

# **BOLD 2017-18 Student Handbook**

## **2017-18 Tentative Testing Dates** **(these dates are subject to change)**

January 29, 2018	ACCESS for ELLs 2.0 Online and Alternate ACCESS for ELLs Paper Begins
March 5	MCA Reading Grades 3–8, 10 and Mathematics Grades 3–8, 11 Online Begins MCA Science Grades 5, 8, and High School Online Begins □ MTAS Reading, Mathematics, and Science Begins
March 23	ACCESS for ELLs 2.0 Online and Alternate ACCESS for ELLs Paper Ends
May 4	MCA Reading Grades 3–8, 10 and Mathematics Grades 3–8, 11 Online Ends MTAS Reading, Mathematics, and Science Ends 12 MCA Science Grades 5, 8, and High School Online Ends

### **Crisis Information-Resources**

#### **Mental Health & CD Crisis**

Woodland Center 320-231-9158 or 800-432-8781  
Western Mental Health 800-658-2429

#### **CD/Addictions**

Project turnaround 320-564-000 or 800-862-1453  
Woodland Centers 320-235-5700 or 800-432-8781

#### **Pregnancy Concerns**

Renville County Public Health 320-523-2570

#### **Physical/Sexual Abuse**

Shelter House 866-223-111 Safe Avenues 320-523-1015

#### **BOLD High School Bully Hotline**

320-523-8101

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# **BOLD Jr./Sr. High School WARRIORS**

## **2017-18 STUDENT HANDBOOK**

### **INTRODUCTION**

This student handbook was developed to answer many commonly asked questions that students and parents have during the course of a school year. Please take the time to become familiar with the following information. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently among all students.

Successful students have involved and informed parents. We encourage parents to take advantage of accessing student information on the district's Family Access. Also by attending parent/teacher conferences to keep updated and informed. Family Access gives the parent access to grades, lesson plans, absences, and lunch accounts. Go to [www.bold.k12.mn.us](http://www.bold.k12.mn.us) –PARENTS and GUARDIANS, Family/Student Access; find your child in there and then enter the information required. Call the High School office for a password.

Students, parents, and school staff working together toward common educational and social goals are the most common recipe for success.

This electronic handbook is updated yearly to reflect needed changes. If you have any questions please feel free to contact the High School Office at 523-1031, Ext. 3100. Additional board approved policies are available on the BOLD Website: [www.bold.k12.mn.us](http://www.bold.k12.mn.us)

Parents and students will need to sign the acknowledgement of receipt/permissions form, distributed at registration, and have your child return this form to the High School Office by Friday, September 22, 2017.

# Notices to Parents:

At the beginning of each school year or when a student enrolls, a school must notify parents and guardians about the school's policy requiring a criminal history background check on employees and other individuals who provide services to the school, and identify those positions subject to a background check and the extent of the school's discretion in requiring a background check. [M.S. 123B.03, Subd. 1, Part e]

The BOLD High School works in cooperation with the area Law Enforcement Agencies. In that spirit of cooperation, the High School will inform the appropriate agencies of crimes occurring at the school. However, it is the Victim's, or Victim's Parents'/Guardians', responsibility to personally report any crimes against a student to the Law Enforcement Agencies for investigation and prosecution.

## Student Attendance (Policy 503)

*[Note: The provisions of this policy substantially reflect statutory requirements.]*

### I. PURPOSE

- A. The 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. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

### II. GENERAL STATEMENT OF POLICY

#### A. Responsibilities

##### 1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

##### 2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

##### 3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve

any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with 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 been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

**B. Attendance Procedures**

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addition to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. **The note must include dates and times the student is to be excused.**
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental or orthodontic treatment, or counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
  - (10) Family emergencies.
  - (11) Active duty in any military branch of the United States.
  - (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

- (13) Pre-approved family vacations.
- (14) Official College Visits - Juniors may take 1 and Seniors may take 2. These must be approved by the office prior to the trip.

**[Note: State law provides that a school board may include other exemptions in the school district’s attendance policy. See Minn. Stat. §120A.22, Subd. 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]**

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within **two** days from the date of the student’s return to school. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

**3. Unexcused Absences**

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district’s attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family **that have not been pre approved.**
- (6) Personal trips to school or colleges **that have not been pre approved.**
- (7) Absences resulting from cumulated unexcused tardies (3 unexcused tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student’s total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county

attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

- (4) **High School** students with unexcused absences shall be subject to discipline in the following manner:
  - (a) From the first through the **4th** cumulated unexcused absence in a semester the student will not be allowed to make up work missed due to such absence.
  - (b) After the **3rd** cumulated unexcused absence in a semester, a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of **4** unexcused absences and that, after the **4th** unexcused absences, the student's grade shall be reduced by one increment of each unexcused absence thereafter..
  - (c) After such notification, the student **and** his or her parent or guardian **will be requested to attend** a conference with school officials regarding the student's absences and the prescribed discipline.
  - (d) After **4** cumulative unexcused absences in a semester, the **office** will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). (e) After **8** cumulated unexcused absences in a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.
  - (f) **The student or his/her parent/guardian may request a conference to appeal the loss of credit. The administration may develop a plan to restore a passing letter grade.**
  - (g) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

5. **Elementary School students are required to make up all work.**

a. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within two days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

**C. Tardiness**

- 1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the teacher.

3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

**D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs**

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

**III. DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

**IV. REQUIRED REPORTING**

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. §

120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

**[Note: Where services and procedures under Minn. Stat. Ch. 260A are available within the school district, the following provisions should also be included in the policy.]**

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

(EXIT PASS) When a student must leave school during the day:

- If a student becomes ill during the day, the office secretary will contact a parent and the student must check out in the office before they leave.

- If a student needs to leave school during the day for a reason other than illness, a parent must call or a parent note must be presented to the office. The student will be issued a pass by the office secretary to leave the building. If the student does not follow these steps he/she will receive an unexcused absence.
- All students leaving the building during the school day must sign out at the office prior to leaving.
- Missing more than ten (10) minutes of a class period constitutes an absence as defined by this policy.

Returning to school during the school day:

- **Students must check in at the office when returning to school at any time during the school day following an absence.**
- All students who miss an entire class will be required to show a make-up slip to the teacher upon their return (for a class or study hall already in session) or the following day (for classes or study halls missed) in order to be admitted to class.

# GRADES, GRADING, AND GRADUATION

## **BOLD GRADUATION REQUIREMENTS/PARTICIPATION**

The BOLD district supports the need for each student in the regular classroom to achieve minimal competency in math and communications before high school graduation and will provide the student with the opportunity to gain the necessary knowledge in these basic skill areas, pursuant to M.S. 123.742. Students must pass the MN Basic Standard Test/Comprehensive Assessment in Math, Reading, and Writing to be eligible for graduation and have a minimum of 24 credits. These 24 credits must include:

**English/Language Arts:** 4 credits

**Science:** 3 credits (1 credit in Biology, 1 in Chemistry or Physics)\*

**Physical Education:** 1 credit

**Social Studies:** 3.5 credits (1 credit in US History, .5 credit in Global Studies, 1 credit in World History, 0.5 credit in Economics and 0.5 credit in Government/Citizenship)

**Math:** 3 credits

**Arts:** 1 credit

**Electives:** 8.5 credits.

Students must be enrolled full-time, and in regular attendance at BOLD High School, or be enrolled in an approved Post-Secondary School, at the time of graduation to participate in the graduation ceremony. **Students cannot participate in graduation exercises unless all school requirements have been met.** The school reserves the right to assess extreme or rare cases.

## **ACADEMIC LETTER/CERTIFICATE**

Students may earn an academic letter if they maintain a 3.333 quarter GPA or better for 4 consecutive quarters (4th Quarter of the previous year and 1st, 2nd, & 3rd Quarters of the current year- (9th graders will use 1st-3rd Quarters). A letter is issued for the first time and a certificate each year thereafter.

## **GRADUATING WITH HONORS**

Students will graduate with honors if they attain a (3.330) cumulative average in grades 9, 10, 11, and 12; or with highest honors if they attain a (3.750) cumulative average. All grades at the end of third quarter, and the most recent grades the school has from PSEO students will be used to determine honors. All senior honor students will receive honor cords to be worn for graduation.

## **HONOR ROLL**

To qualify for the "A" Honor Roll, a student must average 3.667 or better; to qualify for the "B" Honor Roll, a student must average 3.000 or better. The following point system will be used to determine average. A 4.000; A- 3.666; B+ 3.333; B 3.000; B- 2.666; C+ 2.333; C 2.000; C- 1.666; D+ 1.333; D 1.000; D- 0.666. A student's quarter grade will determine honor roll status.

## **REPORT CARDS/ACADEMIC REPORTS**

Academic reports will be provided to parents or guardians at the middle and end of each marking period. Report cards will be issued following the close of each quarter marking period and distributed at parent-teacher conferences or mailed to parents/guardians. Our marking system is as follows:

A    A-    B+    B    B-    C+    C    C-    D+    D    D-    F

S – Satisfactory    U - No credit    P – Pass    I – Incomplete    NG – No Grade

#### INCOMPLETE POLICY/DAILY WORK

Each teacher is required to inform their students as to their individual late work policy for their course. It should also be available on the course syllabus distributed at the beginning of the school year.

#### INCOMPLETE POLICY/REPORT CARD

Students receiving an incomplete on their report card for any grading period will have two weeks following the term to complete their work. This **is not** in addition to the district permitted two (2) days to make up work missed for illness. If an instructor determines there is a justifiable reason for extra time, they will submit a request for an extension to the administration by the end of these two weeks. Administration has final approval for extensions to this deadline. It is the student's responsibility to contact the instructor to see what work needs to be completed and turned in.

#### **7<sup>th</sup> & 8<sup>th</sup> grade Course Success Options for SY 2016 and beyond.**

The BOLD staff will provide educational support for all students and will assist all struggling students in meeting all course expectations. Students in grades 7 & 8 will be expected to pass all classes they are in. Students who do not pass a semester or trimester course will be required to attend summer school to complete or correct course work, which resulted in failure. Students who fail to attend summer school or refuse to attend summer school will be required to repeat the course they failed. If a student fails 3 or 4 of the core courses, math, English, Science or Social, and does not attend or successfully complete summer school, they will be required to repeat the entire grade the next year.

Students will be required to attend the ALC Credit Recovery program. Upon successful completion students going into 9<sup>th</sup> grade will receive .5 elective credits for their efforts toward their high school credits for grades 9 – 12 as required by statute. The .5 elective credit only applies to the successful completion of the summer program. It does not apply if the student remains in 8<sup>th</sup> grade.

During the school year all 7<sup>th</sup> and 8<sup>th</sup> grade students who are failing or missing work will be required to attend the after school Targeted Services program on the days it is offered. This will apply to all students in grades 7 & 8 even if, and especially if, they are involved in some co-curricular activity. They must attend for at least one hour from 3:00 – 4:00 after school. When possible to staff, the high school will offer a lunch time structured study hall, (SSH), that will be available to students who are failing or have missing or incomplete work for any class. They will bring their work to that class, then be allowed to go to the front of the lunch line and return to the SSH to eat and work until the bell rings.

#### **LUNCH TIME**

##### EATING IN THE BUILDING

Our school cafeteria is where school served meals will be eaten. The facilities are excellent and we are equipped to keep that area sanitary. **No Hats or hoods are allowed in the cafeteria.**

**7<sup>th</sup>-8<sup>th</sup> Grade students** will eat first followed by 9<sup>th</sup> grade.

**7<sup>th</sup>-11<sup>th</sup> Grade students** have the privilege of being allowed to eat cold lunches and snack items in the commons area, provided the area is kept neat and orderly. No hot lunch should be taken from the cafeteria. Recess will also be available in the gymnasium or outside the south exit (weather permitting) for students unless a conflict arises (a supervisor must be present). Students in grades 9-12 may gather socially in the Commons or by the benches across from the High School office.

**12<sup>th</sup> Grade students**, in addition to the above privileges, will be allowed to leave the school grounds during noon hour without a pass, at the discretion of the Administration. Students who go off campus at noon should be a positive representation of their school. This privilege is also extended to National Honor Society members.

**No students should be gathering or wandering in the hallways, eating at their lockers, or eating in areas not listed above. Students in grades 7 – 10 may not congregate at their lockers during lunch.**

## WHAT DOES CLOSED NOON HOUR MEAN?

- A. Students in grades 7-11 will not be allowed to leave the school grounds unless they have a pass from the High School Office.
- B. Students may not be outside except by the office area on days the weather permits, or in the 2nd floor area during noon hour. Hall monitors will supervise the halls. Any misbehavior during noon hour will be reported to the High School Office personnel.
- C. Junior High and Senior High students will be allowed to have access to the gym or south outside area only with a supervisor present. (weather permitting)

**Pop and food may be allowed in the Computer Labs or the gymnasiums upon supervisor's discretion.** A classroom rule regarding food or beverage is at the discretion of the classroom teacher. Students will not be allowed open beverage containers in their lockers. Vending machines will be available during the hours approved by Administration and will be posted on the machines.

**Food businesses outside of the school may not deliver food to students in the school, or on school grounds, during the school day. Exceptions for organizational meetings and/or special activities may be granted in advance on a case-by-case basis by administration.**

## MEAL CHARGE POLICY

**Breakfast is served each morning from 8:00 a.m. to 8:20 a.m. No passes will be handed out after breakfast unless you have received a pass prior to getting served from the cafeteria supervisor.**

**Lunch is served each day at 10:49 a.m. and 11:47 a.m.**

### **Current meal prices:**

Breakfast prices for free/reduced students are free. Breakfast prices for paid students are **\$1.70**.

The adult breakfast price is \$

Lunch prices for grades 7-12 are **\$2.60**.

The lunch price for a reduced price meal child is **\$.00** (state determined).

The adult lunch price is \$

Additional milk can be purchased for **\$.55**. Juice **\$.55** Bottled water can be purchased for **\$1.00**

**An extra entree is \$1.70.**

Ala cart items vary in price and are provided on a cash basis.

**Students on free/reduced lunch must pay for additional beverages and/or additional food. All meal prices are subject to change.**

**Negative food service accounts are NOT allowed.**

## MEAL CHARGING PROCEDURE

The meal accounting system is a pre-paid system, meaning that meal charging is not allowed. Meals are paid for by depositing money into the student's lunch account before meals are served. This can be done online via the system described below. Breakfast and lunch for all students is taken from their account daily. Other purchases, which may be deducted from a student's account, include **extra milk, extra juice, bottled water and second helpings.**

It is the responsibility of the parent/guardian to ensure there is sufficient money in the student lunch account before meal time. Funds can be deposited in the student's lunch account by bringing money to the high school office or paying the Food Service clerk before 10:00 a.m.

The School Food Service considers a \$5.00 student account balance a “low student balance.” Each day that a student’s account balance is lower than \$5.00 the Food Service Clerk will remind the student that their account is low when they go through the lunch line.

**When a student account reaches a negative balance, the following will occur.**

If the family is enrolled in the email notification system a low balance notification will be sent. The Food Service Clerk will notify student. The student may be given one peanut butter or cheese sandwich and one milk for lunch.

**Refer to Policy 534 Meal Charge Management for further information.**

Parents may call the school on any school day to access account information. Student lunch account balances are updated daily.

If a student brings cash for a meal, it may be applied directly to the meal and not towards the account. All students will be issued a Food Service number; they are required to know their Food Service number. No other student may be permitted to use this number.

Lunch tickets will be handled by a computerized system. Lunch and milk money may be deposited in the high school office or paid online through Revtrak. Visit the [www.bold.k12.mn.us](http://www.bold.k12.mn.us), go to Skyward Family Access and enter your login ID and Password. Make a payment using Discover, Mastercard or Visa debit or credit card. When your child eats lunch and/or has morning milk and/or breakfast, the price will be deducted from their individual account in Skyward.

When a positive balance exists in a student’s Food Service account at the end of the school year, the balance will be carried over to that student’s account for the following school year. If you are a graduating student and there is no underclassman in your family, you will receive a refund.

Applications for free or reduced meals may be obtained from the Administrative offices and the back to school information folder. These can be completed and returned to the school at any time throughout the school year.

**You can check the status of your lunch account via School View on the BOLD web site (<http://www.bold.k12.mn.us>).**

**STUDENT ALLERGIES**

Substitutions will be made for students with special needs if the student submits a medical statement that indicates how their special needs affect their diet and the substitutions that must be made. A licensed physician must sign this statement. Forms for the medical professional can be obtained through the Food Service Department. The Food Service Department is not required to provide substitutions for students unless they have a life-threatening allergy or disability. The written documentation will be kept on file. If a student is lactose intolerant, a note may be written from the child’s parent/guardian. The school is required to provide lactose free milk.

Any Food Service questions, please call (320) 523-1031 extension 3124.

# GENERAL SCHOOL INFORMATION

**CAMERA SURVEILLANCE/DOOR ACCESS**

At 8:15 each morning, the exterior doors will automatically be locked by a computer program set to the time as seen on the school website (World Clock). Visitors may enter at the East Entrance, by the main office, and the South Entrance, by the District Offices, by buzzing in for entrance. All visitors must sign in and out of the building. Surveillance cameras have been installed inside and outside the school building for student safety.

**CHANGE OF ADDRESS**

Any change of address or telephone number should be submitted to the High School Office or made on the Skyward parent information on the website immediately.

## CLASSES/ORGANIZATIONS ACTIVITY PROCEDURE

All class and organizational meetings must be approved in advance by the Administrator and attended by at least one (1) advisor.

The President, Vice-President, Secretary, and Treasurer for each class are elected for one-year terms at the end of the previous school year. Class Officers and Student Council representatives are elected in the Spring to serve for the following school year, including the incoming 7th graders. . Each class has multiple student council representatives who are elected on a yearly basis. . Within the group of elected representatives, Student Council members vote to elect individuals who will serve as Officers of Student Council in the fall of each school year.

A record of receipts and expenditures is kept by the Activities Director in the office for auditing purposes. All receipts must be turned in to the Activities Director to be deposited in the bank account. Class purchasing must be approved by one of the advisors and the school procedures for purchase orders and reimbursement must be followed. Receipts for items purchased must be turned in to the Activities Director for payment from the account. All school-earned funds shall be used for school activities.

Clean up is done following any activity and must be supervised by the advisor. No school activities may be held after 6:00 p.m. on Wednesday. All students, groups, or individuals must be under the supervision of a teacher or staff member. All activities, especially those requiring release from school classes, need a minimum of one week notice to the administration (exceptions may be granted by administration).

## CLASS HOURS

The school day runs from 8:15 a.m. to 3:00 p.m. No student should be in the building outside of those times, unless attending a school sponsored activity, meeting with an instructor, or conducting a school related activity that is supervised. The following is the High School Schedule for 2016-17:

### M, T, Th, F

1<sup>st</sup> 8:15 – 9:05  
2<sup>nd</sup> 9:09 – 9:59  
3<sup>rd</sup> 10:03 – 10:53

4<sup>th</sup> 10:53 – 11:24  
11:28 – 12:18  
10:57 – 11:47  
11:47– 12:18

5<sup>th</sup> 12:22 – 1:12  
6<sup>th</sup> 1:16 – 2:06  
7<sup>th</sup> 2:10– 3:00

lunch 7 – 9  
Class 7 - 9  
Class 10 – 12  
Lunch 10 – 12

### WED

1<sup>st</sup> 8:15 – 8:54  
2<sup>nd</sup> 8:58 – 9:37  
3<sup>rd</sup> 9:41 - 10:20  
4a 10:24 – 10:54  
4b 10:54 – 11:25  
11:29 – 12:17  
10:58 - 11:46  
11:46 – 12:17  
4c 12:21 – 12:51  
5<sup>th</sup> 12:55 – 1:34  
6<sup>th</sup> 1:38 – 2:17  
7<sup>th</sup> 2:21– 3:00

Ramp – Up  
Lunch 7 – 9  
Class 7 – 9  
Class 10 – 12  
Lunch 10 – 12  
Home Room

In the event there would be a two hour late start on a Wednesday the high school will follow the same two hour late start schedule as for M, T, Th, F.

## COLLEGE VISITS

Seniors, Juniors and Sophomores who wish to visit a college or Technical college of their choice, or needing to do college testing or registration as required, may be excused from school with permission from home. NO COLLEGE VISITATIONS WILL BE ALLOWED AFTER MAY 1ST OF EACH SCHOOL YEAR. All exceptions will be handled individually with the approval of the high school counselor or high school Principal.

## **COLLEGE NOW/PSEO PROCESS & REQUIREMENTS**

Students entering the 10<sup>th</sup>, 11<sup>th</sup> or 12<sup>th</sup> grade year interested in participating in the College Now or PSEO programs should consult the Registration Catalog and/or the School Counselor for program requirements, application process, program details and specifics, program limitations, and consequences. Four PSEO semester credits are equal to one high school credit at BOLD.

## **CONGRATULATORY ITEMS**

Please be reminded that some people may be allergic to latex balloons. These will not be allowed to be brought into the school or left at the school. BOLD Schools are Latex-Free Schools (Policy 799).

## **DROPPING/ADDING COURSES**

Student's schedules may only be changed during the first five days of each semester with a completed drop/add slip. Requests may be declined for various reasons including class sizes and demographics.

## **EMERGENCY DRILLS**

Each year the State of Minnesota requires a quantity of Emergency Drills to occur at schools. These include, but are not limited to, Evacuation Drills, Fire Drills, Lock-Down Drills, and Tornado Drills. Teachers will have the plans for these drills posted in classrooms and students are expected to participate in an orderly, appropriate manner during these drills.

## **GRADE PLACEMENT**

Students will be assigned to a grade, with those associated privileges, based on their current credits earned at the start of the school year. A student must have six or more credits to be designated as 10<sup>th</sup> grade. A student must have 12 or more credits to be designated as 11<sup>th</sup> grade. A student must have 18 or more credits to be designated as 12<sup>th</sup> grade.

## **GUESTS (Policy 903)**

Students will not be allowed to bring a student guest to school during the regular school day, except under rare circumstances with prior approval of the High School Administrator. All visitors must register in the office upon arrival to the building. Visitors to any classroom during the school day must have permission in advance of the visit from the High School Administrator.

## **HOMEBOUND**

Homebound instruction requires a physician's diagnosis and recommendation. The instruction is offered through a homebound teacher with assistance from the classroom teacher. Grades for assignments and credit for the course are ultimately determined by the classroom teacher in cooperation with the homebound teacher. The grading system is Pass/Fail and students may not participate in Extra-Curricular activities.

## **INSURANCE**

BOLD School's does not offer insurance anymore.

## **LOCKERS/LOCKS (Policy 6090)**

Students must use the locker assigned by the High School office. Lockers used by the students are to be considered property of the school, and the school reserves the right to inspect them at any time for any reason. Lockers will be inspected at the end of the school year and the student will pay the repair for any damage to the locker the student was assigned. This excludes any damage the student reported to the office during the school year, which was not the direct responsibility of the student.

## **OFF LIMITS AREAS**

During school hours areas off limits without permission (for all students) include custodial areas, weight room, gymnasiums, parking lot and cars, area north of the school, and the stairwell to the balcony. If students are using the weight room or small gym before or after school there must be direct adult supervision by school personnel or community education personnel.

## **PARKING & VEHICLE ACCESS**

### **All students will:**

- A. park in the school parking lot in the area assigned to student parking.
- B. not be allowed to drive or ride in a car or motorbike at any time during the school day except with an exit pass for an excused absence.

- C. not enter or occupy a vehicle during the school day or noon hour except with permission from the office. Doors to vehicles should be locked.
- D. park vehicles correctly - inappropriately parked vehicles will receive one warning and the next time may be towed at the owner's expense.
- E. compact cars only are allowed to park on the south side of the pool area.

Any violation or inappropriate use of a motorized vehicle on or near the school property may result in action by the Administration.

#### **PHONE USAGE/TELEPHONE MESSAGES**

Parents are encouraged to make arrangements with their children before they leave for school. A school phone will be available in the office for student usage before and after school. The school phone may be used during the school day for family emergencies, student illness, and reasons approved by administration. Messages from parents to their student will be e-mailed to the student. **Emergency situations will be handled immediately. Cell phone use for calls, texting, music or searching the web is not allowed in classrooms. However, there may be circumstances with the cell phone may be allowed pending the request and/or teacher discretion or classroom use.**

#### **POSTING ANNOUNCEMENTS AND FLYERS**

There are several bulletin boards around campus to post notices and posters concerning school activities. All postings must have a staff sponsor and office approval prior to being posted anywhere in the building.

#### **PUBLIC DISPLAYS OF AFFECTION**

Administration recognizes that student relationships will occur during the school year; HOWEVER, displays of affections are to be limited to holding hands. Anything further will be subject to disciplinary action at the discretion of Administration.

#### **REGISTRATION INFORMATION**

Registration for the upcoming year will be done after the start of 2<sup>nd</sup> semester. The Registration Catalog will be available on the BOLD Website prior to registration. Courses in the Registration Catalog are not guaranteed in the schedule for the upcoming year. If a course registration exceeds the maximum class size, priority will be given by seniority and teacher recommendation.

#### **STUDENT PLANNERS**

With the use of iPads students will use the myHomework planner app, Google Calendar or iPad calendar to keep track of their homework. Students are highly encouraged to track their homework and assignments. There will be some hard copy planners available upon request.

**Students must have a pass to be in the hall during class time that has been issued by a teacher or the office.**

#### **TECHNOLOGY POLICY (Policy 524)**

BOLD Public Schools provide students with access to networked and non-networked computers consisting of Local Area Networks (LANs), Wide Area Networks (WANs), and the Internet. Students are responsible for good behavior on school computers and networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. All school rules for behavior and communication apply to the use of the school computers and networks.

#### **Acceptable uses of the district's computers and networks include, but are not limited to:**

- A. Storing information (data, text, graphics) for assigned instructional tasks.
- B. Accessing/researching information (data, text, graphics) for assigned instructional tasks.
- C. Processing information (data, text, graphics) for assigned instructional tasks.
- D. Creating information (data, text, graphics) for assigned instructional tasks.
- E. Communicating information (data, text, graphics) for assigned instructional tasks.

Independent access to computers and network services are provided to students who agree to act in a considerate and responsible manner. Parent permission is required for minors to access the internet. Access is a privilege, not a right, and entails responsibility by the student. Individual users of the district's networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed.

**Network storage is treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district services will be private.**

**Unacceptable uses of the district's computers and networks include, but are not limited to:**

- A. Sending or displaying offensive messages, obscene language, or pictures.
- B. Damaging computers, computer systems, or computer networks.
- C. Harassing, insulting, or attacking others.
- D. Employing the network in infringing on the rights of others.
- E. Unnecessary printing of materials or unauthorized printing of materials.
- F. Using, accessing, or attempting to damage others' folders, work, or files.
- G. Violating, or attempting to violate, any copyright laws.
- H. Use that compromises the integrity or security of the district's computers and networks.
- I. Installing personal software or customizing the desktop.
- J. Attempting to bypass the firewall or filters in any way, shape, or form.

**Consequences for unacceptable uses will result in appropriate disciplinary actions and may include any or all of the following:**

- A. Loss of Access (Duration at the discretion of Administration).
- B. Students will be held responsible for any damage, theft, or vandalism to any school computer or network.
- C. When applicable, law enforcement may be involved.
- D. Additional discipline, as appropriate, as determined by Administration.

**TEXTBOOKS AND ALL OTHER EQUIPMENT**

The Board of Education loans textbooks gratis to all students. The student is charged with the responsibility of proper care and return of all materials and equipment issued to him/her. Students should not store excessive papers in textbooks as it may damage or loosen the binding. Students who damage or fail to return their textbooks may be assessed a fee. Free book covers may be available through the High School Office. Textbooks must be covered as per teacher discretion.

# Rules of Conduct (Policy 506)

Disciplinary action to include detention, suspension and/or expulsion may be taken against students for any behavior that is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

**I. Damage to School or Personal Property**

- A. Vandalism: Damage to or destruction of school property or property of others by students is vandalism.

**II. Theft**

- A. Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his or her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

**III. Threats and Disruptions**

- A. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist are unacceptable behavior.
- B. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

- 1) **INSUBORDINATION** (willful refusal to follow an appropriate direction or order given by a staff member)
- 2) **VERBAL HARASSMENT (413), BULLYING (514), HAZING (526), OR THREATS**
  - “Bullying” means any written or verbal expression, physical act or gesture, or pattern thereof, by a student which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. (Policy 514);
  - “Hazing” means committing an act against a student in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. (Policy 526);
  - **The State’s new Bullying Policy will be in effect and posted on the Web Page.**
- 3) **DRESS/GROOMING - Clothing must be appropriate at all times.**
  - Clothing must cover the midriff and chest when seated or standing. Tops should not be strapless or allow the “cleavage” line to be visible to any extent when seated or standing.
  - Undergarments must remain undergarments and clothing must cover the buttocks when seated or standing. “Sagging” pants and shorts must be secured up with a belt and/or drawstring at the waistline. Beltilines of pants hanging below the waistline are unacceptable. Shorts and skirts are to be no shorter than mid-thigh when seated or standing.
  - Garments may not include words or visuals which are obscene, abusive or discriminatory, suggestive, inappropriate, or contain sexual innuendoes, or which advertise or promote alcohol, tobacco, narcotics, or dangerous drugs and/or their use.
  - Gang clothing, insignia, or paraphernalia are not allowed.
  - Caps, hoods, bandanas, headgear or sunglasses are not to be worn in the school building during the regular school day (8:15 AM – 3:00 PM) and should be removed at the door upon entering the building.
  - Administration reserves the right to determine what appropriate attire in the school setting is.
- 4) **NON-TARGETED RAGE (VERBAL OR PHYSICAL)**
- 5) **PORTABLE ELECTRONIC DEVICES [P.E.D.] (Including Cell Phones)**
  - Students are not to receive/make calls, send/receive text messages, or take pictures with their phones during the regular school day (8:20 AM – 3:00 PM).
  - P.E.Ds. are to be used for academic purposes during the school day.
  - Students will be permitted use of their phones during their assigned 30-minute lunch hour in the Recess Gymnasium, Commons, and Gym Lobby. Picture taking w/P.E.D.s is not allowed.
  - Students will be asked to hand-over the Portable Electronic Device to be kept in the H.S. Office as per the progressive consequences listed below.
  - In the event of non-compliance to the request of a staff member, the student will be referred to the High School Administrator as it will be considered insubordination. If further insubordination to administration occurs, the student will remain removed from class until complying with the request to turn over the P.E.D.

**PROGRESSIVE CONSEQUENCES FOR P.E.D. VIOLATIONS:**

- 1<sup>st</sup> offense– Electronic devices will be kept in the High School Office until the end of the school day and will be returned after school.
- 2<sup>nd</sup> offense– Electronic devices will be handed in daily in High School Office and a parent or guardian must come to the office to retrieve it.
- 3<sup>rd</sup> offense– Electronic devices will be handed in daily in the High School Office, a parent or guardian must come to the office to retrieve it, and there will be further consequences including, but not limited to, detention, suspension, and expulsion.

**IV. Weapons (Policy 501)**

- A. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school activity. Possession of a weapon will result in (1) an initial suspension for five (5) days for students in grades 5-12 and students in grades K-4 will be removed from the classroom or suspended for up to five (5) days; (2)

confiscation of the weapon; (3) contact the police department; and (4) a recommendation to the Superintendent that the student be expelled.

"Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: guns (including pellet guns, look-alike guns and nonfunctioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numb chucks, throwing stars, and explosives, stun guns, ammunition.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the High School office or to the nearest school personnel shall not be considered in possession of a weapon.

- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Students will not be allowed to bring any weapon to school for a speech related demonstration.

V. **Assault**

- A. **Verbal Assaults** are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicaps. (Policy 413)
  - 1) A threat of bodily harm or death to another person, without material physical contact, will result in a parent/guardian conference and potential suspension.
- B. **Physical Assault** is an act that intentionally inflicts or attempts to inflict bodily harm upon another.
  - 1) A student who threatens bodily harm or death to another without material physical contact while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with "weapons".
  - 2) Fighting: shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving or scuffling".
  - 3) Direct attack with a weapon: Direct attack with a weapon shall be dealt with under the preceding section of this policy dealing with "weapons".

VI. **Dangerous, Harmful, and Nuisance Substances and Articles**

- A. Alcohol: Students are prohibited from using, possessing, or being under the influence of alcoholic beverages on school grounds, or at school sponsored activities. (Policy 418)
- B. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs, narcotics, other controlled substances, and/or any drug paraphernalia during school day, at school-sponsored activities, or on school grounds. This includes one student sharing prescription medication with another student. (Policy 418)
- C. Tobacco: Tobacco possession and use by students is prohibited during school day, at school-sponsored activities, and on school grounds. (Policy 419)

VII. **The violation of any federal, state, or local law is unacceptable behavior. The violation of school rules, regulations, policies or procedures is unacceptable behavior.**

VIII. **The following constitute unacceptable behavior:**

- A. Willful conduct which materially and substantially disrupts the right of others to an education;
  - B. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school;
  - C. Willful violation of any rule of conduct specified in this discipline policy; or
  - D. Violation of the School District Sexual Harassment or Anti-Discrimination Policy (Policy 413).
- IX. **Academic Dishonesty Scholastic** dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end.

**If a student cheats on an assignment, test, essay or project, or plagiarizes, in any way, claim work, answers or credit that are not the result of their own work, they are guilty of academic dishonesty. If students use answers or test copies that are inappropriately or illegally gained, they are guilty of academic dishonesty. If students inappropriately or illegally print work from a computer or word processor, reference book (without credit to source of information) or irresponsibly use the Internet, they are guilty of academic dishonesty. The immediate consequence is failure on the assignment, test, paper, or project.**

- X. **iPad Policy Violations;** All students must accept and follow the district's ipad policy found on the district webpage. Failure to comply with the iPad policy and any misuse may result in the following disciplinary action. The list is not all-inclusive and not limited to the following.

### DISCIPLINARY ACTION

- I. Disciplinary action may include but is not limited to:
- Meeting with the teacher, counselor, social worker, or administrator
  - Parental contact and/or conference with school staff
  - Verbal Warning
  - Restriction/Loss of school privileges
  - Referral to in-school support services, community resources, outside agency services, police, other law enforcement agencies, or other appropriate authorities
  - Loss of extracurricular and co-curricular participation
  - Modified school programs, In-school monitoring, or revised class schedule
  - A request for a petition to be filed in district court for juvenile delinquency adjudication
  - Restitution for stolen and/or vandalized property
  - Removal from Class
  - Detention\*
  - Suspension (ISS and OSS)
  - Exclusion
  - Expulsion
  - Other disciplinary action as deemed appropriate by the school district.

*\*Unserved detentions will result in an incomplete grade until detentions for that class are made-up fully.*

- II. Removal of Student from Class:

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. "Removal from class" and "removal" mean any actions taken by a teacher, the administrator, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy (Policy 506). Students removed from class or activity period shall be the responsibility of the Administration. The decision as to removal shall ultimately be up to the Administration.

The removal from class may be imposed without an informal administrative conference where it appears that the student is consistently disruptive to the learning environment. The length of time of the removal from class shall be at the discretion of the Administration after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

- III. Suspension:
- A. "In School Suspension" is the short-term exclusion of the student in the school during which the school retains the custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act.
  - B. "Out of School Suspension" is the short-term exclusion of the student from school during which the school is relieved of custody of the child. The individual will not be allowed to be on school property or at school activities. Suspension, exclusion and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act.
- IV. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.
- V. Distribution of Discipline Policy - Copies of this policy, together with the Pupil Fair Dismissal Act of 1974, shall be given to parents or guardians of all students in BOLD Public Schools and students will be made aware of this policy by having it published in handbooks prepared especially for them. The handbook will also be made available to students and parents on the school website.

Parents will be notified in writing of removal from class and resulting disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of Conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.

[Note: School Board Policy 532 explains and permits the ability of Crisis Teams and Peace Officers to remove students with IEPs from School Grounds. "If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy."]

## **BOLD ATHLETIC/ACTIVITIES INFORMATION**

Participation in extra-curricular programs is a privilege available to students as an extension of the academic programs of the BOLD Public Schools. It is recognized that these activities are secondary to the academic programs but they are also contributing factors towards academic achievement and success in later life. The extra curricular programs are to be designed as an effort to develop in each student participant, characteristics of: leadership, initiative, integrity, good conduct, cooperation, responsibility, perseverance, self-sacrifice and competitiveness. Participants should be expected to abide by all established rules and will be expected to learn how to work with a variety of personalities. In addition, students will learn to accept a code of ethics which provides for winning and losing without forgetting the real purpose for which these activities are provided. Program emphasis at the pre-senior high level will be designed in such a way that student participation is a primary concern. Emphasis on the senior high level will be more in the direction of inter school competition and skill development which may at times limit participation and relate more directly to actual conditions in a highly competitive society.

### **I. ELIGIBILITY OF STUDENTS**

- A. **MSHSL** The rules and regulations of the MSHSL and School District #2534 shall prevail. BOLD High School is a member of the Minnesota State High School League, an association of Minnesota High Schools formed to govern interscholastic contests in athletics, debate, declamation, and music. All players and contestants are subject to the rules and regulations adopted by the Minnesota State High School League and School District #2534. Parents and students will be given copies to sign and these will be kept on record at the school.
- B. **Sportsmanship** All students are expected to behave in a mature way at extra-curricular events. Extra-Curricular Activities are an extension of the regular school day. Rules for behavior for student participants and student spectators will follow the BOLD School discipline policy.
- C. **Academic Eligibility** Students are encouraged to see the importance of academic work in their lives. Success with schoolwork is the foundation of the student's participation in activities. Each activity is a privilege granted to the student who is maintaining a passing grade in each class. Coaches have discretion to increase the academic standards that are set forth by the BOLD School District. He or she must communicate the team's academic policy with the parent and student-athlete prior to the start of the season.

### **Quarter/Trimester Reporting Periods**

- a. Any student failing at the end of any quarter/trimester will be ineligible to compete in the first two scheduled events within the first two weeks following the grading period. The day after the two-event suspension or two-week period, whichever comes first, a student must obtain a “Reporting of Academic Standing” Form from the Activities Office and present it to their instructor(s) to obtain a current grade. Once the form is signed by the student’s instructor(s), the student must return it to the Activities Director.
- b. If the student is not passing and/or has not completed the reinstatement form, the Activities Director will notify the coaches/directors involved of the student’s ineligibility which is suspension from events until the student is passing. It will be the student’s responsibility to have the form completed notifying the Activities Director that they are no longer failing.
- c. Students who become ineligible to participate in extra-curricular activities because of academic standards may attend and participate in practices and scrimmages, but will not be able to participate in competition unless it is part of a class that is intra-curricular involving a grade.

### **Mid-Quarter/Trimester Reports**

- d. A student who receives a failing grade mid-quarter/trimester will be placed **on probation** for 2 weeks (14 calendar days). *During* the two-week period, a student must obtain a “Reporting of Academic Standing” Form from the Activities Office and present to their instructor(s) to obtain a current grade. Once the form is signed by the student’s instructor(s), the student must return it to the Activities Director.
- e. If the grade is passing, the student remains eligible to compete in the activity. If the student is not passing and/or has not completed the reinstatement form, the Activities Director will notify the coaches/directors involved of the student’s ineligibility which is suspension for the next two events or until the student is passing. It will be the student’s responsibility to have the form completed notifying the Activities Director that they are no longer failing.

- D. **No Early Release** Any student who has a failing grade at either the mid-quarter/trimester or quarter reporting period is NOT permitted to be released early from the school day to travel with the team/club until they confirm with the Activities Director they are no longer failing.
- E. **Category I Activities** All Category I eligibility will be handled according to MSHSL guidelines and the BOLD Schools’ Athletic Eligibility Policy.
  - This includes all sports, band, choir, speech and one act play programs. (This does not apply to band or choir concerts, which are graded. This applies to extra-curricular events such as trips or contests.)
- F. **Category II Activities**
  - Organizations include FFA, Knowledge Bowl, Math League, Jazz Band, and Pop Singers.
- G. **Category III Activities**
  - FFA Events and Trips, Foreign Language Trip, Music Trip, Musical Performance, National Honor Society, Student Council Events and Trips, and Youth Community Circle.
  - Each of these groups will have their own eligibility letter signed by parents and students. These rules **become effective** on the date they are signed.
- H. **Eligibility** All eligibility for both Category I and Category II activities should be handled through the Activities Director. Students will need a statement of eligibility signed prior to being reinstated for participation in any activity. Students who are involved in both Category I and Category II activities will forfeit participation in each category for their ineligibility.
- I. **Guidelines for Each Sport or Activity** Any violation will be reviewed by the Administration. If after the investigation, it has been determined that there has been a violation, the Activities Director will submit a written

report to the High School Principal, coach/director involved and parent of student indicating the violation and period of ineligibility. Any suspension may be appealed to the High School Principal by submitting your statements in writing to the Activities Director. Any decision rendered by the High School Principal may be appealed to the MSHSL.

**J. MSHL Policies**

All eligibility will be handled according to the MSHSL guidelines and the BOLD Schools Athletic Eligibility Policy.

**Bylaw 205 & 209 Chemical Use; Sexual, Racial, and Religious Harassment; and Hazing**

The dates of ineligibility and re-eligibility for each student involved in a violation will be set by the school administration and all directors will be notified of these dates in writing.

- **1<sup>st</sup> Violation** – Students will become ineligible for four (4) weeks or for any two (2) Category I or II events, whichever is longer.
- **2<sup>nd</sup> Violation** - Students will become ineligible for six (6) weeks or for any two (2) Category I or II events, whichever is longer.
- **3<sup>rd</sup> Violation** - Students will become ineligible for twelve (12) weeks or for any four (4) Category I or II events, whichever is longer.

Students must complete the entire length of the season in order for the violation period to be fulfilled.

**Bylaw 206 Student Code of Conduct Policy**

- A student who is dismissed from school or who violates the Student Code of Responsibilities as set forth by the MSHSL is not in good standing and is ineligible for a period of time as determined by the school principal.
- Misuse with social media and bullying would apply to this policy.

**II. SCHOOL CONDUCT AND ABSENCES**

**A. Academics** It is the philosophy of the extra-curricular department that each student is, first, in school to receive an education.

**B. Participation in Extracurricular Activities**

- This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.
- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence or suspended from any class during the day.
- If a student is absent from school due to a medical appointment, he or she must present a physician's statement indicating that the student had a medical appointment. This statement must be presented to the coach or advisor before the student participates in the activity or program that day. The medical form may be picked up in the High School office.
- If a student quits one sport and wants to join a different sport in the same season, communication between the athlete and coaches involved is mandatory. Before joining the new sport, the athlete must turn in all equipment and sport apparel to the coaching staff. No additional fee will be required.

**C. Illness/Sports Participation**

- Due to the physical demands of sport's activities, a student who has been absent any part of the school day for ILLNESS may not be present for evening activities as a PARTICIPANT, this includes practices and events.
- A student who is absent during the school day due to a chronic illness must have a physician's statement on file in the Activities Director's office. The statement must indicate the illness and approval for the student to practice or participate on the date of the absence due to this chronic illness.
- If a student knowingly participates in practice or an event after missing school, due to illness or an unexcused absence, the student will serve one day suspension from that sport or activity.

#### D. School Closing

- When school closes due to inclement weather, all extra-curricular practices and games will be canceled.

### III. INSURANCE

- **Coverage** It is the policy of the school that the parents are responsible for any coverage of insurance in interscholastic athletics. The School District does not carry any additional insurance. Students may purchase accident insurance through the school – see page 11 for details.

### IV. PARTICIPATION AND FEES

- **Physical Exam** Before the athletes practice, he/she must have a physical exam on file in the Activities Director's office. (Physicals are required every third year, but are recommended each year.) Other forms required on file are: General Information Form, MSHSL Eligibility Form, BOLD Academic Form, Code of Ethics Form, and Insurance Form.
- **Participation fees are as follows:**
  - **Athletic Fees:**
    - Students in grade 7-8= \$65.00 per sport
    - Students in grade 9-12= \$85.00 per sport
    - **Athletic Family Cap: \$350.00**
  - **Percussion instruments**
    - Grades 5-6 = \$12.00 per year
    - Grades 7-8 = \$15.00 per year
    - Grades 9-12 = \$ 20.00 per year
  - **Wind instruments**
    - Grades 5-12 = \$50.00 per year
  - **School Musical**
    - Grades 7-12 = \$50.00  
(Musicians and Technicians not included).
  - **Co-Curricular Fees:**
    - Students in grade 7-8= \$30.00 per activity
    - Students in grade 9-12= \$55.00 per activity
    - **Co-Curricular Family Cap: \$150.00**
- **Refunds** may be granted within the **first two weeks** of the official start date of practice.

### V. PARTICIPATION IN MULTIPLE CATEGORY I AND/OR II ACTIVITIES

- A. **Participation** Students may (in fact are encouraged to) participate in both Category I & II Activities at the same time. Participation fees must be paid for each activity as stated under “Participation and Fees”.
- B. **Involvement** Students are expected to attend all scheduled practices and events/competitions for each activity they participate in, provided there are no conflicts.
- C. **Priority** Should an event/competition in a Category I or II activity be scheduled at the same time as a practice in another Category I or II activity, the student will participate in the event/competition. Should events/competitions in two or more activities be scheduled at the same time, the student will choose which activity he/she will participate in (providing other arrangements cannot be made) and be responsible for notifying the coaches/advisors of the activities. There will be no consequence to the student for the choice made between activities.

**VI. TRANSPORTATION**

**A. Events Requiring Transportation from School**

- Students must use transportation provided by the school district to travel to and from events.
- However, in the event a **parent/guardian** needs to transport his/her child to and/or from events, a Travel Release Form must be signed and given to the coach and/or Activities Director.

**B. Buses traveling** to towns north of Highway 7 will drop off students in Lake Lillian before returning to Olivia and Bird Island.

**C. Practices** Transportation must be pre-arranged for student-athletes to be picked up on-time at the conclusion of all practices and games.

**VII. CIVIL RIGHTS**

**A.** The BOLD District does not discriminate on the basis of sex, race, color, national origin or disability.

# **BOLD High School Activity List 2017-2018**

## **FALL SPORTS:**

Boy's Cross Country  
Football  
Girl's Cross Country  
Volleyball

## **WINTER SPORTS:**

Boy's Basketball  
Boy's Hockey  
Dance Team (Jazz Funk and High Kick)  
Girl's Basketball  
Girl's Hockey  
Wrestling

## **SPRING SPORTS:**

Baseball  
Boy's Golf  
Boy's Track and Field  
Girl's Golf  
Girl's Track & Field  
Softball

## **FINE-ARTS AND CO-CURRICULAR ACTIVITIES**

Speech  
One Act Play  
Annual Staff (Yearbook)  
BPA (Business Professionals of America)  
Foreign Language Club  
Future Farmers of America (FFA)  
Knowledge Bowl  
Math League  
Musical  
National Honor Society (NHS)  
Pop Singers  
Students Against Destructive Decisions (SADD)  
Student Council  
Youth Community Circle (YCC)  
YOU Matter  
Clay Target League