1., All students, regardless, of age, may be governed by a single set of rules provided the rules reasonably apply to all students to achieve a legitimate school purpose.* Students who are eighteen years of age or older are not exempt, and are bound to, any regular rules and regulations established for the general student body by school board policy. Therefore, Blackduck High School's policies encompasses all students in grades 7th-12th, thus student absences, and "permission to leave requests" for eighteen-year-olds will require a parent/guardian verification. **The only exception is an eighteen-year old student who is legally independent and responsible for his or her own financial obligations, and living out of the household.**

Homework Policies
Classroom policy provided in teacher syllabi.

SPORTS PHILOSOPHY
Blackduck High School is of the belief that athletics and other extracurricular activities are an integral part of the educational system. It is believed that extracurricular activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community, school district and staff, students are given the opportunity to participate in the extracurricular programs both as spectators and competitors.
These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self-concept and character, goal setting and values, leadership, initiative, self-discipline, loyalty, sportsmanship, physical skills and growth, and the personal pride and satisfaction of participation and competition. Since life demands many of the same qualities that are developed through athletics and other extracurricular activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

1. All playing time is not a right, but a privilege that is earned through sportsmanship, team play, mental discipline, and hard work. *Athletes will be given the opportunity to earn playing time in practice.*
2. Varsity (9th – 12th grade) Sports Philosophy: Blackduck has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a win at all costs philosophy, but a strong effort to win the contest will be made by the players and the coaches.
3. Junior High (7th & 8th grade) Sports Philosophy: At these levels of competition, the emphasis is put on participation, both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities, as well as to prepare them for competitive situations. A goal is set to win the contest, but not at the cost of not allowing a certain individual a chance to participate.

SPORTSMANSHIP CODE OF ETHICS
Courtesy, fairness and respect characterize sportsmanship. It is interpreted by the conduct of participants, coaches, school administrators and spectators. We at Blackduck are continually striving to maintain and improve these qualities. Blackduck School District has adopted the following Sportsmanship Code:
1. We will be courteous in speech and action at all times.
2. We will respect our opponents at all times.
3. We will be loyal to our own team but also applaud the abilities of players on all teams.
4. We will obey instructions given by schools and those in charge.
5. We will play according to the rules of each game.
6. We will respect the decisions of game officials.
7. We believe to have a successful team, we must have a will to win but we will enjoy each game - - win, lose or draw.

FOREWORD
Helping to establish a desirable atmosphere for activities is the duty of parents, students, and school personnel. To enhance this atmosphere the following guidelines should be utilized.

POLICY/REGULATIONS FOR CONCERNS REGARDING
EXTRA-CURRICULAR PROGRAMS, ADVISORS/COACHES

The Blackduck Board of Education is responsible for the employment of staff personnel and others to assume the responsibilities and duties of advising and/or coaching the many extra-curricular activities provided for the students of Blackduck High School.

The Board understands that the task of coaching and/or advising young people can be a complex and difficult responsibility, and in that leadership role, decisions must be made by the advisor/coach which may result in a perceived problem. Concerns should be lodged as follows:

1. First, call and set up an appointment with the coach to discuss your concern(s) in a calm, rational manner (never in front of other players or right after a game). *The coach may require the athlete to be present at the meeting. Playing time is one issue the coach will not discuss with parents. Athletes should feel free to meet with the coach to discuss any issue.* if not resolved -
2. Athletic Director and/or Principal, if not resolved -
3. Superintendent of Schools, if not resolved -
4. Last call would be the Board of Education.

GENERAL POLICIES FOR EXTRA-CURRICULAR ACTIVITIES

Athletic Injury

Students that are injured in an athletic event or practice and require care must provide the athletic director with a signed statement by the doctor or trainer granting permission to resume practice or participation in the event. All athletes are required to attend practices and games, at the coaches/advisors discretion. If they do not attend practices and games, it will be considered an unexcused absence, therefore affecting playing time.

Practice Attendance

Unexcused absences from practice may result in loss of playing time. In order for an absence to be excused, it must be approved by the coach before the beginning of practice. Emergencies will be handled on an individual basis. Both your coach and teacher must preapprove any tutoring to be done during practice time. Each coach will be responsible for deciding if an absence is excused. Students with ASD will be ineligible to participate on the day ASD is assigned. *The athlete must let the coach know in advance if they are going to be absent.*

Lettering and End of Season Awards

Students must be eligible to compete under Minnesota State High School League rules and **be an active member of the team at the end of a season to be eligible for a letter award**. If a student becomes academically ineligible which forces their team to compete without them or has a MSHSL violation at any time during the season, they will not be eligible for any additional team end-of-the-season awards. Exception may be made for medical reasons. The head coach or advisor of the activity will establish any other criteria.

I. Parent's Responsibility

Good discipline originates in the home because the parent is the first teacher. It is a parent's obligation, by teaching and example, to develop in the pupil good habits of behavior as well as proper attitudes toward the school. To help your student's progress in school, a parent should:

A. Teach and require of the students respect for law, for authority, for the rights of others, and for private and public property.
B. Share with students an interest in school activities and in their general progress.
C. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
D. Arrange for a time and place for homework and see that the student makes use of the time.
E. Encourage and guide wholesome friendships, interests and activities.
F. Understand and comply with the rules of the school concerning pupil conduct, and cooperate with the school in carrying out disciplinary action taken by the school.
G. Instill in students that academics are the prime concern of the school.
H. Be aware of the eligibility/participation rules of the Minnesota State High School League, Blackduck Schools, and those of the coach/advisor of your daughter's/son's activity.

II. Student's Responsibility

Students attend school so that they may develop their individual capacities to their fullest and become, for their own benefit and that of others, the best person that is possible for them to become. To do this, the student would:
A. Make a sincere effort to do his/her best work.
B. Accept responsibility for his/her own actions, and respect the rights of others.
C. Obey school rules and regulations, those made both by the school authorities and by the student governing body.
D. Help maintain school property free from damage and defacement.
E. Be aware of the eligibility/participation rules of the Minnesota State High School League, Blackduck Schools, and the coach/advisor of your activity.

III. Coach's Responsibility

Coaching involves providing a stimulating and effective program of instruction and establishing and maintaining an atmosphere conducive to learning and the development of sound social attitudes and habits. This a cooperative effort in which the coach, with the assistance of the administration, should:
A. Approach his/her assignment with enthusiasm and regard each pupil as a worthy individual.
B. Plan and conduct a program of instruction which will make each child eager to learn and which will enable each pupil to achieve his/her full potential.
C. Teach the student what is expected of him/her in terms of conduct in and about the school.
D. Enforce the rules of the school system and of the school courteously, consistently, and justly.
E. Distinguish between pupil misconduct which the coach should handle and that which requires the assistance of the administration.
F. Make the participants in your activity and their parents aware of the eligibility/participation rules that you may have for your activity.

IV. Terminology

For use in this handbook the term coach shall be synonymous with director, advisor, or supervisor.

Eligibility Policy

Participation in all extracurricular activities offered by Blackduck High School will be determined by the following:
Ninth, tenth, eleventh, and twelfth grade students: A student is progressing satisfactorily toward graduation and therefore eligible for Minnesota State High School activities at Blackduck if the student has accumulated the following credits prior to the beginning of the designated quarter:

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
9th Grade	All students eligible	1.25	3.00	4.75
10th Grade	6.25	8.00	9.50	11.25
11th Grade	12.75	14.50	16.00	17.50
12th Grade	19.00	20.50	22.00	23.50

1. A list of ineligible students will be published at the end of each quarter. Students who are short on credits will be placed on academic probation for one quarter. During this one quarter probation they will be eligible to participate in activities but their progress will be monitored and a plan for correcting their deficiencies determined.

If at the end of the one quarter probation they have not made sufficient progress toward making up the deficiency, they will be declared ineligible to participate in activities until the deficiencies have been corrected. Correcting the deficiency means that the student will have passed enough courses at the quarter break to bring the total of passed courses in line with the guidelines. **Ineligible students may not practice or travel with the team.**

Sixth, seventh and eighth grade students: If a student fails more than one course during the quarter he/she will be ineligible to participate in high school activities for 2 weeks of the season or 2 events, whichever is greater and confirmation of passing grades from Administration. Ineligible students in grades 6, 7, & 8 will be allowed to practice.

2. Activities affected by this policy will include:

Football	Volleyball	Basketball	Baseball	Track
Wrestling	School Plays	Softball	Golf	FFA

Speech	Student Council	Knowledge Bowl	Class Officers
Prom Committee	BPA	Robotics	National Honor Society

Music Activities (Spring and Fall Concert Excluded)

3. Transfer students must meet Blackduck High School academic eligibility requirements.

This policy will be reviewed annually by the Academic Eligibility Committee.

Prohibited Substances and Eligibility

At any time during the calendar year, regardless of quantity, a student shall not use tobacco or alcoholic beverages; use or consume, have in possession, buy, sell, or give away any other controlled substance, including anabolic steroids. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

A. Penalty for eligibility rule violation in Category I activities (per MSHSL jurisdiction)

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own violation becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.
4. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
5. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
6. In order for missed events in an activity to be counted toward regaining of eligibility, the student must complete the entire season of the activity.

B. Penalty for eligibility rule violation in Category II activities (One-Act Play, School Plays, Knowledge Bowl, BPA, Band and Choir)

1. First Violation: After confirmation of the first violation, the student shall lose eligibility to participate in the next public or interscholastic performance event of the activity or activities in which the student is a participant.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility to participate in the next two (2) public or interscholastic performance events of the activity or activities in which the student is a participant.
3. Third and Subsequent Violations: After confirmation of the third or subsequent violation, the student shall lose eligibility to participate in the next three (3) public or interscholastic performance events of the activity or activities in which the student is a participant.
4. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other

extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Minnesota Statutes 120.101 provides schools may charge for lost or destroyed textbooks, workbooks or library books. Students will be charged for, textbooks, workbooks, and library books that are lost or destroyed. Students who owe for these items will have an obligation to the district. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school principal.

Food Service

Parents or students are to deposit money into a food account. All accounts must carry a positive balance to access ala carte. No charging is allowed. All regular meals are free. Families are encouraged to apply for the Free and Reduced Lunch Program. The district encourages families to file the state forms as it benefits school funding.

Food and Beverages

Students in grades 7–12 are allowed to have water bottles and water types sold from the cafeteria with them in class. This is a privilege that can be taken away. All other food & beverages are not permitted in classrooms. Incidental classroom parties are permitted with administrative approval.

Foreign Exchange Program

Foreign exchange students will be enrolled as Juniors in the Blackduck School District, until proof is provided that they belong in the Senior class. The students may enroll in classes normally taken as seniors, but will not earn a Blackduck High School Diploma.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in non approved fundraising activities is a violation of school district

policy. Solicitations of students or employees by students for non school-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

In order to participate in the **Graduation Ceremony,** seniors must be current in all required/elective classes and be on schedule to earn all credits necessary for graduation upon successful completion of 4th quarter classes, whether attending BHS or are dual enrolled at BHS and the AEC (Alternative Education Center). Current means that there are no outstanding incompletes in classes necessary to fulfill graduation requirements. *Honor Graduates must have a 3.5 G.P.A. Seniors who are current credit-wise by the **May 16th deadline (all AEC and Learning Lab credits received in the High School Office)** will be eligible to participate in the graduation ceremony.

A student ***with extenuating circumstances; (death in the family, family or personal illness, or injury that prevents the student from completing the educational process),*** may petition the Graduation Commencement Committee (comprised of two board members, two administrators, one teacher and one lay person) to request participation in the Graduation Ceremony. The petitioner must contact the High School Guidance Counselor and complete the required paperwork prior to the third Friday in May.

Insurance

The school **does not** provide insurance coverage for accidental injury during school hours or while participating in school-sponsored trips or events; however, such policies can be purchased. Information on these policies is mailed to every parent prior to the beginning of every school year.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library and Media Center

Students may use the library/media center during the school day and before and after school only when a supervisor is present.

Lost & Found

Check with the High School office staff or the custodians for lost items.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Messages will only be accepted from parents or guardians. Please plan accordingly.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not 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, or age in its programs and

activities. The school board has designated Mark Lundin, Superintendent, 156 1st St. NE, Blackduck, MN, (218) 835-5200, as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students [**]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Nurse/Counselor Visits

Students going to the nurse's office or counseling need to get the assignments from the class/classes they are missing. Students must receive a pass to go to and from these areas from the staff member meeting with them. Due dates for missing work are at the discretion of the teacher within a reasonable amount of time.

Parent and Teacher Conferences

Parent and teacher conferences will be held during the school year. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms, pending a background check. To volunteer in the school district, parents/guardians should speak to *Tammy Vernlund, Administrative Assistant to the Superintendent*. Parents/guardians who visit the school should sign in at the *High School Office* before entering a classroom and receive a visitor's pass. For more information, contact the High School Office.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America the first day of each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Blackduck School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director or refer to the activity handbook located in the district office.

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school

buildings as early in the day as possible. School closing announcements will be broadcast over the local television and radio stations and will also be posted on the district website. Parents will also receive a call from the automated notification system, School Messenger.

Skateboards/scooters/roller blades/ wheelies

Skateboards, scooters, rollerblades, and/or wheelies are not allowed in or on school property at any time. School officials may confiscate any these items if found on school property. Parent/guardians will need to pick up the items from the high school office.

Student Leaders and Elected "Royalty"

Elected leaders must be in good standing with MSHSL rules of conduct, Blackduck High School rules, **have four or less behavior tickets in the previous quarter,** and be academically eligible. Failure to meet these criteria will result in referral to administration and result in forfeiture of the elected position.

Homecoming and Snow Week activities often include the election of "Royalty". In order to be eligible for such honors, students must be enrolled in the district for the four months prior to the election. Students must also be eligible, both in terms of MSHSL rules and academic requirements and **have four or less behavior tickets in the previous quarter**. As this type of position holds official representation of BHS, students must be in high standing as to behavior and respect towards staff and peers. Failure to be a good role model will disallow participation in Royalty activities at any time.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district’s “Student Discipline” policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Detection Canines

To maintain a safe, drug-free environment, Blackduck High School will utilize detection canines for unannounced visits to check the buildings, grounds, and parking lots.

Lockers and Personal Possessions Within a Locker [*]

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

It is recommended that you do not leave money or other valuable items in an unlocked locker. It is the expectation that lockers are locked at all times. The school is not liable for lost or stolen items. **The cost of repairing any damage to lockers will be charged to the assigned student. Locker graffiti and damage will be assessed and fined at the end of each school year.**

Desks

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

Law Enforcement
Law enforcement officers are permitted to meet with students during the school day, without parental permission. Unless explicitly instructed not to by law enforcement, parents/guardians will be notified of such meetings. Parents/guardians may be notified by law enforcement if such contact occurs. Blackduck Schools will work in cooperation with law enforcement agencies including the canine unit. Contraband includes, but is not limited to alcohol, tobacco, drugs, weapons and guns.

Student Publications and Materials
The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-Sponsored publications may not be distributed without prior approval.

Student pictures and identifying names will be printed in the school yearbook, given to the local news media, and posted on our local website on those occasions that warrant it. However, any student, or the student's parent/guardian, if the student is under the age of eighteen, may request that his/her picture and name not be published in the media or in the school yearbook, with such request to be made in writing to the principal of the school. This does not cover pictures taken by the news media unless we specifically have signed statements to the contrary.

Distribution of Non School-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy in *Appendix 2*.

School-Sponsored Student Publications
The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing school sponsored publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "School sponsored publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in a school sponsored publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;

- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in a school sponsored publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School sponsored publications may be distributed at reasonable times and locations.

Student Council
A Student Council is a representative structure for students only, through which they can become involved in the affairs of the school, working in partnership with school management, staff and parents for the benefit of the school and its students. Student representatives and officers are elected from and by the student body. Class Officers are automatically members of the student council.

Student Records
The Blackduck Board of Education, Independent School District #32, has adopted a policy, and school administrators have developed procedures, to inform students and parents in the school district of their rights with respect to school records, of the informational needs of the district, and of measures taken by the school district to protect the rights of students and parents in processing school records. While the school district must obtain and use certain information about each student to plan the best educational program, this need is balanced with the right of each student and parent to privacy. Therefore, access to this information by third parties is limited and controlled. The following information outlines the types of information collected, how that information is maintained, summarized or released, and indicates which school officials have responsibility to follow procedures regarding this information.

What student information can parents inspect and review?
Federal law and state law allows parents to inspect and review any and all official records, files and data relating to their child, including all material that is incorporated in the child's cumulative record. This includes identifying data, academic data, scores on IQ, aptitude, psychological and interest tests, health data, family background information, and verified reports of serious or recurrent behavior patterns. Parents may not, however, view professional records (such as psychologist's or counselor's personal records).

Who is responsible for records in our school district?
The responsible authority for records in our school district is the superintendent. They are charged with the responsibility of determining what records are to be kept and who has access to them. By law, they may delegate this responsibility to another official such as the principal or assistant principal. Parents may request (from the principal) to see their children's records. They will show parents the educational records within a reasonable time. Parents have the right to receive a copy of their children's records for a nominal fee.

What information is made public?
Our school system can maintain "directory information" relating to students. This information can be made public. You may, however, request in writing that directory information may not be released. The directory information includes:

1. Student's name
2. Date of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. Most recent previous educational agency or institution attended by the student
9. Other similar information

Where is student information kept?
While a student is enrolled in our school system, official school records are kept in the student's cumulative record folder, except where special auxiliary services have provided additional information such as in the case of health, psychological, special education or permanent record. In such cases the office originating the data houses the information.

What happens to the records when a student leaves our school?
When a student leaves the school system (graduates, moves away, withdraws) contents of the cumulative record are forwarded to other school systems, colleges, vocational institutes, at their request, unless the parent (or eligible student) signs a form specifically directing our school system not to release information to other schools. Original records of seniors are stored at the high school for seven years.
Information is not released to third parties (except information contained in the "directory" category) without written authorization from parents, legal guardians or eligible students.

Who may see student records?
Access is limited to the following:

i. Parents or legal guardians of students under age 18
ii. Students who are 18 or over
iii. Staff members of our school system, such as the principal, teachers, counselors, nurses, and other authorized professional personnel
iv. State of local officials as required by law (provided this law was passed before November 18, 1974
v. Other third parties (employers, social agencies, police, FBI, etc.) may have access to records only with written permission of eligible students, parents, or legal guardians. These parties may not release the records to other persons without obtaining consent
vi. Accrediting organizations
vii. Researchers who do not identify students

What information cannot be shown to parents or students?
Medical and psychiatric treatment reports are not available to parents or students. They are available, however, to the family physician for inspection.

How long are records kept?
Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students.
Certain data are converted to permanent record when students leave the school system. These permanent files are kept to fill requests for information from former students who later need to verify school related information from their own records.

What are your rights regarding student record information?
Federal laws governing school records allow parents, legal guardians and eligible students (age 18 and over) to examine their school records or those of their children.

* You may challenge the accuracy of the record. You may request that school officials change it. After consultation, school officials may or may not alter the record. If you disagree, you have the right to a hearing.

* Should you feel that you have not been given your rights, you may ask for a review of the case by contacting the office in Washington, DC listed below:

The Family Educational Rights & Privacy Act Office (FERPA)
Department of Health, Education and Welfare
330 Independence Avenue S.W.
Washington, D.C. 20201

*You have the right to authorize or deny release of information requested by a third party.
Establishing safeguards to protect the right to privacy may cause some delay in getting information to the source requesting it. However, this seems a small price for protecting the right to privacy and control of information for all individuals.

*Our school system asks your support and cooperation in using these procedures. If you have questions or

comments on any of these matters, please call the following telephone number: 835-5202.

Transmittal of Disciplinary Records
That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Appendix 4*. A complete copy of the school district's "Student Surveys" policy may be obtained in the district office.

After-School Detention
Teachers and administration have the authority to assign student's after-school detention for inappropriate or disruptive behavior. After School Detention (ASD) will be scheduled **one day per week (Thursday)**. Parents are responsible for transportation. Students assigned to ASD must remain in the building following dismissal from their last class and report to the ASD room by 4:05. ASD will run from **4:05 to 5:30 p.m.** Students are expected to bring homework materials and will strictly adhere to normal study hall rules. The ASD supervisor has complete charge of this activity and may assign further consequences if the rules are not followed.
Skipping ASD results in out of school or in school detention as determined by administration**.**

In School Suspension
Administration has authority to assign in school suspension to students for inappropriate or disruptive behavior.

Noon Detention
Level I infractions and Tardies will result in a Noon Detention during lunch hour. Noon Detention will be scheduled two days a week. Skipping noon detention results in an ASD.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students**.** Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's' parent or guardian.

Student Transportation To and From School-Sponsored Activities
For the safety of the students, the following transportation policy is in effect:
To the Event: Students actively participating in out-of-town, school-sponsored activities (athletic contests, music contests, field trips, etc.) **must** travel to the activity in a vehicle provided by the school. **Students may travel to the event (with a parent/guardian) with prior administrative approval, which includes, a written note from the parent and the parent contacting the school by the phone or in person.**

From the Event: Students may be released to their parent/guardians, provided the parent/guardian meets directly with the coach or advisor immediately following the event, makes a request in person, and signs a written release of liability. Students who wish to leave an event with someone other than their parent/guardian may do so ONLY if there are extenuating circumstances which the parent has communicated to and subsequently gotten prior, written approval from the administration which the student must present to the coach before leaving. Students **will not** be allowed to ride home with another student driver

Extracurricular Transportation
The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recordings

School Buses
All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the student's' misconduct on the bus.

Places Other Than Buses
The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

Trespassing by unauthorized person
Definitions. As used in this section, the following terms shall mean: "Public school" shall be any school building, school grounds, play area, parking lot or athletic field owned or leased by Independent School District 32. "School official" shall be the principal or any designated District employee.
No person shall trespass in or upon any public school by remaining upon said school premises after being ordered to leave the public school by a school official. Permission required for re-entering. No person, having been ordered by school official to leave a public school having left said premises, shall re-enter said public school without the written permission of the school principal or the school official who gave the order to leave the public school (i.e. Suspension) Home Suspension or Expulsion. Students must leave the school and school grounds immediately. They must remain away until the designated date to return. Suspended/expelled students may not attend co-curricular activities (i.e. dances or events), or participate in any sports, (i.e. practices and games). Any entry onto any school property during this time shall constitute trespassing that may result in notification of the police and being charged. Under Minnesota Law (MN Criminal Code Section 609.605).

Truancy *
Blackduck Public Schools have developed attendance policies with the current state and county guidelines. Compulsory attendance policies for students under the age of 17 years will be applied in cases of chronic absences or tardies. Parents/guardians of a student under the age of 17 with frequent absences will receive a series of warning letters to be sent out through the high school office and the **District Truancy Tracker Program** in conjunction with **Beltrami County Juvenile Court.** Check details of the high school attendance policy. Seven unexcused periods from high school is considered habitually truant and are in violation of M.S. 260.015, Subd.2a(14).

* A complete/detailed explanation of these and other District Policies can be reviewed in the High School or District office. Please contact that office to request this information @ 218-835-5202.

Attendance Policy	**Bullying**	**Truancy**	**Sexual Harassment**
Hazing	**Discipline Policy**	**Hiring**	

PART II — ACADEMICS

Advanced Class Opportunities
Advanced class opportunities are available in AP Human Geography, Calculus and Band. Students taking these advanced courses may earn college credit that transfers to accredited colleges.

Articulated Credit
Articulated credit classes are career related courses taught in high school intended to provide technical and community college credit to students. Upon completion of course, requirements certificates are awarded and

converted to college credits when the student enrolls and completes atleast one semester course at the college listed on the certificate. Articulated credit is available in Fundamentals of Food Preparation, Culinary Arts 1 & 2, Child & Human Development and Early Childhood Education.

Alternative Educational Opportunities
Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative education center, among others. Students and parents/guardians with questions about these programs should contact the guidance counselor.

Alternative Education Centers
Students may only utilize an Alternative Education Center in order to remain current for graduation as determined by the Guidance Counselor. To receive a referral to AEC, the student must be behind in credits for graduation and unable to complete the credit at BHS. **AEC classes may NOT be taken during a scheduled Blackduck High School day.**

Learning Lab
Blackduck Learning Lab is a certified-teacher supported study hall for all students in need of individualized instruction and tutoring within their daily schedule. By utilizing low teacher/student ratio, structured environment, and collaborative communication with the classroom instructor, students can participate in an intervention prior to failing a class. A referral process is used to access the Learning Lab. Under special circumstances, the Learning Lab will be used for credit recovery towards graduation.

Cheating and Plagiarism
Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy. Misuse of AI tools will be treated as violations of academic integrity.

Early Graduation
Students may be considered for early graduation after completing the conditions provided in district policy.

Extended School Year Opportunities
The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

Field Trips
Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades
Students' grades will be reported quarterly during the year. Report cards will be sent to parents/guardians or eligible students and/or available online for review. Online grade reports may be reviewed using Parent Vue.

Progress Reports, Grading and Incompletes
Blackduck High School uses **Synergy**, a web-based system as their grading program. Parents/students may access the web and check individual progress and grades, attendance, and discipline. Student performance, participation, and responsibility may be included in this grade. All teachers will use the same grading scale. Progress reports are handed out to students at mid-quarter, with failing notices mailed home. End term reports are also mailed home quarterly. Students who receive an incomplete at any of the four grading periods must make up the necessary work by the following dates or the incomplete will change to an "F".

Qtr 1 = November 21 Qtr 2 = February 7 Qtr 3 = April 11 Qtr 4 = June 5

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Blackduck Public Schools. All students must also take the state-identified proficiency tests, Minnesota comprehensive assessments, alternative assessments, and/or other applicable tests.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 25 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4	One per year- (English 9, World Literature, Amer. Literature, elective)
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II sufficient to satisfy all of the academic standards in mathematics is also required. Algebra, Geometry, Probability & Statistics are required high school math courses. A career and technical education course may fulfill a mathematics credit.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one credit of integrated science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. A career and technical education course may fulfill a science credit (other than biology).
Social Studies	4	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agriculture education or business economics course may fulfill a one-half credit if the academic standards for economics are satisfied.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts (music, written, visual, or theater). A career and technical education course may fulfill an arts credit.
Physical Education	1/2	
Health	1/4	
Careers	1/2	

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12

Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards
All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the building principal.

Honor Roll
We celebrate the accomplishments of those students who have met the following guidelines.

"A" Honor Roll Requirements

- 3.66 GPA or higher
- No grade lower than a "B-" for the grading period
- No incompletes
- Complete a minimum of 1.25 credits at Blackduck High School
- No academic dishonesty

"B" Honor Roll Requirements

- 2.66 GPA or higher
- No grade lower than a "C-" for the grading period
- No incompletes
- Complete a minimum of 1.25 credits at Blackduck High School
- No academic dishonesty

Assignments

Assignments are made by the teachers. The amount of assignments varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete assignments thoroughly and promptly. Students are expected to complete all assignments in a timely and quality manner, including suspensions. In the event of **an extended excused absence, after the second day,** the office will gather assignments for the student (which the parent/guardian may pick up) if the request is made before 9:00 a.m. Gathering assignments for prearranged absences is the responsibility of the student.

National Honor Society Criteria
Selection for membership in National Honor Society is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.
NHS activity forms shall be available in the high school office for any student who wishes to apply the last two weeks of the first quarter. The deadline for the application is the first day of the second quarter. Only those students who apply by the deadline shall be considered and any applicant who fails to meet the academic or service requirement shall be removed from consideration.
Selection to the Blackduck Chapter of the National Honor Society is the highest honor that Blackduck High School may bestow on a student. Selection to the NHS is based upon the following:

1. A student must be either a junior or a senior who has been in attendance at Blackduck High School for at least three quarters at the time of selection. This attendance requirement may be waived in certain special circumstances.
2. Grade Point Average – students must have a cumulative grade point average of 3.20 or higher out of a possible 4.00 at the time of selection. The computer printout at the end of the quarter will be considered the deadline for NHS selection purposes.
3. Service/Participation Requirement – Students must contribute their time and talents to the school and their classmates through their participation in school-sponsored extracurricular activities. These activities

would normally not include co-curricular clubs. To be eligible for NHS selection, a student must have participated in at least two extracurricular activities each year of high school. **Applicants must have signed documentation of 10 hours of community service within the past 12 months.**

Grading by faculty members, coaches, and advisors gives the students a 1-4 ranking in each of three areas: Leadership, Character, and Service. An average of the ratings in each of the three areas is then found and added together. The highest rating in any one area is 4.00. The student's grade point average is added to this subtotal to determine a total score for each student. Each student who achieves a total score of 12.75 or higher will be invited to become a member of the Blackduck Chapter of the National Honor Society.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

Post-Secondary Enrollment Options

Students who have earned junior or senior status and meet the requirements of the college they wish to attend may participate in this program. Information on timelines and expectations for PSEO can be obtained through the Guidance Counselor, Mrs. Templin. Students participating in the PSEO program are not allowed to take a Blackduck High School course through independent study. Any PSEO student that failed/WF/W a course will be unable to continue PSEO for 1 calendar year. **These courses are not weighted and may not be taken as Pass/Fail.**

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance

The Blackduck School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. Classroom instruction and participation are essential to the success of the learning process. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. The federal Every Student Succeeds Act legislation insists upon good attendance and will hold public schools accountable for improving student attendance. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, *the students of the school district are REQUIRED to attend all assigned classes and/ or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for the absence.* **Any student that misses more than 12 days of a class within a quarter will fail that course and not receive credit. Petition process is available.**

Attendance is calculated using a student's period attendance and the classes that they are enrolled in. If a student is marked absent for one period here and there throughout the school year, each individual period marked absent is added up and the total is divided by 7 to get the final attendance. This is the attendance that is reported to the state, and is recorded on the student's permanent record.

Unexcused Absences

Unexcused absences result in a loss of credit for that day.

1. The following reasons shall constitute **Unexcused Absences**:
    a. Truancy. Any absence that is not approved by district.
    b. Any absence in which the student failed to comply with district reporting requirements for attendance.
    c. Work at home.
    d. Work at business, (unless school-sponsored).
    e. Any other absence not included under the attendance procedures set out in this policy.

Skipping class (resulting in loss of credit for work missed)

Students who are considered to have skipped a class will not be allowed to make up the missed work and will also be subject to discipline including ASD and possible suspensions.

Excused absences

1. The following reasons shall constitute **Excused Absences if communicated to the high school office by parent/guardian:**
    a. Illness.
    b. Serious illness in the student's immediate family.
    c. A death in the student's immediate family or of a close friend/relative.
    d. **Medical or dental treatment; card from the provider is required to list absence excused**.
    e. Court appearances occasioned by family or personal action.
    f. Religious instruction not to exceed three hours in any week.
    g. Physical emergency conditions (fire, flood, storm, etc)
    h. Official school field trip or other school-sponsored activity.
    i**.** Family trips/vacations: pre-approval by administration is required one week prior to the trip**.**
    j. Personal trips to school or colleges (Limit two).

**** If parents/guardians communicate to the office that their student may leave school without one of the excuses listed above, the absence will be unexcused.*** **** See Truancy Policy**

Procedure for Reporting a Student Absence

Parents are responsible to contact the high school office to report a student's absence, along with the excuse, by a signed notice or personal phone call. Any absence not reported (via a note or phone call to the office) **by 10:00 a.m. the day following** the absence will be recorded as an unexcused absence(s) and will not be changed to an excused absence outside this time frame. An excused absence must be excused by a parent/guardian ahead of time, the day of the absence, or up until 10:00 am the day following the absence. The High School office has voice mail messaging @ 218-835-5210.

Pre-Excused Absence Notification

Pre-excused absences are issued for family trips and other absences known ahead of time. Students who know they will be absent should turn in a signed note from a parent one week prior to the trip. Students without a signed notice prior to the trip, will be considered unexcused.

School Caused Absences

These absences need to be verified at the time of the absence. Make-up work is available. Examples of school-caused absences include: field trips, music competition/tours, interscholastic meets/events, a ceremony in which the student is being honored or presented with an award, student government activities, participation in regional/state competitions, AP exams, and other school approved activities, meetings or counselor appointments.

Illness during the school day
Students who become ill during the school day **must report** to the Health Office. The Health Office must make the necessary arrangements for students to go home. Students should never leave the building ill without reporting to the Health Office or the absence may be considered unexcused.

Suspension Related Absences
Absences due to suspension are excused. The office will strive to get assignments from teachers for all suspensions. These assignments will be available in the office for pick up.

Attendance and Participation in Co-Curriculars/Extracurriculars
Co-curricular/Extracurricular activities add to student's high school experience in many positive ways. Participation in co-curricular/extracurricular activities is encouraged. With such participation, however, come additional responsibilities, some of which are related to attendance:

1. Students who wish to practice for any co-curricular/extracurricular activity must be in attendance for hours 4-7.
2. If a student is to participate in a co-curricular/extracurricular activity, he/she must be in school the ENTIRE day of the event. If there is an attendance policy violation, the student will not be able to ride the bus. If it is a home event, the student can't dress but must be on the bench with the team. Emergency situations may be approved by notifying the principal of the need prior to the day of the event. *Exceptions are at administrative discretion and will NOT include illness.
3. **Students are expected to be in attendance the entire day following a scheduled evening event. Any exceptions to this policy must be approved in advance by the principal. Examples of exceptions would be for doctor/dental appointments and funerals.**

Co-Curriculars/Extracurriculars and ASD
Students with ASD (After School Detention) will be ineligible on the day that it is assigned.

Leaving School Grounds
Students leaving the school grounds, for any reason, excluding open lunch for senior high students, **must first have parent/guardian permission** and sign out at the High School Office **for each occurrence.** Students arriving at school and then leaving before 1st hour begins must have parent/guardian permission and must sign out in the High School Office. Students on school grounds before the 1st bell are considered present for the day. (Non-compliance of this policy results in ASD)

Tardy to Class/School
Students who are tardy to class cause a disruption for the teacher and other students in the classroom. They miss information being presented at the beginning of the class period. Therefore, the following procedure will be followed. Students will be recorded tardy to class when they are not within their assigned classroom when the starting bell rings. Students entering the classroom after the starting bell rings, with an excused pass will not be given a tardy or absence. Each time a student receives a group of five tardies it will result in the consequence of one Noon Detention. This procedure will start over each quarter.

Buses – Conduct on School Buses and Consequences for Misbehavior [**]
Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.

- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see *Appendix 8*.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see *Appendix 9*.

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other

appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available on the district website or in the district or high school offices.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege.
- Parking is permitted in designated areas only. For information, contact the building principal.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the building principal.
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or vapes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or vape in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, see *Appendix 10*. Contact the building principal if you have questions or wish to report violations.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a

minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building principal.

Blackduck High School Behavior Ticket Program

Blackduck High School is dedicated to creating a climate of respect and safety for all staff and students. We believe that by increasing the standards of conduct and lowering the levels of tolerance for inappropriate and disrespectful behaviors, we will naturally intensify respectful and behavioral accountability.
Consequences for **minor (Level One)** behavior infractions will result in receiving a warning in the form of a behavior ticket. Students will then have an opportunity to change and correct their behavior.

- All staff members of Blackduck High School will utilize this system.
- These tickets, if accumulated, will result in an assigned noon detention to be served by the student during their lunch hour. Four (4) behavior tickets will result in a Noon Detention.
- Each quarter, the ticket program will start over and every student has a clean record.
- Parents will receive a copy of the first three tickets that have been given out to a student.
- After the fourth ticket is received, a Noon Detention date notification will be sent out to parents.

Harassment
Harassment can take many forms but basically is unwanted behavior that significantly interferes with a student's educational life. Everyone has the right to feel safe at Blackduck High School, and the BHS staff strongly supports students' rights to learn and grow in a safe, positive school environment. (District Policy)
Sexual Harassment – Sexual harassment is unwanted behavior of a sexual nature. There are school board policies, as well as state and federal laws, which prohibit sexual harassment. It can take many forms such as: touching, grabbing, comments about your body, sexual remarks or suggestions, or spreading of sexual rumors, conversations that are too personal, pornographic pictures or stories, obscene gestures, offensive displays of sex-related objects, staring in a way that seems too personal and humor or jokes about sex. (District Policy)
Racial Harassment – Racial harassment is unwanted comments regarding a person's ethnic make-up. Examples include ethnic name calling or making negative comments about a particular ethnic group.
Verbal Harassment – Verbal harassment is unwanted verbal comments that make a person feel bad or unsafe. Examples include teasing to cause embarrassment, threatening to cause harm to the person, or teasing about a person's clothes or appearance.
Physical Harassment – Physical harassment is unwanted behavior of a physical nature. Examples include pushing, striking another student, or causing harm. Physical harassment in some cases is against the law and is defined as battery, assault or disorderly conduct.

What Can You Do About Harassment?

- SAY STOP!!! – Tell the harasser you do not like his/her behavior and you want it to stop. Be Firm.
- TELL SOMEONE! – Talk to a teacher, counselor, or administrator. Discuss the situation with a parent or other family member. Fill out a Harassment Complaint Form.
- KEEP RECORDS! – If the harassment continues, write down what happened. Record dates, times, places, names of witnesses and any other information that will verify what happened.

Bullying Prohibition [**]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology.
"Bullying" means repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, harassed, or physically abused. Bullying can take place in several forms including but not limited to the following:

Written, verbal, or nonverbal threats
Intimidating or threatening gestures
Unwanted physical contact, violence or assault
An intentional display of force that would give the victim reason to expect or fear physical contact or injury
Jeering, taunting, or mocking
Teasing
Degrading, insulting, or derogatory comments
Hazing

Harassment
Extortion
Theft of money or possession
Vandalism of a student's personal property
Unauthorized exercise of control over a student's personal property

For detailed information regarding the school district's "Bullying Prohibition" policy, see *Appendix 6*.

Reporting Procedures

Victims: All students who believe they have been the victims of bullying shall promptly report the bullying to a teacher or building administrator.

Parent: All parents who become aware of any bullying are encouraged to report the bullying to a building administrator.

Witnesses: All students who witness bullying shall immediately report the bullying to a teacher or administrator. Any teacher or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

Teachers: Any teacher who witnesses bullying or receives a report of bullying shall make a written referral to the building principal for appropriate action.

Administrators: A principal who observes bullying or receives a verbal report of bullying shall document and promptly investigate the matter. Administrators shall seek to discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending students separately. After the investigation has been completed, the building principal shall take appropriate action consistent with this policy.

Discipline [**]

Good behavior is necessary to provide a successful educational environment. Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities. Staff and administration will reward positive and respectful behavior.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in *Appendix 7*.

Expected Behavior

To help ensure an appropriate educational environment, Blackduck High School students are expected to:

1. Be in class on time.
2. Be prepared for class.
3. Bring all required materials to class.
4. Be attentive to classroom activities.
5. Make an effort to be successful.
6. Participate in classroom activities.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
8. Follow the directions of teachers or supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious and may result in detention or suspension from class or school.
9. Help keep classrooms and school neat and clean by not littering.
10. Take care of school property such as books, equipment, etc.

Students who demonstrate behavior that disturbs the educational process in class will be removed from class and referred to the principal for disciplinary action.

Level One Infraction Descriptions

Cell Phone Policy

Phones are not to be used during school hours. Every student will be assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition.

VIOLATIONS

Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch or is caught using their phone, Administration will collect the student's pouch/phone and call home.

Repercussions for damaged pouches or unauthorized phone use will include:

- **1st offense: ticket and phone taken for the day**
- **2nd offense: ASD, phone taken, and parent must pick up**
- **3rd offense: ASD, phone taken, parent must pick up and conference with Administration**
- **Refusal to hand in cell phone upon request may result in dismissal**
- **$30 replacement cost**

Disruptive to Learning

Disruptive behavior means acts that disrupt or threaten the normal educational process.

Disrespectful Behavior to adults/peers

Disrespect is discourtesy, rude, minor harassment and bullying.

Food and Beverages

Students in grades 7–12 are allowed to have water bottles with them in class. This is a privilege that can be taken away. All other food & beverages are not permitted in classrooms. Incidental classroom parties are permitted with administrative approval.

Ala Carte Purchases

Students tardy to class due to purchasing Ala Carte items will lose the privilege. Food items are not allowed in classrooms.

Hall Passes/Hallway Conduct

Students are not permitted in the halls during class times unless accompanied by a teacher or possessing a hall pass from an authorized staff person. Students are to pass from class to class in a quiet and orderly manner. Running, loud talk, yelling, or roughhousing are not appropriate behaviors and will be addressed.

Inappropriate Displays of Affection (PDA)

Engaging /exhibiting public displays of affection, (no extended hugging, no kissing, etc.) exclusive of simple handholding.

Lunchroom Use/Behavior

Students in grades 7 - 9 may not leave school property during their lunchtime and will remain in the lunch room. Sr. High students are allowed to use these areas during their lunch: lunchroom, main floor hallway by the gymnasium, gym (only if supervision is available), and the outside picnic area, weather permitting. Lunchroom Supervisors are in place to maintain/support all regular school rules and regulations of respect and orderliness.

Nuisance Objects/ Electronic Devices

We realize that electronic devices are a part of everyday life. In order to minimize disruptions to the educational day, all non-educational electronic devices may only be used at the discretion of the teacher in his/her classroom. Laser pens will not be allowed and will result in an ASD.

* District #32 is not responsible for lost or stolen technology equipment*

Pushing, Shoving, Scuffling, Horseplay

Physical contact that could unintentionally harm another person but is not defined as an assault or fighting.

Profanity/Inappropriate Language
Offensive behavior, such as teasing, name-calling, inappropriate language, sexual innuendo, profanity, coercive behavior, or other mean-spirited behavior, along with inappropriate music and media.

Vandalism, Minor
Littering, defacing, cutting, or damaging property that belongs to the school district, other students, staff members, or other individuals. Restitution, when appropriate, is applied to minor acts of vandalism.

Dress and Grooming
Blackduck School District takes pride in the appearance of our school and students. Students are expected to dress in clothes that are suitable for school activities, and groom themselves appropriately. It is also important to keep in mind that although clothing selection depicts individual style and taste, the school is a work and learning environment. Appropriate dressing and grooming influences the health and safety of other students. Inappropriate dressing and grooming creates a disruption of the learning process within the school environment.

Dress and grooming on a school location in the following manner is prohibited:

*Clothing, grooming, or wristbands that advertises or symbolizes or mentions products banned from school (alcohol, tobacco, drugs, weapons & sex).
*Clothing, grooming, or wristbands in a manner that is sexually explicit or which conveys sexual innuendo or that may reasonably be construed as lewd, vulgar, obscene, or sexually suggestive.
*Clothing proclaiming gang affiliation, including gang affiliated colors, tattoos, hats, hairnets, bandanas, or graffiti.
*Hats and hoods may be worn in the hallway, teachers have discretion in their classrooms.
*Students must not wear revealing clothing.
*Appropriate footwear must be worn at all times.
***Note: Students must immediately change the inappropriate article of clothing or parents will be contacted. Final determination of whether or not an article of clothing is inappropriate and doesn't meet school standards rests with the administration.**

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Level Two Infractions

False Reporting
Deliberately reporting false information about the behavior of a student or staff person.
*First Offense: ASD, Second Offense: 1-2 day suspension, Third Offense: 2-4 day suspension

Dishonesty, Scholastic, Inappropriate Character, Forgery, Plagiarism
Scholastic dishonesty which includes, but is not limited to, cheating on school assignments or tests, plagiarism, purposeful lying, forging notes, withholding information, or otherwise participating in obstruction of school policy. Credit will not be given for cheating, plagiarism, cheat sheets, stealing tests, and other forms of premeditated cheating.
Plagiarism is the intentional/unintentional use of another person's' writings by forgery or misrepresentation. All students are required to give credit where credit is due by differentiating between ideas that solely belong to them or ideas that come from other sources. It is unethical for a writer to give the impression that he/she is presenting original work when it is not the case.
*First Offense: ASD, Second Offense: 1 day suspension, Third Offense: 2 day suspension

Driving, Careless or Reckless
Driving any motorized or nonmotorized vehicle on school grounds in such a manner as to endanger people or property. No student may drive or ride in a vehicle, nor may they go to their car without permission from office staff during any portion of the school day. * Student vehicles need to be parked in the student lot or street-side*
*First Offense: ASD, Second Offense: 1 day suspension, Third Offense: 2 day suspension *Police referral

Insubordination
Deliberate refusal to follow staff's direction or identify self when requested during the school day and after school events/activities.
*Each Offense: ASD

Sent to the office
Students sent to the office for classroom misbehavior. Teachers may override the ASD if the situation warrants it.
*Each Offense: ASD

Skipping Class/School, Leaving School Grounds, Not Signing Out
* No credit given for missed work*
*Each Offense: ASD

Technology and Telecommunication Misuse
Misuse/damage of computer equipment or network, deliberate contamination of system, inappropriate accessing of files and unethical violation of copyright law.
* Infractions may lead to loss of computer use and restitution for damages *
* First Offense: 2 ASDs, Second Offense: 1 suspension, Third Offense: 2 day suspension

Transportation-District Policy
All rules that apply to the building and/or classroom behavior shall apply while riding the school bus. Therefore, students may be administered consequences consistent with other school discipline procedures and in accordance with bus riding policy.
*First Offense: Warning, Second Offense & Third Offense: See Bus Policy

Trespassing
Presence at any school location without permission of school personnel. Students are not to go into the building unless participating in an extracurricular/school-wide activity and accompanied by that supervising staff member. Any student on suspension who goes to any district location without permission is subject to being charged with trespassing.
*First Offense: ASD, Second Offense: 1-2 day suspension, Third Offense: 2-4 day suspension

Vehicle, Unauthorized Parking
Parking in student reserved parking lots is a privilege. Failure to adhere to parking regulations may result in a warning, towing, and/or loss of parking privilege. State driving regulations are in place. Police referral/ticket.
*First Offense: Warning, Second Offense: ASD, Third Offense: Loss of Parking Privilege

Vandalism, Major
Littering, defacing, cutting, or damaging property that belongs to the school district, other students, staff members, or other individuals. Restitution, when appropriate, is applied to Major (over $500) and Minor (under $500) acts of vandalism. Police referral.
*First Offense: 1 day suspension, Second Offense: 2 day suspension, Third Offense: 2-4 day suspension

Level Three Infractions

*** Penalties will be cumulative for grades 7 & 8 and 9-12.**

Abuse: Verbal, Written, Electronic, etc.

The use of language that is obscene, threatening, intimidating, or that degrades other people. Abuse that is also sexual, religious, or racial harassment shall be addressed under the guidelines for harassment.

*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension and possible recommendation for expulsion.

Alcohol, THC or Drug, Possession or Use

Minnesota or federal law prohibits possession or use of any alcohol, narcotic, controlled substance, or drug paraphernalia. Any student in possession of/or using alcohol, narcotics, controlled substances, or drug paraphernalia at a school location may be reported to the police.

*First Offense: 2 day suspension, Second Offense: 4 day suspension, Third Offense: 8 day suspension and possible recommendation for expulsion.

Alcohol, THC or Drug, Possession with Intent to Distribute or Sell

Selling, distributing, delivery, exchanging or intending to sell, deliver, exchange or distribute any alcoholic, narcotic or controlled substance. Any student in possession of /or using alcohol, narcotics, controlled substances, or drug paraphernalia with intent to distribute or sell at a school location will be reported to the police.

*First Offense: 8-day suspension and possible recommendation for expulsion, Second Offense: Meet w/School administration for consequences/expulsion.

Arson

Intentional destruction or damage to school property or other property by means of fire. Immediate police referral

*First Offense: 8-day suspension and recommendation for expulsion, Second Offense: Meet w/School administration for consequences/expulsion.

Assault, Physical

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person. Possible police referral.

*First Offense: 4 day suspension, Second Offense: 8 day suspension, Third Offense: 12 day suspension and possible recommendation for expulsion.

Assault, Aggravated

Committing an assault upon another person with a weapon, or an assault, which inflicts great bodily harm upon another person. Possible police referral.

*First Offense: 12-day suspension and recommendation for expulsion, Second Offense: Meet w/School administration for consequences/expulsion

Assault, Threat with a Possible Weapon

Acting with intent to cause fear in another person of immediate bodily harm or death by threat of a weapon, or intentionally inflicting or attempting to inflict bodily harm upon another person with said weapon. Police referral.

*First Offense: 4 day suspension, Second Offense: 8 day suspension, Third Offense: 12 day suspension and recommendation for expulsion.

Bullying

Bullying is the written (text messaging and computer usage included) or verbal expression, physical act or gesture, or pattern thereof, by a student intended to cause or is perceived as causing distress to another student or staff member.

*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension and recommendation for expulsion. (See District Bullying Policy located on district website and in the district office.)

Harassment, Repeated Behaviors

Racial, gender, religious, age, disability, sexual orientation, marital status, and public assistance harassment and violence as defined in the district policy. Reprisal or retaliation for a complaint of harassment is prohibited. "Harassment" includes all forms of racial, religious, hazing, and/or sexual harassment. Police referral.

*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension and possible recommendation for expulsion.

Harassment, Sexual
Sexual Harassment consists of unwelcome sexual advances, requests of sexual favors, sexually motivated physical conduct or other verbal or physical conduct; communication of a sexual nature can involve, but is not limited to unwelcome verbal harassment, unwelcome pressure for sexual activity, unwelcome sexually motivated or inappropriate patting, pinching or other physical contact. Possible police referral.
*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension.
* Note: The harassed party and/or the school district may file harassment reporting forms. *Unwelcome sexual contact could result in expulsion and police referral.*

Bomb Threat/Possession of Bomb
Intentionally making, publishing, or conveying in any manner a bomb threat pertaining to a school location. Police Referral.
*First Offense: 12-day suspension and recommendation for expulsion, Second Offense: Meet w/School administration for consequences/expulsion.

Burglary
Entering the school location without consent and with the intent to commit a crime. Police referral.
*First Offense: 4-day suspension, Second Offense: 8-day suspension

Fire Alarm, False
Intentionally reporting a false fire, or tampering or interfering with any fire alarm. Restitution and police referral.
*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension.

Fire Extinguisher & Other Emergency Equipment Unauthorized Use
Fire extinguishers and other emergency equipment are important tools that are needed in potentially life-threatening emergencies. All other uses are unacceptable.
*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension.

Firearms
Minnesota State Law requires that School Boards may/must expel for a period of at least one-year any student who is determined to have brought a firearm to school.
*First Offense: Possible recommendation for expulsion by administration. Possible police referral.

Fireworks or Ammunition
Possession, distribution, or use of any type of fireworks or ammunition. Police referral will be made when state law has been violated. Note: type of firearm may increase the consequences as stated by state law. Police referral.
*First Offense: 1-2 day suspension and possible expulsion, Second Offense: 2-4 day suspension and possible expulsion, Third Offense: 8 day suspension and possible expulsion.

Fighting/Physical Aggression
Engaging in any form of fighting where blows are exchanged in mutual combat in which one or both parties used verbal or physical aggression, pushing, and/or shoving.
*First Offense: 2-4 day suspension, Second Offense: 4-8 day suspension, Third Offense: 12 day suspension and recommendation for expulsion.

Photography and video photography with malicious intent is not allowed during school hours. All inappropriate use, such as online postings, and/or distribution of images that affects instructional applications, personal privacy, and/or district equipment is prohibited. (Removal of battery and/or sim card, if confiscated for video violation, may imply guilt and will be addressed according to this policy). Cell/camera phone misuse may lead to an **immediate suspension *up to* four days** and/or law enforcement contacted.

Robbery or Extortion
Taking property from another person by use of force, threat, or under false pretenses. Police referral.
*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension and recommendation for expulsion.

Theft, Receiving or Possessing Stolen Property
The unauthorized taking, using, transferring, hiding, or possessing of the property of another person without the consent of the owner, or receiving of such property. Restitution, when appropriate, will be required.
*First Offense: 2 day suspension, Second Offense: 4 day suspension, Third Offense: 8-day suspension and possible recommendation for expulsion.

Threats: Verbal, Written, Electronic, etc.
The use of language that is intentionally threatening or intimidating to cause fear, stress or anxiousness in other people.
*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension, Third Offense: 8 day suspension.

Tobacco, Vape or Nicotine Possession/Use
Possession or use of tobacco in any form, or a look a-like product, on school property, in district buses or vehicles, or at district events. This includes vaping and vaping paraphernalia. Students who congregate in an area where tobacco use has recently occurred (bathrooms, sidewalks, etc.) will each be considered using. Consequences to students will be sequential and inclusive during their career within the school.
Note: The possession of incendiary devices result in an ASD.
*First Offense: 1-2 day suspension, Second Offense: 2-4 day suspension & possible police referral for ticketing, Third Offense: 4-8 day suspension & possible police referral for ticketing.
Tobacco-free zone extends to entire city limits of Blackduck.

Weapons (exclusive of firearms)
The possession, real or implied, and /or use of items which are considered dangerous, illegal, or which could possibly cause harm, destruction or disruption is strictly prohibited on school property or at a school activity. Possible police referral.
*First Offense: Up to 8 day suspension and/or expulsion, Second Offense: 8-12 day suspension and/or expulsion, Third Offense: Recommendation for expulsion.

Multiple/Chronic Violations
A student, who accumulates excess referrals or several referrals for serious behavior, may be disciplined in light of the student's overall record. The student and parent will have a warning conference with the principal, and other appropriate staff members to make them aware that the student is accumulating too many referrals. At that time, a readmission plan will be written. Any student who has been suspended for violations of the guidelines may be recommended for expulsion upon his/her return if he/she commits additional offenses of the same nature.

Note: Discipline is not limited to any of the prior listed consequences, other disciplinary actions deemed appropriate by District 32 personnel include, but are not limited to any of the prior listed consequences.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school or school-sponsored activities should be reported to the building principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

Asbestos Management Update [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

See the High School Receptionist to ensure that emergency contact information is correct and up-to-date.

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the nurse's office, in the elementary wing of the building, in the high school gym and MPR. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Services

Blackduck Schools has a School Health Provider (SHP) on staff that can attend to students who are injured or ill. In the event that a student is seriously injured or ill, the SHP will attempt to notify the parent or guardian. At the beginning of the school year, each student will be given an emergency form, for contact information, to be completed by his or her parent/guardian. It is the parent's responsibility to return this form to the school. Students may be excluded from school and school activities in the event of conditions that may be contagious or detrimental to the student body. It is the parent's responsibility to notify the SHP of any relevant medical needs. Individual Health Plans can be written in consultation with the student's guardian, teachers and SHP in order to meet special health needs. Parents should make every effort to give medication at home. In the event that medications (either prescription or nonprescription) need to be given during the school day, the SHP must administer them. Students

may at no time have any prescription or nonprescription drugs in their possession; they should be given to the SHP. Upon request, health screenings for vision and hearing are conducted and monitored annually. In the event that these screenings reveal the need for further measures parents will be notified.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will utilize the Immunization Information Connection to obtain immunization records. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school health professional.

Students could be sent home if vaccines are not up to date. Required immunizations are as follows:

1. Grade 7 -12 - 3 DPT, 3 Polio, 2 MMR, 3 Hep B, Booster Td
2. Grades 7 - Varicella

Exemptions given by the state will be reviewed on an individual basis.

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications **must** be brought to school **by a parent/guardian** in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

Medical Equipment Following Student Injury

If a student sustains an injury that requires the use of medical equipment (including, but not limited to, crutches, a wheelchair, a walking boot, a sling, a knee scooter, or braces), the student must provide documentation from a licensed healthcare provider before bringing or using the equipment at school.

The healthcare provider's note must:

- Identify the required medical equipment.
- Indicate that the equipment is medically necessary.
- Include any activity restrictions or accommodations (such as participation in physical education, athletics, or other school activities).
- Specify the expected duration of use, if known.

This requirement helps ensure the safety of the injured student and others, while allowing the school to provide appropriate support and accommodations.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the head custodian.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

School Based Interventionists/ Mental Health Services
Blackduck High School offers student support through a School Based Interventionist. This program is provided through Stellher Human Services, Inc. dealing with emotional and behavioral issues. Parent permission is required after an initial consultation.

Visitors in District Buildings
Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the High School Office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the High School Office and to wear a "visitor badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.
Students are not allowed to bring visitors to school without prior permission from the principal.