

INDEPENDENT SCHOOL DISTRICT

No. 716

Belle Plaine Junior-Senior High



2024-2025 Student Handbook

Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. We promote a Be RED culture of kindness, inclusion, and pride in ourselves, our school, and our community.

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Part I - Information

Welcome to Belle Plaine Junior-Senior High

This guide has been designed to provide you with information about policies and procedures for Belle Plaine Jr./Sr. High students. Please review its contents and keep it as a reference throughout the school year. We are very excited as we enter a new school year. There are lots of positive changes happening in the Belle Plaine Schools.

2024-2025 Daily Schedule

No Advisory

Monday/Tuesday/Thursday

STUDENTS ENTER ACADEMIC WINGS	8:00
WARNING BELL	8:15
PERIOD 1	8:20-9:12 (52)
PERIOD 2	9:16-10:07 (51)
PERIOD 3	10:11 -11:03 (52)
JH LUNCH	11:07 -11:35 (28)
PERIOD 4 HS	11:07 -11:59 (52)
PERIOD 4 JH	11:40 - 12:31 (51)
SH LUNCH	12:02 -12:31 (29)
PERIOD 5	12:35 -1:26 (51)
PERIOD 6	1:30 -2:20 (50)
PERIOD 7	2:24 - 3:15 (51)



2024-2025 Daily Schedule

Advisory Schedule

Wednesday/Friday

STUDENTS ENTER ACADEMIC WINGS	8:00
WARNING BELL	8:15
PERIOD 1	8:20-9:05 (45)
PERIOD 2	9:09 - 9:53 (44)
ADVISORY	9:57-10:42 (45)
PERIOD 3	10:46 -11:30 (44)
JH LUNCH	11:34-11:59 (27)
PERIOD 4 - SH	11:34 - 12:19 (45)
PERIOD 4- JH	12:04 - 12:49 (44)
HS LUNCH	12:23 - 12:49 (26)
PERIOD 5	12:53 - 1:38 (45)
PERIOD 6	1:42 - 2:27 (45)
PERIOD 7	2:31 - 3:15 (44)

Pledge of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America *every Monday morning*. 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.



2024-2025 Activity Day Schedule

STUDENTS ENTER ACADEMIC WINGS	8:00
WARNING BELL	8:15
PERIOD 1	8:20-9:07
PERIOD 2	9:11-9:58
PERIOD 3	10:02-10:49
PERIOD 4	10:53-11:39
JH LUNCH	11:39-12:04
PERIOD 5 - JH	12:08-12:55
PERIOD 5 - HS	11:43-12:29
HS LUNCH	12:30-12:55
PERIOD 6	12:59-1:46
PERIOD 7	1:50-2:37
ACTIVITY	2:42-3:15



2024-2025 2 HR Late Schedule

STUDENTS ENTER ACADEMIC WINGS	10:00
WARNING BELL	10:15
PERIOD 1	10:20-10:55
PERIOD 2	10:59-11:34
JH LUNCH	11:34-11:59
PERIOD 3 - JH	12:03-12:39
PERIOD 3 - HS	11:38-12:13
HS LUNCH	12:13-12:39
PERIOD 4	12:43-1:18
PERIOD 5	1:22-1:57
PERIOD 6	2:01-2:36
PERIOD 7	2:40-3:15

Snow Days

There are times where it is necessary to cancel school due to inclement weather. Please listen to the radio (WCCO 830 AM, KRBI 1310 AM/101.5 FM, watch television (KARE 11, WCCO 4, KSTP 5, local CATV Channel 8), or access our school district website.



E-Learning Day Schedule

****Students should log in virtually to each class period by finding the Google Meets link in their class Schoology folder. They should be logged in by the start time.**

Period 1	9:30am-9:50am
Period 2	9:55am-10:15am
Period 3	10:20am-10:40am
Period 4	10:45am-11:05am
Period 5	11:10am-11:30am
Period 6	11:35am-11:55am
Period 7	12:00pm - 12:20pm

- **Teacher Lunch Break - 12:20-12:50**
- **12:50-3:00 - Time to connect with students virtually or by email**
- **Students who cannot attend for the day need to be excused by calling the attendance line.**
- **There will be a combination of synchronous and asynchronous learning throughout the day.**
- **Students who attend Southwest Metro Classes in Chaska/Shakopee - You should connect with your teacher for the designated assignment or access the LMS used for your course. You do not report on site that day.**





Independent School District No. 716
District Calendar 2024-2025
<http://www.isd716.org>
Approved 11/20/2023

District Contact Information
 District Office: (952) 873-2400
 Chatfield Elementary: (952) 873-2401
 Oak Crest Elementary: (952) 873-2402
 Junior-Senior High: (952) 873-2403

Jul-24

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Jan-25

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

	No School (Holiday)		End of Quarter
	No School (Teacher Workshop)		E-Learning Day
	No School (Conference Comp)		Parent-Teacher Conferences

Aug-24

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Feb-25

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

August

26-29	New Teacher Workshop; Teacher Workshop
28	Back to School Night 7-12

Sep-24

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Mar-25

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

2	No School - Labor Day
3	School Begins 7-12
3	K-6 Conferences (10am-6pm)
4	K-6 Conferences (8am-4pm)
5	School Begins K-6

Oct-24

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Apr-25

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

17-18	No School - Education Minnesota Conference
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Nov-24

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May-25

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November

1	End of 1st Quarter
4	No School - Teacher Workshop
19 & 21	K-6 Parent Teacher Conferences
19 & 26	7-12 Parent Teacher Conferences
27-29	No School - Thanksgiving Break

Dec-24

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Jun-25

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

23-31	No School - Holiday Break
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Jan-25

M	T	W	T	F

January

1	No School - New Year's Day
2	School Resumes
15	End 2nd Q/1st Semester
20	No School - Teacher Workshop

Feb-25

M	T	W	T	F

February

10	7-12 Parent Teacher Conferences
17	No School - Teacher Workshop
18 & 20	K-6 Parent Teacher Conferences

Mar-25

M	T	W	T	F

March

14	End 3rd Quarter
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Apr-25

M	T	W	T	F

April

17-21	No School - Good Friday/ Spring Break
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May-25

M	T	W	T	F

May

22	Last student day, end of 4th Quarter
23	Teacher workshop
23	Graduation

Jun-25

M	T	W	T	F

June

Student Contact Day Summary

Quarter Summary	
1st Quarter	42
2nd Quarter	41
3rd Quarter	40
4th Quarter	46
Total	169

	8 teacher workshop days
	2 days paid days for parent-teacher conferences

Total teacher days: 179



School District Phone Numbers

Activities Director (John Bergs)	(952) 873- 2412
Attendance (24 hour automated line)	(952) 873-2404
Building and Grounds Supervisor (Jeff Heine)	(952) 873-2406
Community Education (Dorothy Koller)	(952) 873-2407
Food Service Director (Anne Topic)	(952) 873-2414
High School Career Guidance (Sara Geller)	(952) 873-2410
High School Principal (Mindy Chevalier)	(952) 873-2403
JSH Assistant Principal and Director of Teaching and Learning (Margot Hansen)	(952) 873-2403
Student Support Specialist (Amie Hohenstein)	(952) 873- 2403
Student Success Coordinator (Dave Frisell)	(952)873-2403
District Office	(952) 873-2400
Belle Plaine Junior/Senior High	(952) 873-2403
Infinite Campus Assistance (Teri Kiewatt)	(952) 873-2418

Please note: It is district policy not to interrupt classroom teachers with phone calls during the regular school day unless an emergency exists. However, all staff can be left a voicemail message that will notify the individual.



School Website and District Information

Check Out Our School District Website:

www.isd716.org

Student Information System: Infinite Campus

The Belle Plaine Public Schools utilize the Infinite Campus student information system. Infinite Campus has many features, including: online access to grades, announcements, food service, and attendance information for parents and students. Staff members use communication tools within Infinite Campus to inform families of attendance and grade progress. Infinite Campus provides the most accurate final grade at designated academic checks. It is important that both students and parents/guardians have their own access to Infinite Campus. If you need additional assistance with Infinite Campus, contact Teri Kiewatt at (952) 873-2418. Additional information regarding IC, including a parent guide, is located on our district website at:

www.isd716.org

Learning Management System: Schoology

Belle Plaine Schools utilizes Schoology as our learning management system (LMS). Staff members utilize Schoology to house much of the course content utilized day-to-day in class. Schoology is also utilized for formative and summative assessments. Schoology provides the most accurate picture of the activities taking place in class and will provide real time results on assessments. It is an essential tool in staying organized and up-to-date on current class development. Parents and students are encouraged to have their own access to Schoology. Once parents have an account through Schoology they can connect with their child's teacher for a Parent Access Code for that course to receive updates. Staff members utilize Schoology to inform parents and students about upcoming events.

Teacher - Parent Communication

Belle Plaine Junior High faculty, staff, and administration believe a strong partnership with parents is essential for student success. Open, respectful, and honest communication is a critical pillar of this partnership. Our staff will respond to requests for information and assistance in a timely and professional manner. Similarly, every staff member should be treated with respect and dignity by parents and members of the public. Teachers balance the needs of planning a lesson, teaching a lesson, and correcting materials and must be provided with reasonable time to correct materials and communicate.

Some tips for communicating effectively with our faculty and staff include:

- Utilize voice mail or email. You can expect a timely and professional response.
- Strive to resolve a conflict directly with a teacher first; you are welcome to contact the administration if you are dissatisfied with the resolution.
- Make sure your requests are reasonable and your attitude and words are respectful.
- Recognize that we strive to build responsibility in students. Please keep this in mind, as we will come from that perspective in our communication with you.



Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

The Family Educational Rights And Privacy Act (FERPA)

FERPA provides that school districts may not have a policy or practice of denying parents the right to:

1. Inspect and review education records.
2. Seek to amend education records.
3. Consent to the disclosure of personally identifiable information from education records except as specified by law.

Protection Of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding the district’s conduct of survey, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the “protected areas” if the survey is funded in whole or in part by a program of the U.S. Department of Education.
2. Receive notice and an opportunity to opt a student out of certain surveys or exams.
3. Inspect, upon request and before administration or use of certain survey of materials or information collection.

Food Service Program - [Board Policy 534](#)

We contract with Taher, Inc. to provide our food service program. Please make checks out to Taher. You may also deposit money into your child’s lunch account online. Our food service program meets the requirements of the USDA type A program. All students are offered a main entree, vegetable, fruit and choice of milk (or soy milk). Besides the main entree on the printed menu, students have a choice of a chef salad or a cold meat sandwich everyday.

Our school utilizes a computerized account management system. Each family is given an ID Number to use when depositing money in the family account. Each student in the family is given an individual PIN (personal identification number) to use when they go through the lunch line.

****Every student receives one free program breakfast and one free program lunch. Students need to enter their code for tracking purposes.***

****Any additional meals and or al la carte items will be charged to the families account.***

2024-25 Student Meal Prices (Second Meals):

Breakfast: \$2.40
Lunch: \$5.00



Lunch Hour

A lunch program is provided for your convenience. All students in grades 7,8,9,10 are required to eat lunch at school or bring their own lunch. Students in grades 11,12 will have open lunch privileges. Students in grades 7,8,9,10 will be allowed to eat at his/her home if they are within walking distance and have parental permission on file with the school office. Written permission must be filed each year. Students in grades 7,8,9,10 may not host other students at their home. Any student caught off school property during lunch without proper authorization will earn consequences. Open lunch privileges may be revoked by the principals at any time for reasons they see fit.

1-1 Technology - iPads

Belle Plaine School District students K-12 will receive an iPad tablet to assist students in their educational studies. The tablets will allow educators to better personal education for each student and the tables will provide students with a variety of ways in which to demonstrate their learning. Students in K-12 are expected to bring their own set of earbuds to school for personal use.

Lost Or Destroyed iPads, Textbooks Or Other School Owned Equipment

The school will charge an appropriate replacement fee for iPads, textbooks, workbooks, library books lost or destroyed or other equipment that is destroyed or damaged by students.

Data-Photo-Virtual Learning Privacy

Student pictures and personal data will be printed in school publications, social media such as Twitter and Facebook and given to the media for dissemination on occasions that warrant publication as news items.

Telephone

The student phone is located in the commons area. Office phones are offered for emergency purposes. Students need permission from office secretaries or principals to use the phones in the office.

Food/Drink in the Classrooms

Pop and juice may be opened in the Commons during noon hour and after school. No food or beverage (other than water) will be allowed in classrooms.



Part II - Academics

GRADUATION REQUIREMENTS:

SUBJECT	NUMBER OF CREDITS
MATH	6
ENGLISH	8
SCIENCE	6
SOCIAL STUDIES	8
PHYSICAL EDUCATION	2
FINE ARTS	2
ELECTIVES	14
TOTAL CREDITS	46

- 1 credit may be earned per semester per high school class
- Credits are awarded upon completing and passing a course or required school program in grades 9-12.
- All required classes must be taken for a letter grade in order for them to be counted towards graduation
- Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in Personal Finance in grade 10,11 or 12.



Senior High (9-12)
Honor Roll - High Honors - Honors

Belle Plaine Senior High School uses a 4-point G.P.A. scale. Anyone with a grade of incomplete will be excluded. Point system is as follows:

A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.667
B	3.00	C-	1.67		

Honor Roll

A Honor Roll= Grade Point Average of 3.67 or above

B Honor Roll= Grade Point Average of 3.0 or above

Grade Point Average (GPA) is the student's numerical average for a semester. A GPA is computed by adding the point values of the letter grades and dividing it by the number of courses for the semester. A student's cumulative GPA is recalculated each semester in grades 9-12.

High Honors - Honors

Students graduating with a cumulative G.P.A. of 3.85 or above will be recognized as a "High Honors" graduate. Students graduating with a cumulative G.P.A. of 3.5 will be recognized as an "Honors" graduate. Grades are rounded to the nearest hundredth.

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.

Academic Reporting

Grades are reported each **semester**. Academic checks take place every 4-5 weeks. academic checks will be communicated with parents, but only the **semester** grade impacts credit attainment, class rank, and grade point average. Infinite Campus provides a composite grade of the entire semester. Honor rolls are determined at the end of each semester.



2024-2025 Grading for Learning

The academic reporting timelines for the school year:

1ST SEMESTER GRADING TIMELINES

Academic Check #1 - 1st Quarter Mid Quarter

- Mid Quarter - Wednesday, October 2
- Mid-Quarter Grades Due - Thursday, October 3 - 3:30pm
- Activities Eligibility goes into effect - Monday, October 7

Academic Check #2 - End of 1st Quarter

- End of Quarter 1 - Friday, November 1
- Quarter Grades Due - Monday, November 4 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, November 6

Academic Check #3 - 2nd Quarter Mid-Quarter

- 2nd Quarter Mid-Quarter - Friday, December 6
- Mid-Quarter Grades Due - Monday, December 9 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, December 11

Academic Check #4 - End of 1st Semester / End of 2nd Quarter

- End of Sem 1 / Quarter 2 - Wednesday, January 15
- End of Sem 1 / Quarter 2 Grades Due - Monday, January 20 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, January 22

2nd Semester Grading Timelines

Academic Check #5 - 3rd Quarter Mid Quarter

- 3rd Quarter Mid - Quarter - Friday, February 14
- Mid-Quarter Grades Due - Monday, February 17 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, February 19

Academic Check #6 - End of 3rd Quarter

- End of Quarter 3 - Friday, March 14
- 3rd Quarter Grades Due - Monday, March 17 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, March 19

Academic Check #7 - 4th Quarter Mid-Quarter

- 4th Quarter Mid-Quarter - Wednesday, April 16
- Mid-Quarter Grades Due - Thursday, April 22 - 3:30pm
- Activities Eligibility goes into effect - Thursday, April 24

Academic Check #8 - End of 2nd Semester / End of 4th Quarter

- End of Sem 2 / Quarter 4 - Thursday, May 22
- End of Sem 2 / Quarter 4 Grades Due - Friday, May 23 - 3:30pm
- Activities Eligibility goes into effect - Wednesday, May 28



Junior-Senior High Academic Eligibility Policy & Requirements

A student participating in a MSHSL or in Belle Plaine extra-curricular activities must be in good academic standing. Grades are checked every four to five weeks, with three grading checks taking place each semester. A student who is not passing at a grading check is ineligible until they have reached a passing grade for the course. Reasonable time must be given to the teacher to allow them to correct a submission to adjust eligibility status. A student who fails the first semester is ineligible until the first grade check of the second semester. A student who fails a second semester course is ineligible for the remaining events of the current school year, including Sub-Section, Section and State competition.

*Junior High Students who fail an Elective (quarter class) will be on academic probation and work with administration to gain eligibility.

*All academic eligibility appeals will be addressed with the Principal and Activities Director.

Incompletes

Incompletes may be given at the end of grading term by teachers. Incompletes are most often used when there are unique circumstances that have prevented students from completing work or attending class. The incomplete grade must be addressed in the two week window provided after grades are due. The two week window is not designed to repair or address classes where non incomplete grades were earned. After two weeks the grade will be reported based on the points earned.

Standards-Based Accountability Assessment

The Minnesota Comprehensive Assessments (MCA) and alternate assessment Minnesota Test of Academic Skills (MTAS) are the state tests that help districts measure student progress toward Minnesota's academic standards and also meet federal and state legislative requirements. Students take one test in each subject. Most students take the MCA, but students who receive special education services and meet eligibility requirements may take the alternate assessment MTAS instead.

- Reading: MCA or MTAS (grades 3-8, 10) - Between March and May
- Mathematics: MCA or MTAS (grades 3-8, 11) - Between March and May
- Science: MCA or MTAS (grades 5, 8, + high school) - Between March and May
- College and Career Readiness: ACT/ASVAB/Accuplacer - February

English Language Proficiency Accountability Assessments

- The ACCESS for ELLs and Alternate ACCESS for ELLs are the assessments developed by the WIDA consortium and administered to English learners in order to measure progress toward meeting Minnesota's standards for English language development, developed by the WIDA consortium.
- The parent/guardian guide and refusal for student participation for statewide testing form are found on the Minnesota Department of Education website.



Postsecondary Enrollment Options(PSEO)

Students in grades 10th, 11th and 12th, may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year or (2) March 1 of each year. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the *Sara Geller- JSH Counselor* - by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and a parent or guardian.

Advisory

The Belle Plaine Schools Advisory program will provide academic support, personal academic guidance, and foster positive student-adult relationships. Advisory is held 2 days per week on Wednesdays and Fridays. [24-25 Daily Schedules](#)

- **Academic Support & Guidance**
 - All staff will be available for academic assistance. This designated time for students will be used for academic intervention & support.
- **Positive Student/Adult Relationships, Parent Communication, SEL and MCIS**
 - Each student will be assigned an Advisory teacher that they will meet with throughout the year on Advisory days (Wednesday & Friday). This teacher will help support their Advisory students in the areas of:
 - Social & Emotional Learning - The Human Connection Hub Curriculum
 - Weekly grade checks and communication home - student/parent
 - MCIS - Career & College Ready Information

The Human Connection Hub - SEL Curriculum

The Human Connection Hub is a Social Emotional Learning Curriculum designed to provide all students with support in the areas of: Self-Awareness, Self-Management, Responsible Decision Making, Relationship Skills and Social Awareness

MCIS - Minnesota Career Information System

The Minnesota Career Information System (MCIS) is a comprehensive online career exploration system that operates as a small non-profit. MCIS offers career, educational and labor market information in one, easy-to-use tool, including:

- Career interest, employability skill and learning style self-surveys
- Information on colleges and programs of study
- Short term-training, apprenticeship and employment resources

Students use their MCIS portfolio to plan and view progress toward goals and create a Personal Learning Plan (PLP) ([Minnesota Statutes, section 120B.125](#)).



Study Halls

Study hall is a quiet work environment for students. Students are provided with feedback from the study hall supervisor and may seek assistance from peers and the study hall supervisor.

Expectations:

- Study hall supervisor or student accesses Infinite Campus grade reports as needed.
- The building cell phone policy applies to Study Hall.
- Students are to work within the classroom
- First 5 / last 5 min to go to the bathroom.
- *During junior high study halls, the first 20 minutes of the time is spent reading. Students should have reading materials prepared.*

Junior/Senior Privs (from study hall)- Parent Permission & Criteria

Media Center And Computer Lab Procedures

Our school is fortunate to have access to excellent technology, quality printed and electronic reference materials. These resources are available upon request before and after school as well as during the school day. Students who use our technology are expected to abide by the district's acceptable use policy. Printing items in color is permitted only as necessary.

Academic Integrity

A violation of our academic integrity policy is compromising the integrity of the academic work and includes plagiarism, cheating, and stealing of information. Academic dishonesty can include taking information and passing it off as your own, the unauthorized utilization of technology or other materials, sharing answers with others, or the unauthorized distribution of materials.

Use of AI Programs

AI programs should not be used to replace student effort or traditional learning methods. Users must engage with these tools ethically, respecting copyright and privacy laws. Students should maintain academic integrity in all AI-assisted work. Any violation of academic honesty will be subject to appropriate consequences as listed in the Academic Integrity policy.

Consequences may include but are not limited to: (Severity of offense will be considered.)

1st Offense/Consequence	2nd Offense/Consequence in academic year, does not	3rd Offense/Consequence in academic year, does
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	need to be in the same subject	not need to be in the same subject
<ul style="list-style-type: none"> • Documented • 2 hours of detention • Alternative Assignment or “Redo” Provided • Conference between Student, Teacher, and Administrator • Parent Contacted by Administrator or Teacher 	<ul style="list-style-type: none"> • Documented • 1 day in school suspension • Alternative Assignment or “Redo” Provided • Plan of Action and Reflection Written • All teachers and coaches informed of infraction • Conference between Parent (s), Student, Counselor, Teacher, and Administrator • MSHSL Code of Conduct - loss of 1 competition 	<ul style="list-style-type: none"> • Documented • 2 days in school suspension • Zero on assignment • Assignment/task must be completed to earn credit in the class • All teachers and coaches informed of infraction • Conference between Parent (s), Student, Counselor, Teacher, and Administrator • MSHSL Code of Conduct - loss of 2 weeks of activities or 2 contests whichever is greater.

Part III - Rules & Discipline

Attendance Regulations

Reporting a Student Absence: Parents should email jshattendance@belleplaine.k12.mn.us or call the attendance line at **(952) 873-2404** before 8:00 a.m. to excuse students from classes. Written excuses are discouraged. If students need to leave school for parts of the day they need a pass from the office. Students should sign in and out of school at the front desk during the school day.

Attendance Communication: Infinite Campus is utilized to inform parents of absences if the absence has not been excused. An email and/or a phone call will go out from the principal each day at 9:15, 1:15, and 3:00. Office personnel strive for accuracy in this communication home.

Compulsory Attendance Law: Minnesota State Law provides that every child between seven and sixteen years of age shall attend a public school, or a private school, for a period of not less than nine months during any school year. (Sec, 120.10, School Laws of 1961)



Daily Attendance: Students are expected to be in school every day that school is in session. Regular attendance plays an important part in determining success in school. Students are excused from school under the following circumstances:

- They are sick
- There is a serious illness or death in the immediate family
- When roads are impassable
- College visit, medical appointment

The office reserves the right to mark a make-up slip “excused” or “unexcused” after evaluating individual circumstances. Students who are absent will be expected to complete assigned work. Students showing up to class 10 min late will receive an Unexcused Tardy for that class period.

Attendance reports are run on a weekly basis. The following policy is followed:

- **One** unexcused class period = 1 hour of detention
- **Four** or more unexcused periods = 1 day of in-school suspension
- **Six** or more unexcused absences a courtesy letter is sent home to parents.
- **Fifteen** or more absences a courtesy letter is sent home and the student is required to obtain a doctor's note for any further absences.
- **Nine** or more unexcused class periods a courtesy letter is sent home to inform parents, that refers to Scott County’s truancy guidelines. A student support plan is put in place to better assist the student.

Attendance Policy for extracurricular Participation

In order for a student to participate in an extra-curricular practice, game, or contest, the student must be in all classes all day. Any exception must be approved by the activities director or building principal. (Any student whose parents have called in to excuse a student for a doctor or dental appointment will not be affected by this policy.)

Leaving School During The Day

If a student needs to leave the building during the school day, for illness or any other reason, the student should ask permission from the principal’s office. A blue-colored pass will be extended to the student if permission is granted. Failure to comply with this rule will result in an unexcused absence and other consequences as appropriate.

Tardies And Truancy

Late To School: Any student who arrives late to school at any time during the school day needs to report to the office for a pass to class.



Tardies: Students are expected to be on time for all classes. 3 tardies in a quarter will result in a detention given by the principal. Excessive tardies will result in further consequences.

Unexcused Absences: Students missing school without prior communication from parents/guardians. This includes being 10+minutes late for a class period.

Truancy: A student whose parents expect him/her to be in school but who does not attend for other than lawful reasons is truant. Violations of this regulation may result in a referral to juvenile authorities.

Student Behavior - [School Board Policy 506](#)

Nonexclusionary Practices

Nonexclusionary disciplinary Policies and practices that are alternatives that are alternatives to dismissing a pupil from school, including but not limited to evidence-based behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions and alternative education services.

Belle Plaine Junior/Senior High school has implemented a Positive Behavioral Information and Supports system for all students. We focus on positive behavior and interactions between all students and staff, and teach behaviors and expectations we would like to see. In addition, we have Social and Emotional Learning support and curriculum in place which focuses on Self Awareness, Relationship Skills, Self Management, Responsible Decision Making, and Social Awareness. As part of our non exclusionary practices, we will consistently focus on

Discipline Complaint Procedure

Parents/Guardians or other persons may report concerns or complaints to the school district in regards to student discipline. Complaints should be written and submitted to the building principal. The Principal and Superintendent will respond, with an in person meeting or in writing, to the complaining party regarding the school district's response to the complaint.

Discipline

The school district has a comprehensive Student Discipline Policy. The purpose of the policy is to provide for a safe and healthful educational environment. This policy can be reviewed or obtained in the High School office.

Effective school discipline combines the efforts of parents, staff, and students. Students are expected to follow school rules at all times. Each teacher has a discipline plan that includes classroom rules, rewards, and consequences. Students are expected to respect and comply with individual teachers' guidelines. The consequences for severe violations are designed to be firm, fair and consistent for all students.

Since it is not possible to list every violation that occurs, classroom teachers, counselors,



administrators, and support personnel may respond to students discipline violations in a variety of ways including but not limited to:

- Parent conferences
- Loss of privileges
- Mediation
- Restitution
- Reports to probation services or police
- Community/School service
- Chemical evaluation
- Detention
- Suspension (in or out of school)
- Expulsion

There will be a logical relationship between the severity of the offense and the administrative action. As a result, administrators will have broad discretion to impose consequences either more or less severe than indicated in the discipline policy.

Detention

Detention is a before school time assigned to students as a consequence for violating school regulations. The time assigned must be made up as specified by the principal (in most cases within two days of assignment), even though this may not be convenient for the student. Detentions may be issued by any staff member. An unexcused absence from detention results in further consequences. The principal will determine detention time on a case-by-case basis. The school assumes no responsibility for transportation. Morning detention is generally 7:30 – 8:10 am. Lunch detentions may also be assigned per principal's discretion. Teachers can assign classroom detention as appropriate.

In School Suspension

Students may be assigned In School Suspension (ISS) by the principal for certain (or multiple) violations of our school district's discipline policy. In School Suspension consists of a student studying in one room for the duration of the school day under the supervision of an adult. Assignments and class materials are provided by teachers for the student to complete during the day. Students are provided a short break in the morning and afternoon. Students are provided a lunch period outside the ISS room as well.

Tennessean Warning

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

Students may be questioned by administration about incidents that may have severe legal and/or educational consequences. Students will have a due process right provided to them as



per Minnesota statute. The Minnesota Government Data Practices Act requires school districts and other political subdivisions, when asking a person to supply private or confidential information about the individual, to inform the person of:

1. The purpose and intended use of the requested data within the school district.
2. Whether the individual may refuse or is legally required to supply the requested data.
3. Any known consequences arising from supplying or refusing to supply private data.
4. The identity of other persons or entities authorized by a state or federal law to receive the data.

Bullying Prohibition - Board Policy 514

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, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy 514, on the District's web-site. Belle Plaine Junior -Senior High follows the following process when investigating Harassment and Bullying. [Harassment and Bullying Procedure](#).

General Statement Of Policy Prohibiting Sexual Harassment

Independent School District No. 716 maintains a firm policy prohibiting all forms of discrimination based on sex. Sexual harassment and sexual violence against students or employees is sex discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of personal harassment by any person, male or female, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances. Any student who believes he or she has been the victim of sexual harassment should immediately report the alleged acts to a teacher or the building principal. A copy of the district's Sexual Harassment Policy is available in the office.

Title IX

The Belle Plaine School District #716 prohibits discrimination in educational programs and activities on the grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, or disability.

Harassment and Violence Prohibition - School Board Policy 413

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy 413 can be found on the district



web-site. Belle Plaine Junior -Senior High follows the following process when investigating Harassment and Bullying. [Harassment and Bullying Procedure](#).

Hazing Prohibition - [School Board Policy 526](#)

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 526, that can be found on the district web-site.

Possession Of Chemicals, Weapons, Or Nuisance Articles

Alcohol: Students are prohibited from possessing or being under the influence of alcoholic beverages at school, on school grounds, at school sponsored activities, or during the school day.

Drugs: Students are prohibited from using, possessing or being under the influence of illegal drugs or narcotics at school, school sponsored activities, on school grounds, or during the school day.

Tobacco: Students are prohibited from using or possessing tobacco in any form at school, school sponsored activities, on school grounds, or during the school day.

Harmful or Nuisance Articles: The possession or use of articles that are a nuisance, illegal or that may cause harm to persons or property is prohibited at school and school sponsored activities.

Weapons: All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the school building principal or designee (i.e. firearms safety training.) This prohibition specifically applies to all school sponsored activities. Weapons are defined as a firearm or device designed as a weapon capable of causing death or bodily harm or one that results in the fear of death or bodily harm.

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 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, when 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.

Lockers and Personal Possessions Within a Locker

Lockers are assigned at the beginning of the school year. Students in junior high will stay in the same locker for grades seven and eight. Students in high school will stay in the same locker for



grade nine through twelve. Your locker is the property of the school and should be kept neat and clean at all times. Damage to any school locker will result in the student being charged for damages. Although your locker has a built-in lock, you are reminded to never leave money or valuables in your locker. A lock for your physical education locker is not provided by the school, but is highly recommended.

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers 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.

Video Recording & Security Cameras

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. The school district may use a video recording of the actions of students as evidence in any disciplinary action arising from the students' misconduct.

Backpacks/Bags

Student safety is a high priority. Teaching and learning can proceed at maximum efficiency only when the school climate is positive and all people feel safe. In order to promote a safe atmosphere, backpacks/tie bags/briefcases are not allowed in classrooms. Backpacks/tie bags/briefcases should be locked in the student's locker, not be left outside the classrooms or in the hallway.

Cell Phone And Electronic Devices (9-12)

All non-school issued electronic devices including cell phones, headphones/earbuds, must be turned off and properly stored during instructional time from the start of class to the end of class (bell to bell). This includes while in the media center and computer labs. Teachers can request that cell phones remain in the student's locker or designated phone caddy during the class period. Making or receiving a call or messaging may only occur before or after school, during the individual student's assigned lunch or during passing time. Belle Plaine High School assumes no responsibility for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft.

Cell Phone And Electronic Devices (7-8)

All non-school issued electronic devices including cell phones, headphones/earbuds, must remain in the student's academic locker during the school day. This includes while in the media



center and computer labs. Making or receiving a call or messaging may only occur before or after school, during the individual student's assigned lunch period or during passing time. Belle Plaine High School assumes no responsibility for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft.

Consequences:

- **1st Offense:** Confiscation of the device plus verbal warning. Student will pick up device at the end of the day from the Principal.
- **2nd Offense:** Confiscation of the device. Parent will pick up the device at the end of the day from the Principal or make accommodations for retrieval.
- **3rd Offense:** (Insubordination) Confiscation of the device plus student will be required to check device into the office for an extended period determined by administration. Student will pick up device at the end of the day from the Principal.
- **4th Offense:** (Insubordination) Confiscation of the device plus parent meeting for alternate plan of the student's possession of the device.

Extenuating Circumstances:

- Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times, but must adhere to all other expectations of the cell phone policy.
- In the case of medical necessity or emergency, a student should have a health plan or prior approval from Administration and the Health Office.

Student Dress

The appearance of a student is primarily the responsibility of the individual and his/her parents/guardians. District 716 students are expected to maintain an appearance that is not distracting to other students or the learning environment. We expect appropriate dress and discretion to be used in order to keep the school environment purposeful, practical and meaningful.

The school does not permit bare feet (shoes must be worn at all times), symbols, emblems, badges, signs, words, objects, and pictures on clothing, jewelry, or personal items that represent swear words, sexual inferences, alcohol or tobacco advertising, demeaning phrases, gangs, or discriminatory references to sex, race, or religion or that are lewd, vulgar or obscene. It is not the intention of this dress code to limit a student's right to express political, religious, philosophical, or similar opinions by wearing such apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

When, in the judgment of administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process of 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 and parents will be notified.

Examples of prohibited attire include, but are not limited to, the following:



- Going without shoes;
- Undergarments worn as outer garments do not meet school expectations;
- Shirts must include sleeves or straps;
- Clothing with language that is lewd, vulgar or obscene;
- Apparel promoting products or activities that are illegal for use by minors (including tobacco, use of drugs, and/or alcohol advertising);
- Objectionable emblems, items, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group; which connotes gang membership; or that approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals
- The school administration reserves the right to allow or prohibit student attire.

Public Displays of Affection

Inappropriate displays of affection will not be allowed. Examples include kissing, petting, or groping. Such displays will not be allowed while the student is at school, on school grounds, or at a school sponsored activity. Consequences will be determined by the school administration.

Part IV - Health & Safety

Health Services

A Licensed Nurse or office staff member is on duty during the school day to provide first aid care for children who become ill or injured during the school day. If a child would be better off at home, a parent will be called. Please keep the office informed of changes in phone numbers for home, work, or emergency numbers. It is of utmost importance that we are able to reach you in times of medical necessity. It is not possible to notify a parent every time their child visits the health office. However, we will call you and ask that you pick up your child if we see:

- an elevated temperature
- vomiting or diarrhea
- other suspected communicable diseases (head lice, strep throat, suspicious rashes, etc.)
- children that have returned too soon after an illness (see illness guidelines)

Illness Guidelines: Please keep your child home for the following:

- Fever greater than 100: may return after temperature has been normal for 24 hours without the use of fever reducing medicine
- Vomiting or diarrhea: may return after 24 hours has passed since last vomiting or diarrheal episodes
- Strep throat: may return after 12 hours of treatment and child is without fever
- Chicken pox: may return after all spots are scabbed over
- Head lice: may return after first treatment completed and no live lice are seen



- Possible impetigo/other rashes: may return after a doctor determines whether the rash is/is not contagious.

OVERDOSE MEDICATION - Naloxone (Narcan) - [School Board Policy 516.5](#)

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication. Refer to School Board Policy 516.5

Immunizations:

- Minnesota Immunization Law requires that every child attending school have current immunizations or the necessary documentation for exemptions. We cannot allow your child to attend school if we do not have a record of current immunizations or exemptions.

Medical/Health Procedures:

- Health Services can provide medical procedures that are determined to be medically necessary during the school day. Physician orders and parent consent are required. Procedure related supplies must be provided by the student/family.

Medications:

If a child needs medication (prescription or over-the-counter) during the school day, the school must have:

- Written parental consent
- Written physician's orders
- Medication must be provided in the original container (if you ask, the pharmacist can provide a bottle for home and one for school)
- Medication must not be expired (please check the dates before bringing)

Participation Restrictions:



- If a child is unable to participate in recess or physical education due to a health concern, they will need a note from a parent. If the restriction is for more than one day, a doctor's note may be requested.

Screenings:

- Health Services provides hearing screening (grades K, 1, 2, 3, 5) and vision screening (grades 1, 3, 5). If you do not want your child to participate in school screenings, please send a note to the health office by the end of September. In most circumstances the health office does NOT share screening results with classroom teachers until results of a medical evaluation are provided, parent permission is received, and it is determined that it is important for the classroom teacher to have the information.

988 Suicide & Crisis Hotline - 988 suicide & crisis hotline counselors are trained to provide free and confidential emotional support and crisis counseling to people in suicidal crisis or emotional distress, and connect them to resources. These services are available 24 hours a day, seven days a week, across the United States. The 988 Suicide & Crisis Hotline number can also be found on student ID cards and on student iPad home screens.

Student Services

The school has personnel available (counselor, student support specialist, student success coordinator) to assist students who may be having difficulty with some aspect of their lives that may be interfering with their learning. Students can arrange appointments with school personnel through the office or on their own.

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.

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 front desk and to wear a "visitors 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.



UNIVERSAL EMERGENCY PROCEDURES

UTILIZE RAPTOR ALERT SYSTEM



EVACUATION

EVACUATION

For use when conditions outside are safer than inside.

- Take the closest and safest way out - utilize building map
- Bring with you a walky talking and/or cell phone for communication
- Report missing students/staff to principal's office



SHELTER
IN PLACE

SHELTER IN PLACE

For use when learning can safely continue, but student and staff movement needs to be limited.

- Bring students into classroom and close doors and window coverings
- Remain with students in the same classroom until an "all clear" announcement is made



LOCKDOWN

LOCKDOWN

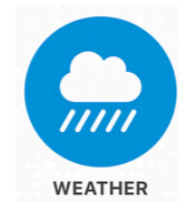
• WITH WARNING

For use to protect students/staff from a potential danger outside of the building

- Direct students to the nearest classroom or safe location
- Lock all doors, close windows and coverings
- Control all movement and noise

• WITH INTRUDER

- Direct all students outside to the nearest safe location (this could be outside of the building)
- Lock all doors, close windows and coverings, turn off lights
- Take cover and control all movement and noise until "all clear" is announced by administrator



WEATHER

SEVERE WEATHER/REVERSE EVACUATION

For use when conditions inside are safer than outside.

- Move all staff/students inside immediately to the designated area
- Bring walky talky and/or cell phone for communication
- Assume safety position if appropriate

REUNIFICATION

For use when students or staff need to leave school grounds for safety reasons.

- Reunification location will be communicated through Raptor App
- Direct students/staff to appropriate reunification location
- Take attendance and keep all students in your supervision with you, and wait for direction from administration

