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Dear Students,

We sincerely hope that the year ahead will be rewarding and enjoyable. Our school is filled with resources for academic and personal growth. We have a concerned and skilled faculty who are anxious to direct your curricular and extra/co-curricular needs.

The purpose of this handbook is to provide both students and their parents/guardians with clear policies and procedures for school operations. Please keep this handbook available for reference purposes. We encourage students and parent/guardians to sit down and go over this handbook. We believe that if families understand the policies of the school, the great majority will make every effort to comply.

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of students' educational experiences. Without discipline in the schools, learning cannot occur; therefore, these district-wide policies and procedures have been adopted. If you, as a family, have concerns or would like clarification, please contact the school.

The success of a school is very dependent on the support and cooperation of its students and parents/guardians. We thank you in advance for your support of our school's discipline policy and procedures.

Strive to do your best and make this a fantastic year!

Sincerely,

The Benson High School Staff and Administration

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore, students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

School hours are 7:30 a.m. – 3:30 p.m.

Office hours are 7:30 a.m. – 4:00 p.m.

**NOTICE: For the safety of our students and staff, all doors will be locked from 8:00 a.m. – 3:01 p.m. During this time entrance can be gained at DOOR #1, the main doors by the Benson High School and Community Education offices, via a video entrance system. Students will be expected to park in the main parking lot as the doors on the north end of the school will be locked.**

Phone: (320) 843-2710

Web Site: [www.benson.k12.mn.us](http://www.benson.k12.mn.us)

## Benson School District Vision

***“Exceptional Opportunities for Every Student’s Success”***

## Benson School District Mission Statement

The Benson Public School District is committed to innovative learning opportunities to achieve the potential of every student through exceptional academics, activities, and staff.

## Belief Statements of the Benson School District

- We believe in ensuring a safe, welcoming, nurturing, and respectful learning environment.
- We believe in hiring, mentoring, and developing high-quality staff that puts the needs of every student first.
- We believe that academic excellence is accomplished through high expectations and continual improvement in curriculum, instruction, and technology.
- We believe that every student will have the opportunity to develop leadership and volunteer skills to enable them to be responsible, productive, and contributing members of their community.
- We believe that every student will graduate from Benson High School with a solid educational foundation and the life skills needed to experience success in their future endeavors.
- We believe in providing year-round diverse learning opportunities, both in and out of the classroom, where students participate and achieve excellence.
- We believe that school district leaders must be fiscally responsible, maximize district resources, and provide quality facilities for the benefit of students from birth through graduation.

### DAILY SCHEDULE – REGULAR DAY

First Bell	7:57
1 <sup>st</sup> Period	8:00-8:45
2 <sup>nd</sup> Period	8:48-9:33
Connect/2 <sup>nd</sup> Chance	9:33-9:45
3 <sup>rd</sup> Period	9:48-10:33
4 <sup>th</sup> Period	10:36-11:21
Lunch (6-12)	11:21-11:49
5 <sup>th</sup> Period	11:52-12:37
6 <sup>th</sup> Period	12:40-1:25
7 <sup>th</sup> Period	1:28-2:13
8 <sup>th</sup> Period	2:16-3:01

### DAILY SCHEDULE – 2 HOUR LATE START

First Bell	9:57
1 <sup>st</sup> Period	10:00-10:31
2 <sup>nd</sup> Period	10:34-11:05
3 <sup>rd</sup> Period	11:08-11:39
4 <sup>th</sup> Period	11:42-12:13
Lunch (6-12)	12:13-12:45
5 <sup>th</sup> Period	12:48-1:19
6 <sup>th</sup> Period	1:22-1:53
7 <sup>th</sup> Period	1:56-2:27
8 <sup>th</sup> Period	2:30-3:01

### DAILY SCHEDULE – Early Dismissal

First Bell	7:57
1 <sup>st</sup> Period	8:00-8:28
2 <sup>nd</sup> Period	8:31-8:59
3 <sup>rd</sup> Period	9:02-9:30
4 <sup>th</sup> Period	9:33-10:01
5 <sup>th</sup> Period	10:04-10:32
6 <sup>th</sup> Period	10:35-11:03
Lunch (6-12)	11:03-11:35
7 <sup>th</sup> Period	11:38-12:06
8 <sup>th</sup> Period	12:09-12:37

# SCHOOL CALENDAR

SCHOOL CALENDAR 2022 - 2023 <span style="float: right;">Approved 3/14/2022</span>																																																																																																																																																																																																					
<b>BENSON PUBLIC SCHOOLS</b> 1400 Montana Avenue Benson, MN 56215 Phone (320) 843-2710 Fax (320) 843-2262 <a href="http://www.benson.k12.mn.us">http://www.benson.k12.mn.us</a>																																																																																																																																																																																																					
<b>C</b> K-5 Conferences 11/7 & 11/10 3:30-7:45; 3/9 3:30-7:30 6-12 Conferences 10/6 3:30-7:45; 3/9 3:30-7:30 <b>K</b> Kindergarten Orientation 8/29 & 8/30 <b>F</b> First Day of School <b>G</b> Commencement <b>Q/W</b> Last Day of Quarter/wksp - 12:32 NS, 12:37HS student dismissal, afternoon wksp. <b>Q</b> Quarter Ends: Early Out:12:32 NS, 12:37 HS dismissal; afternoon wksp. <b>S/W</b> Last Day of Semester - 12:32 NS, 12:37 HS student dismissal, afternoon wksp <b>V</b> Holiday/Vacation/No School <b>W</b> Faculty Workshop/No School for students (*8/24 Open House 4-7:30pm) <b>T</b> Last Day of Trimester Grades K-5 (Nov 28, March 2, May 25) <b>T/W</b> Trimester/wksp - 12:32 NS, 12:37 HS student dismissal, afternoon wksp <b>P/M</b> Full day for students; 6-12 teacher p.m. wksp. 3:30-7:45 <b>EO</b> Early Out:12:32 NS, 12:37 HS student dismissal; afternoon wksp.																																																																																																																																																																																																					
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Quarter One: 40 days    Quarter Two: 44 days    Quarter Three: 43 days    Quarter Four: 46 days    Workshop: 5 Days    PM/Conf/Open House: 2 days    (180 Days)  
 K-5 Grade Trimesters: Nov. 28 (58 days)    March 2 (58 days)    May 25 (57 days)  
 WM = Vacation Days but potential snow make up days 5/26, 5/30, 5/31    Updated 03-11-22

## BHS STUDENT COUNCIL

The student council will work to unify and promote the student activities of the school and will be a forum where questions arising from students, faculty or administration can be presented for discussion or consideration. The student body elects student council officers.

### Grade 7

Tara Beyer  
Mason Holen  
Ava Holmgren  
Eli Jones  
Ella Lysen  
Carson Petrak  
Cade Schilling  
Joseph Wilcox

### Grade 8

Halle Bolduc  
Mariah Goossen  
Kaida Helgenset  
Darin Hippe  
Andrew Nissen  
Jada O'Leary  
Myila Pillatzki  
Addison Schauer  
Carly Tolifson  
Arion Whitcup

### Grade 9

Dallas Carey  
Keala Carroll  
Anabelle DeToy  
Harold Habben  
Taylor Helmberger  
Franklin Knutson  
Sophia Krusemark  
Grace Nagler  
Madison Osterbauer  
Gavin Olson  
Helstrom Sanchez  
Ava Williams

### Grade 10

Noah Goossen  
Sophie Hilleren  
Molly Jones  
Elle Kletscher  
Mya McGeary  
Gwen Wilcox

### Grade 11

Hailee Ellingson  
Jack Helgenset  
Presley Nygaard  
Leah Olson  
Lilly Ostlie  
Logan Schauer

### Grade 12

Thomas Dineen  
Azura Goodall  
Jonathan Ilstrup  
Hunter LeClair  
Shukri Mohamed  
Kaitlin Sondag  
Ryan Tolifson

## FREQUENTLY ASKED QUESTIONS

Please visit our website for a current list of Frequently Asked Questions. They may be found at [www.benson.k12.mn.us](http://www.benson.k12.mn.us) and look for the Frequently Asked Questions tab on the left column.

WHAT SHOULD I DO IF...

**I arrive at school after 1<sup>st</sup> period has started...**You should report to the office to obtain a pass to class. You should also make sure that your parents/guardians have phoned the office prior to your arrival.

**I am tardy to any one of my classes...**You should report to your class as quickly as possible. The teacher will follow the school's tardy policy.

**I return to school after being absent...**Before school begins, you should report to the office to obtain an admission slip to class. Your parents/guardians are to call the office prior to 9:00 a.m. on the day you are absent or send a note with you immediately following an absence. Failure to follow these procedures may result in an unexcused absence. Remember, it is the students' responsibility to get the makeup work and complete it.

**I know I am going to be missing school...**You should have your parent/guardian contact the office well in advance of the absence to let the school know you are going to be absent. Remember, it is the student's responsibility to get the makeup work and complete it.

**I need to see the Principal or Counselor...**You should come to the office. If he/she is not immediately available, you may make an appointment to see him/her.

**I lose or find something valuable...**You should report it to the office as soon as possible.

**I have something stolen from me...**You should report it to the office as soon as possible. Although locks for your lockers are not required, they are available to be purchased from the office for \$6.00. The school will not be responsible for replacement of personal items lost or taken from lockers.

**I need to miss a class for any reason...**You should contact the office for instructions to follow.

**I feel sick or injured myself during school...**You should ask your teacher to sign your agenda to report to the office. You will receive permission to use the phone to contact your parent/guardian; the secretary will speak to your parent/guardian and may issue you a pass to leave the building. If you are injured or feeling sick, the nurse may also visit with you. **All head and eye injuries should immediately be reported.**

**I want to go out for a sport...**You should pay attention to the announcements for meeting dates. You should go online to register for sports and fine arts, complete the forms with your parent/guardian, and pay

the user fee. You must have a sports physical on file as well. If paying activity fees causes financial hardship, please contact the Activities Director for options.

**I move to a different address and/or my parent(s)/guardian(s) change jobs and telephone numbers where they can be reached during the day...** Report this information to the office as soon as possible.

**I have a pass to leave the building during the day...** You should sign out in the office before leaving the building. Students who leave the building without signing out may have the absences recorded as unexcused. If a student leaves for lunch, does not return and misses afternoon classes the school needs to receive a parent call before 1:30 p.m. for the absence to be excused. Unless the school receives a phone call or arrangements are made prior to the student leaving, the absence may be unexcused.

**I am sick and need assignments...** You should email your child's teachers for assignments which can be done using Parent Portal/Student Portal or you could call a classmate and get information from them.

**I have a doctor/dental/medical appointment...** You should have your parent/guardian contact the office to request a pass for you to leave the building. Before you leave the building, make sure you sign out in the office.

**I want to bring a friend/relative to school...** You should contact the 6-12 office at least a day ahead of time to work out any arrangements.

**I am wondering if school will be late or closed due to the weather...** You should listen to 93.5 FM (KSCR) and other local radio stations for weather-related announcements. You will receive an automated call, email and/or text from the school. You can also follow Supt. Dennis Laumeyer on Twitter or follow our school Facebook page for updates.

## GENERAL INFORMATION

Rules and regulations which govern the day-to-day operation of the school system, that are included within this document, are extensions of the Board of Education policy. Failure to read this document does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

**ANNOUNCEMENTS** – Daily announcements are updated before CONNECT/2<sup>nd</sup> Chance Breakfast time. In addition, they are posted on the website and the digital screens in the cafeteria. It is the responsibility of each student to be aware of the content of the announcements.

**AUTOMOBILE SEARCH** – School officials may conduct routine patrols of school district property and touring inspections of the exteriors of motor vehicles of students. In addition, the interiors of motor vehicles of students on school district property may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

**EMERGENCY PROCEDURES** – In the event of any emergency, including fire, tornado, severe thunderstorms, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. In the event of any emergency, please tune your radio to 93.5 FM (KSCR).

**GUIDANCE AND COUNSELING** – Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to discuss with the counselor. Students wishing to visit with the counselor should contact the counselor for an appointment.

**LOCKERS** – Students will be assigned lockers. Students must not change lockers unless permission is granted by the office. Students will be responsible for maintaining the cleanliness and proper condition of her or his locker daily. The school will not be responsible for replacement of personal items lost or taken from lockers. Students should not have personal locks on their lockers – this includes physical education lockers. If students wish to have a lock on any school or physical education locker, they must purchase a v36 lock from the 6-12 office. It is recommended that students purchase locks for their lockers. Each student is responsible for the content displayed in or on his or her locker.

**LOCKER SEARCHES** – School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a students' personal

possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

**TELEPHONE** – A student phone is located in the BHS 6-12 Office. Students will not be called out of class for a message unless it is an emergency. The office personnel will take a message and contact the student as soon as possible. Cell phones are not an acceptable means for anyone to contact students while classes are in session (see the policy for cell phone use). If a student must be contacted during class time it must be done through the office to avoid the interruption of class.

**VISITORS** – If you wish to have a visitor attend classes with you; receive approval from the 6-12 office and teachers prior to the day of visitation. A visitor is allowed to attend classes with a BHS student for one-half day, one time per year, before or after (but not including) lunch, pending administrative approval. Visitor access may be allowed unless the visit is not in the best interest of students, employees or the school district. The district prohibits any visit that substantially disrupts the orderly operations of the school or school activities. Parents/guardians are welcome to visit Benson Public Schools; however, they must check with the office to determine class breaks, and in order to check teacher availability. All visitors must sign in at the 6-12 office. Parents/guardians wishing to visit a classroom must receive 24-hour prior approval from the administration and teacher.

## ACADEMICS

**COLLEGE CREDIT CLASSES** – Benson High School offers many courses through M State/ATCC in which a student may earn college credit. In order to enroll in one of these courses a student must be registered as a full-time student in Benson Public Schools, have a minimum GPA of 3.2 for 10th or 11th grade students and 2.8 for 12th grade students, and achieve a passing score on the Accuplacer Test. High school credit earned through an off-campus college course will be recorded as 1.0 high school credit for a 4 credit semester class.

**CLASS RANK** – Class rank begins at Grade 9. Students must be registered for a minimum of seven credit bearing classes per semester. No more than two of the classes may be “Pass/Fail” to be included in class rank.

**CLASS STATUS** – Classification for class enrollment will be determined by credits earned rather than chronological age. Requirements for each grade:

To be considered a sophomore, a student must have successfully completed a minimum of 7 credits and all required courses;

To be considered a junior, a student must have successfully completed a minimum of 14 credits and all required courses; and

To be considered a senior (and eligible for any privileges granted to seniors), a student must successfully complete a minimum of 21 credits during grades 9-11 (credits will only be granted at the end of the semester, end of the year, and the conclusion of summer school), completed all required courses and have been considered a member of the senior class during the previous school years.

**EARLY GRADUATION** – A student will not be allowed to skip an entire year of school and graduate a year ahead of their classmates. If a student wishes to graduate prior to commencement, they should arrange a meeting with the school counselor and administration to discuss their options.

**EXTRA HELP** – Students should always seek extra help from instructors when needed. Conferences may be arranged before and after school or during study hall/CONNECT time. A teacher may request to see a student during the above-mentioned time or at times which are convenient to both student and teacher. This should not be considered as an act of discipline but as a desire by the teacher to help the students experience greater academic achievement. You have several options available to you if you would like to receive additional assistance with your schoolwork.

Contact Your Teacher: Ask your teacher to schedule an appointment for extra help during a study hall or before/after school.

Paraprofessional Tutoring: Paraprofessional help is available every day before school in the media center from 7:30-8:00 am and after school 4 days per week (Monday through Thursday) until 4:00 pm.

Seek Private Tutoring: If you need private tutoring in a subject, ask the guidance office.

**GRADING** – Grading scales will be adopted by individual teachers and published in Course Requirement/Syllabus sheets. Academic progress is reported with an A to F marking system. A student's grade is determined by his/her participation in the learning activities of the class, his/her preparation of assignments, and his/her performance on examinations. Letter grades are defined as follows:

A	Excellent	F	Failing
B	Very Good	P	Passing (Satisfactory)
C	Satisfactory	NC	No Credit (Due to Attendance)
D	Lowest Passing Grade		



**HOMEWORK REQUEST** – Student/Parent may request homework for an absence from the teacher via email using Parent/Student Portal. A student should contact the teacher, check the teacher website, Google Classroom or syllabus, or check with a friend for makeup assignments.

**HONOR ROLL** – Students must be registered for a minimum of 3.5 credits per semester and may be registered for no more than one study hall. Grades will be determined on a 4-point scale. Students must acquire a grade point average of 3.667 or above to be included in the A Honor Roll and a 3.00 or above average to be included on the B Honor Roll.

4.0 =	A	3.0 =	B	2.0 =	C	1.0 =	D
3.667 =	A-	2.667 =	B-	1.667 =	C-	.667 =	D-
3.333 =	B+	2.333 =	C+	1.333 =	D+		

Honor Roll is based on the grade point average for the quarter, not the semester. Students who have received an F grade do not qualify for the honor roll. Students must have five BHS letter grades to be eligible for the honor roll. Students who are full-time PSEO will not qualify for the honor roll.

**MAKING UP WORK** – Students who have missed school with an excused absence are allowed two school days of makeup time for each day of absence. The student is to complete the work as assigned by the teacher. Accommodations may be made if a student misses more than the last two days of a quarter. Departmental areas reserve the right to enforce special deadlines for some projects, which would be clearly communicated to student and/or parent in advance. Teachers may issue a “0” for work, including tests/quizzes, which are missed due to unexcused absences.

**ONLINE CLASSES** – Students opting to complete required courses via online, non-BHS options, will need to complete form ED-02400-05 Online Learning Supplemental Notice of Student Registration. This form will be required for each quarter a student opts to do online, non-BHS coursework and must be submitted to the high school counselor between the 1<sup>st</sup> day and 20<sup>th</sup> day of each quarter.

**POST SECONDARY ENROLLMENT OPTIONS** – Juniors and seniors have the option to attend a post-secondary school either full or part-time. To apply:

- ✓ Students and parents are solely responsible for researching and applying for any PSEO program.
- ✓ Make sure you and your counselor talk about how you will meet Benson Public School requirements,
- ✓ You will need to complete and sign forms (if under 18, your parents/guardians will also have to sign),
- ✓ You will have to meet with the admissions staff of the post-secondary institution.
- ✓ All PSEO final grades must be received and verified by counselor and/or high school office prior to Benson Schools graduation ceremony. Failure to do so may result in not participating in Benson Schools graduation ceremonies.

**PROMOTION/RETENTION** – Promotions in 7-12 shall be by subject. Semester classes that a student receives an “F” in may be made up in summer school or 9-12 students will retake the course the following year (if not completed during summer school). 7<sup>th</sup> and 8<sup>th</sup> grade students who fail three or more core subjects for the entire year may be retained. A parent or guardian may make an appeal to the administration. Intervention options are available such as Targeted Services during the school year and summer school.

**REPORT CARDS** – Report cards can be printed by asking in the 6-12 office at the end of each quarter. If there are any questions, call the school to request a conference with the teacher, counselor, or principal. Teachers may also request conferences.

**SCHEDULE CHANGES** – Any student-initiated schedule change must be completed before the first day of each semester. It requires communication with your parents/guardians, and counselor. Any student-initiated or discipline-initiated schedule changes after the beginning of the semester may result in failure for that semester; a no credit withdrawal fail grade (WF) **will** affect your overall GPA. If special circumstances exist, you may appeal the decision of a no credit grade to the administration.

**WEIGHTED GRADES** – Students taking BHS concurrent enrollment classes listed in the BHS registration guide and taught for college credit through MState/ATCC will receive weighted grades in these classes. Weighted grades do have an impact on class rank; consequently, students should discuss taking MState/ATCC courses for credit with the school guidance counselor, parents/guardians, and teachers. The grading scale for college level classes will be:

4.333	A	3.00	B-	1.667	D+
4.00	A-	2.667	C+	1.333	D
3.667	B+	2.333	C	1.00	D-
3.333	B	2.00	C-		

## ATTENDANCE

Regular attendance, an essential cornerstone of learning, is based upon a partnership between home and school in promoting responsible attendance habits. We believe that in order to earn credit in a course, a student should not have more than 10 absences during a semester. Exemptions to these 10 absences include: school-related activities, medical exemptions, hospitalization, death/funeral, suspensions, and court-related appointments (with verification).

All students are expected to be present and punctual for all their classes throughout the year. When illness or family obligation necessitates your absence, we ask that parents/guardians call the school, 843-2710, before 9:00 a.m. and inform office personnel of the student's absence. If the school does not receive a call, the school will attempt to call the parent/guardian and/or remind the student to bring a note. If the parent/guardian is unable to be reached by phone, the parent/guardian shall contact the school the next day or send written notice with the student upon his/her return excusing the absence (refer below to excused absences). It is the student's responsibility to submit a parent note for all absences. Failure to bring a note within 3 days will result in the absence being coded unexcused.

**ABSENCE RULE (10-DAY MAXIMUM)** – Any student who exceeds 10 non-school related activity absences in any class period in a semester may be required to meet with the principal and counselor. This meeting may include the student's parents/guardians via phone call.

**EXCUSED ABSENCES** –The State of Minnesota recognizes the following reasons for absences: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused absences include those that are requested in advance such as medical, dental, or legal appointments, religious activities, two (2) post-secondary institution visits each year (juniors and seniors), and school sponsored activities. Administration reserves the right to determine if any absence is excused or not excused as necessary. Students are not to leave school because of illness or any other reason without reporting to school personnel in the nurse's office or 6-12 office. Students who fail to report to the office will be considered unexcused. Parents/guardians of students who have extended or excessive absences due to an illness should call the school nurse or speak with the school administration. The extended absences may require a doctor's verification. If doctor's verification is not provided upon administrative request, parent/guardian verified absences would count as unexcused absences. Students are encouraged to bring a doctor's note for any medical absence.

**CHECK OUT PROCEDURES – PASSES** – If a student is to leave the school campus during the regular school day, the following procedure shall be followed: The student shall present the parental request to leave the school campus to personnel on duty in the office. Legitimate reasons for leave-the-building passes include such things as medical or dental appointments, court appearances and special family obligations. Appointments such as haircuts should be scheduled after school, on days there is not school, or on weekends. Student requests without parental consent will not be honored. When the request to leave school is approved, office personnel will issue a pass stating the time that the student will be excused from class. At that time, the student will show the pass to his/her teacher, report to the office, and sign out indicating time and destination. When/if a student returns to the building, they must check in at the office. All students arriving at school during school hours shall check in at the office prior to reporting to any classes. All students who miss part of a school day and then return to school after the day has started will report to the office to check in. Remember, before any student can check out of school, they must have a note from their parent/guardian, or their parent/guardian must have called the school giving them permission to release the student from school.

**SIGNING OUT OF CLASS** – If a student must leave class for any reason permission must be granted by the teacher of that class. A student who leaves a class for any reason without permission from the teacher will receive an unexcused absence.

**NURSE** – Students may ask permission from teachers to go to the nurse's office if they are not feeling well or have been injured. The nurse will not let anyone go home sick or injured without first contacting a parent or guardian or those listed as emergency contacts. Students will not be allowed to take other students home sick, nor will a student be allowed to drive himself/herself home or to a doctor without permission from a parent. Failure to check out properly will be considered an unexcused absence.

**TARDIES** – Students arriving 5 or fewer minutes after the second bell will be considered tardy. Students are responsible to clear tardies with teachers, if they have a legitimate excuse for being late to class. A student may be assigned lunch detention by the teacher and/or administration for excessive tardies.

**TRUANCY** – Truancy is defined as being absent from school or class without the knowledge or consent of the parent, legal guardian or school personnel for unexcused absences as listed below. For students 16 years of age and younger, Truancy Prevention may be the first step in an attempt to prevent truancy.

Truancy is unexcused and may result in detention for each period missed, including study hall. The dates need not be consecutive. If under the age of 16, Truancy Petitions may be filed with the County Attorney on any student who accumulates seven (7) unexcused absences. Students who are ages 16 and 17 who have not officially withdrawn from school may also have Truancy Petitions filed with the County Attorney when they accumulate seven (7) unexcused absences. (Minnesota Statutes 260.015 Subd. 19 and 260A.02, Subd. 3)

**UNEXCUSED ABSENCES** – An unexcused absence is when a student is absent from class/school without a valid reason. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing the bus, drivers training, tanning booth appointments, non-essential work at home, part or full-time work, or when no parental notice was provided. If a student is not where they are scheduled or have permission to be during class, they will be considered unexcused. Students may serve a detention for unexcused absences as determined by administration. Students who miss more than 5 minutes of a class will be considered absent. Class absences that are not verified with the teacher or office will be considered unexcused. The school will notify students and parents/guardians after each unexcused absence. Parents/guardians of students who have extended or excessive absences due to an illness should call the school nurse or speak with the school administration. The extended absences may require a doctor's verification. If doctor's verification is not provided upon administrative request, parent/guardian verified absences would count as unexcused absences. Students are encouraged to bring a doctor's note for any medical absence.

**VACATIONS** - Parents/guardians are encouraged to schedule vacations according to the school calendar and scheduled vacation times. Assignments are the student's responsibility to work out with each respective teacher. **All family vacations must pre-notify administration in order for the vacation to not count toward 10-day absence.**

## STUDENT EXPECTATIONS

At the beginning and during the school year, students will be informed of rules or policies not included in the student handbook. Students will also be informed of rules and policies that are adopted during the school term. These rules and policies will be enforced even though they are not listed in the handbook. Students are not to be in the building before 7:30 a.m. or after 3:30 p.m. unless supervised. There is no supervision provided before 7:30.

**AGE OF MAJORITY (18-YEAR-OLD STUDENTS)** – Minnesota Statute MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any persons between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age." All Benson High School students are expected to adhere to the same set of policies and guidelines. 18-year-old students are not allowed to personally excuse their absences. In relation to issues requiring parental permission for minors, 18-year-olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

**ALCOHOLIC BEVERAGES, TOBACCO, NARCOTICS, AND HABIT-FORMING DRUGS** – Any student in the school building or on school grounds who has in possession, has consumed, or is consuming any type of alcoholic beverage, tobacco, controlled substance, drug, or drug paraphernalia at school will be referred to parents/guardians and local authorities. E-cigarettes will be treated as a tobacco violation. The student may be suspended from school, and a parent/guardian conference may be held with the principal and other personnel designated by the principal before reinstatement.

**ASSEMBLIES** – Student assemblies may be held in the gymnasium or auditorium periodically throughout the year. All students are expected to attend and follow assembly procedures and rules. Students shall show respect and courtesy to all speakers and performers; students shall sit in assigned areas, if necessary; students should remain seated until the end of the assembly. Students leaving an assembly must have a signed pass by their teacher for the hour in which the assembly takes place.

**ATTENDANCE ON DAY OF PARTICIPATION IN AN EXTRA-CURRICULAR EVENT** – Minnesota State High School League policies state that a student must be in attendance in school for a half-day in order to participate in League sponsored activities that same day. At BHS, this means a student must be in attendance no later than 11:52 a.m./start of period 5 for a 7<sup>th</sup> - 12<sup>th</sup> grade student and remain in school for the remainder of that day in order to participate. Students who miss school for what are legitimate reasons (other than illness) on the day of practice/rehearsal or game/performance/match must clear those absences, prior to the game/performance/match, personally with the head coach/activity director AND the principal. If the coach/activity director AND principal determine the reason for absence is legitimate, the student may be allowed to participate the day of the absence.

**AVAILABILITY** – Every day from 7:30-7:57 a.m. and from 3:01 until 3:30 p.m. teachers are available to students for academic assistance. Students may communicate with teachers and voluntarily attend these "sessions," however, teachers, administrators, or parents/guardians may insist on a student's presence. These tutorials are meant to help students maintain a constant and acceptable level of achievement. **Teachers will also be available during the CONNECT/2<sup>nd</sup> Chance Breakfast time for students to ask about missing assignments or work missed due to being absent.**

**BICYCLES** – Bicycles must be parked in the racks provided. All bicycles should be secured with locks. The school is not responsible for damage or theft of parts.

**BULLYING**– Bullying is a detriment to both student academic and social/emotional growth. Bullying is recognized as intimidating, threatening, abusive, or harming conduct that is objectively offensive and when someone repeatedly and purposefully says or does mean or hurtful things to another person or group of people, and there is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. These actions can be verbal, physical or relational and done either in a direct or indirect manner. Benson Public Schools prohibits bullying on school property and at all school-related events. Cyber bullying (bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device) that is connected to school is also prohibited. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. Furthermore, "Prohibited conduct" means bullying or cyberbullying as defined or retaliation for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying. Anyone who is the victim of bullying, or has knowledge about such an incident, should immediately report it to a school staff member or other trusted adult. A suspected bullying situation may also be reported on the Benson Public School website under "Parents and Community" tab. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and possibly discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar behavior that is disruptive to the learning environment. Parents are encouraged to closely monitor their children's social networking (Facebook, Twitter, Snapchat, Instagram, texts, etc.) and immediately report any suspected bullying behaviors.

**CAFETERIA** – The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable rate. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in waste receptacles
- Returning all trays and utensils to the dishwashing area
- Leaving the table and floor around the table in a clean condition for others
- Keeping all food in the cafeteria

**CELL PHONES and ELECTRONIC DEVICES** – Cell phones/devices including earbuds/headphones/etc. are integral parts of many people's lives. We understand their importance to students, and we allow students to possess them during the school day. Accordingly, students must understand that they are a major distraction during class and to the education of all students in that class. Teachers may, at their discretion, give permission to use cell phones/devices including earbuds/headphones/etc. (and other electronic devices) during class time. When teachers see a cell phone/device including earbuds/headphones/etc. in class or in the hall during class, they may confiscate it and bring it to the office. The student may be required to leave that same cell phone/device in the office before school and pick it up after school. If the phone/device including earbuds/headphones/etc. is not turned in to the office the student may be required to serve in-school-suspension (ISS) until the phone/device including earbuds/headphones/etc. is delivered to the office. If a cell phone/device including earbuds/headphones/etc. is confiscated the student may not remove the battery or memory card or otherwise disable the phone but will be asked to turn the phone/device off. Infractions regarding improper use of digital media may result in a student turning their cell phone into the office for the day. These days may increase based upon number of infractions

**CHEATING** – Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to:

- Copying another student's homework.
- Working with others on projects that are meant to be done individually.
- Looking at or copying another student's test or quiz answers.
- Allowing another student to look at or copy answers from your test or quiz.
- Using any other method to get/give test or quiz answers.

- Taking a test or quiz in part or in whole to use or to give others.
- Copying information from a source without proper attribution; and
- Taking papers without crediting other students, publications, or the Internet.

Violations of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

**CLASSROOM CONDUCT** – Each teacher will create and post classroom discipline rules and expectations that are consistent with district policy and outlines expectations for that particular classroom. Most behavior problems are minor and will be handled by the classroom teacher. Usually, the first step the teacher will use to solve a minor problem is to talk to the student. If the behavior persists, the parent and/or counselor will be asked to assist. If the problem still persists, the student may be sent to the principal, who may use a wide range of disciplinary tactics, including, but not limited to, informal talks, parental conferences, and reassignment to other classes, detention, in-school suspension, or suspension. The principal may even request expulsion from Benson High School. Major problems will be dealt with immediately by sending the student to the principal.

**DAMAGE TO SCHOOL PROPERTY**- An individual who destroys or causes damage to school property beyond normal usage shall be held responsible to satisfactorily repair or replace such damaged school property. In addition, disciplinary action may occur.

**DETENTION** – Detention will be assigned and supervised by teachers/principal as necessary. Students will go to the front of lunch line and get their food before reporting to detention. If the student does not attend as directed, the student may serve in-school suspension as well as make up the detention missed.

**DISCIPLINE AND DISCIPLINARY CONSEQUENCES** – Our school district policy requires that all students cooperate in disciplinary investigations. Non-cooperation may result in disciplinary consequences. When a student does not meet the rules and regulations outlined in the handbook, or violate the rights of others, such inappropriate behavior will be met with one or more responses depending upon the circumstances, including the student's prior disciplinary offenses. School administration reserves the right to discipline students for conduct off school property and during non-school hours when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or disruption within the school. School district administration retains discretion to impose more severe consequences than normal, depending on the circumstances of the event. Those responses include the following:

- |   |  |
|---|--|
| • Conference with student                     | Detention                              |
| • Conference with student and parent/guardian | In-school suspension                   |
| • Written warning on non-compliance           | Out of school suspension               |
| • Lunch detention                             | Referral to other agencies or programs |
| • Removal from activity or class              | Homebound placement                    |
| • Restriction of privileges                   | Expulsion                              |
| • Restitution                                 | Morning study sessions/detentions      |
| • Written apology                             | Bus suspension                         |
| • Restorative Justice                         |  |

**DISRESPECT** – any derogatory or disrespectful behavior that is directed at a certified and/or non-certified staff member will not be tolerated. Inappropriate behavior may include but is not limited to being argumentative to the point it interferes with class, personal comments about the staff member, rude remarks, or other behaviors determined inappropriate by the principal. If you disagree with how you are treated in class, it is always appropriate to ask the teacher to discuss it at an appropriate time. Disrespectful behavior may result in disciplinary action.

**DRESS** – there is a special concern about student dress and grooming as it influences the health and safety of students and its effect on the learning process. The school expects students to dress in a clean, safe, and school appropriate manner. Clothing which is disruptive or inappropriate as determined by administration/staff, displays improper language or graphics, promotes weapons, violence, profanity, sexual messages, alcohol, tobacco, illegal activity, or that local law enforcement has attributed to gangs will be not allowed. Sunglasses, caps, hats, hoods, bandanas, or other head coverings may not be worn in the building. In addition, state regulations must be followed, such as wearing of shoes.

The administration/staff reserves the right to determine if the student's appearance is deemed inappropriate or distracting to the learning environment. If so, administration/staff will ask the student to make the necessary changes – t-shirts will be available for students to wear the remainder of the day. Students will be expected to cooperate with the administration/staff regarding dress and appearance. Dressing in an inappropriate manner is disruptive to the educational process and Benson High School reserves the right to

send a student home to change into appropriate clothing. Parents are urged to assist the school in ensuring that their children wear appropriate clothing to school and school functions.

**DRIVING** – Cars are to be parked according to the markings and signs and are not to be parked over curbs or on yellow markings. Violation of parking and driving rules and regulations will result in disciplinary action.

**ELASTIC CLAUSE:** The administration reserves the right to amend any provision in this handbook deemed to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties as he considers necessary. Each situation is different and will be handled on an individual basis.

**FIGHTING** – Actions that intimidate, threaten, degrade, or disgrace fellow students, visitors, or personnel are not acceptable behavior. Students involved in these actions during the school day or at school-sponsored events may be suspended from classes. The conflict will be resolved through conferences with the principal and other designated persons. Assault and disorderly conduct charges may result from fighting incidents.

**FOOD/BEVERAGES** – All food, beverages, and other containers are to be disposed in a proper manner. Persons bringing containers into the school building may be requested by school personnel to dispose immediately of the container and its contents. Pop, juice, and food are not allowed in classrooms unless a teacher allows it. Pop, juice, and food are not allowed in the Collaborative Space or PAC. Pop, juice, and food spills contribute to an unsanitary environment including rodent infestation. Students may have water in classrooms unless a teacher disallows it.

**GRADUATION** – Our school honors its graduates at an annual commencement exercise. Students identified as not meeting graduation requirements or not conforming to school standards will not be invited to attend. Foreign exchange students who successfully complete their year of study may be invited to participate in the commencement exercises and receive a certificate of attendance. Only BHS issued honor medallions and NHS cords will be allowed to be worn at the BHS commencement ceremony. Graduation caps and gowns are to be worn in their original state and are not to be altered for the BHS commencement ceremony.

**GROUND FOR REMOVAL FROM A CLASS PERIOD INCLUDE:**

- Conduct that disrupts the rights of others to an education.
- Conduct that disrupts the ability of a teacher to teach their class.
- Conduct that endangers school district employees, pupils, or school property.
- Refusal to follow directions from school personnel.
- Removal from a classroom will result in an unexcused absence.

**HARASSMENT (Also See BULLYING)**– Behavior which is intended to threaten, embarrass, intimidate, ridicule students or force individuals to do things against their will cannot be tolerated.

**Malicious Harassment** physical injury, damage to property, threats based on a person's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, social, emotional or sensory handicap.

**Sexual Harassment**

- **Verbal Sexual Harassment** – any unwanted sexual advance; request for sexual favors or comments that make a person feel uncomfortable or interferes with his/her right of privacy and that creates an intimidating or hostile environment.
- **Physical Sexual Harassment** – any physical contact or behavior of a sexual nature that makes a person uncomfortable or interferes with his/her right of privacy and that creates an intimidating or hostile environment.

Any student that feels that he/she is being harassed should report to the 6-12 Office to complete documentation of such.

**IMMUNIZATIONS** – In accordance with the School Immunization Law, students may not enroll or remain in school or participate in extracurricular/co-curricular activities without having provided:

- 1) A statement from a physician, public clinic, or parent(s) which provides immunizations stating that the child has received immunization against Diphtheria, Tetanus, Pertussis, Polio, Hepatitis B, Measles, Mumps and Rubella, Meningococcal, Varicella (or the date of Chicken Pox disease).
- 2) A statement signed by an M.D. stating that the physical condition of the child is such that immunization would seriously endanger the child's life.
- 3) A notarized statement signed by the child's parent or guardian stating that the child has not been immunized as prescribed in (1) or (2) because of conscientiously held beliefs of parent or guardian. "Elementary or secondary school" includes any public school as defined in section 120.05, or nonpublic school, church, or religious organization or home-school in which a child is provided instruction.
- 4) After 30 days of the first day of school or enrollment, a student who is not in compliance with

immunization requirements will not be able to attend school.

**IN-SCHOOL SUSPENSION** – Will take place either in the office or in the in-school suspension area.

**INSTRUCTOR’S AUTHORITY OVER STUDENTS** – Every school staff member has authority over all students, at all times, in all areas of the school premises. This applies any time students may be on school premises, regardless of whether school is in session or not. Students are under the jurisdiction not only of their classroom instructor, but all instructors/staff. Students should leave the building after the school day unless supervised.

**MEDIA CENTER** – Students may access the media center as a designated quiet area for studying, tests, etc. Students also have access to a printer in the media center when needed.

**NOON BREAKS** – Students in grades 6-9 are to remain on the school grounds during the noon break unless the student presents a written request from the parent or legal guardian to the 6-12 office at the beginning of the school day. Students in grades 10-12 have open noon break if they are in good standing and they have a signed parent waiver/permission form on file in the BHS office. Inclement weather and/or other circumstances may result in a closed noon break. Eating is permitted in the cafeteria only, or in designated classrooms upon invitation from a staff member.

**OPEN CAMPUS/LUNCH** – Students in grades 10-12 may have open lunch privileges if they are in good standing and they have a signed parent waiver/permission form on file in the BHS office. Students may lose their right to leave school grounds during lunch if:

- They are on in-school detention.
- They are witnessed breaking a local, state or federal law during the lunch period.
- Their parents/guardians request that they not be allowed to leave.
- Their behavior in school, in a vehicle, or in the parking lot during lunch is not appropriate, as determined by school administration.

**PASS POLICY** – Any student who travels throughout the building or wishes to visit another area of the school during regularly scheduled class time must check out of the class and/or have a pass signed by a staff member

**PERSONAL/VALUABLE ITEMS** – Students are asked to be extremely careful about leaving valuables unattended in desks, classrooms, and lockers. The school is not responsible for lost or stolen items.

**PHYSICAL EDUCATION PARTICIPATION** – If a student is in school, they are expected to participate in all classes. If a student is to be excused from physical education activities, a doctor’s excuse must accompany the request not to participate. Teachers may choose to adjust the activities of the student as necessary. Parental excuses will only excuse a student from activities for a maximum of two (2) days.

**PROM** – All juniors and seniors are allowed to attend prom provided they meet eligibility requirements. Additional students allowed to attend prom must be invited by either a Junior or Senior and must be in at least 9<sup>th</sup> grade and must be under 21 years of age at the time of prom. Additional prom rules are available in the senior high office.

**PUBLIC DISPLAYS OF AFFECTION** – The display of affection between and among human beings is normal and healthy. However, it must be tempered in the school setting. A “hands-off” rule will apply on school grounds and Benson High School. “Hands-Off” includes any display of affection that goes beyond hand holding. The second warning may result in disciplinary consequences beyond an informal discussion.

**RECORDING OF STAFF AND STUDENTS** – Students may not take pictures or recordings of staff and/or students for private use without their permission.

**RESPECTFUL BEHAVIOR** – The staff of the Benson Public Schools recognizes the contributions of all individuals in achieving its challenge of providing a sound education for every student. School staff, parents/guardians, students, and community members have unique perspectives that are critical to attaining this goal. The staff will encourage the exchange of perspectives in an atmosphere of mutual respect. Staff, parents/guardians, students and community members should be treated in a manner that enhances self-esteem and supports the dignity of the individual.

To create this positive climate, every individual must act with respect. Examples of **respectful behavior** toward others include but are not limited to:

- Treating others as you would like them to treat you
- Valuing the perspectives of others
- Listening to the views of others

- Demonstrating courtesy toward others
- Acknowledging and appreciating the efforts and contributions of others
- Honoring the property rights of others
- Responding to questions and concerns in a thoughtful, professional manner
- Expressing differing views or offering suggestions in a considerate manner
- Communicating verbally or in writing in a considerate manner

Examples of **disrespectful behavior** toward others include but are not limited to:

- Using intimidation to frighten, demoralize, or coerce others
- Using terms, symbols, jokes or stories that demean individuals or groups
- Swearing or using vulgar language
- Showing irreverence to the sincere beliefs of others
- Ridiculing the effort of others
- Employing destructive criticism
- Defacing or destroying the property of others
- Humiliating others through personal attacks
- Imitating others in a way that ridicules or stereotypes a person or group
- Materially and substantially disrupting the rights of others to an education
- Endangering oneself and others.

**SALES BY STUDENTS** – Sales by students are not permitted during the school day unless they are part of an approved school project.

**SCHOOL RESOURCE OFFICER** – Benson Public Schools has a School Resource Officer whose responsibilities include promoting the safety and welfare of students by working with the administration, staff, parents/guardians, and students.

**SENIOR PRIVILEGES** – Senior Privileges are awarded by the discretion of the administration. Seniors may have senior privileges if they are in good standing, and they have a signed parent waiver/permission form on file in the BHS office.

**SIGNS** – All signs, posters, and other notices posted in the school building or on the school grounds shall first be approved for posting by the principal. Any approved signs will be removed if they are defaced in any manner.

**STUDENTS RIGHTS AND RESPONSIBILITIES** – It is the position of the Benson Public Schools that its challenge of providing a sound educational program to the students of the District cannot be achieved without appropriate student conduct and behavior. The main objective is to encourage the students to pursue continual growth in self-discipline. The emphasis will be on building the positive behavior of the students through effective role modeling by parents/guardians and staff members, reinforcement of the positive behavior, and recognition of individual and group successes. Expectations shall be described as rights and responsibilities. Student's rights include, but are not limited to:

- A free and full education and opportunity to learn
- Equal education opportunity and freedom from discrimination
- Due process of law, freedom of inquiry and expression, right to reasonable privacy
- The right to not participate in the Pledge of Allegiance for any personal reasons – students must respect a person's right to make that choice
- The opportunity to participate in student activities
- Personal property
- The right to be informed of school rules

Student responsibilities include, but are not limited to the following:

- To be punctual and present in the regular or assigned school program to the best of one's ability
- To be prepared for class and bring all required material to class (books, paper, pencils, gym clothes, etc.)
- To be attentive to classroom activities
- To make an effort to be successful and participate in classroom activities
- To respect the rights and individuality of other students and school staff
- To refrain from libel, slanderous remarks, and the use of obscenity in verbal or written expression
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and respect
- To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process
- Pursuing and completing the course of study prescribed by the state and local school authorities
- Respecting the reasonable exercise of authority by school personnel in maintaining discipline in the school and school-sponsored activities
- Being aware of and complying with state and local laws
- Protecting and taking care of school property



- To help keep classrooms and school areas neat and clean
- Students will have the opportunity to recite the Pledge of Allegiance. Any person who does not participate for any personal reason may elect not to do so and students must respect another person's right to make that choice
- Being accountable for what they say and do
- Being aware of and abiding by all policies and information in the Student Handbook.

### STUDY HALL EXPECTATIONS

1. Teachers will supervise study halls.
2. Students in grades 9-12 can earn Study Hall Alternatives by maintaining passing grades.
3. Students will not be allowed on cell phones in study hall until the last 5 minutes of class.
4. Students will put phones in designated area as determined by study hall supervisor.
5. Students will check into study hall every day to start the period with the exception of seniors checking in at some point during their study hall.
6. Students may check out of a study hall to go to another teacher if prior arrangements have been made.
7. A paraprofessional will supervise study hall one day per week.

**SWEARING, INSUBORDINATION AND HARASSMENT TO STAFF** – Students who swear at staff will be suspended. Students who show acts of insubordination or harassment to any member of the staff will be dealt with on a case-by-case basis. Insubordination shall be defined as refusing to follow a reasonable directive by school staff and administration.

**TEXTBOOKS** – Textbooks are to be kept clean and handled carefully. Be sure your name is written inside the cover of each book. Unreasonable damage and wear to textbooks, as determined by school personnel, will result in fines. At the end of the school year, the student must return the same textbook that was loaned at the beginning of the year.

## SCHOOL POLICIES – RESPECT FOR ALL

**AFFIRMATIVE ACTION** – No student shall be discriminated against or by willful act or statement shall discriminate against anyone for reasons of sex, creed, color, national origin, or economic status.

**ASBESTOS REMOVAL** – As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Benson Public School has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, EPA accredited inspectors inspected all buildings owned or leased by the Benson Public School and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. If you are interested in seeing the complete plan, please see the Superintendent of Schools.

**CHAIN OF COMMAND** - This is the procedure we use for handling complaints in the Benson Public School District. The chain of command outlines the steps to be taken at all District levels from Level One (complaints brought to teachers, coaches, etc.) to Level Four (complaints brought to the Board of Education). The steps within the chain of command are the same regardless of whether the issue is being brought forward by a patron or a staff member. The purpose of this procedure is to facilitate the solving of problems between the parties involved. Furthermore, it helps to maintain a sense of order in the district.

**Level One** – Applies to complaints or concerns brought to teachers, coaches, and supervisors who have direct command of the concern or situation:

- Listen to the concern.
- Frame the issue with the person bringing the complaint forward in such a manner as to ensure that both parties understand the nature and circumstances surrounding the issue.
- Acknowledge the existence of the problem or deny the circumstances. (Be truthful and sincere, but direct.)
- Discuss options for resolving the problem and following up with agreed terms.
- Notification of supervisor: Inform immediate supervisor about the complaint. Within the notification, include a summary of the relevant facts or issues, and assessment of the validity of the concerns, and a review of the steps to be taken to resolve the issue.

**Level Two** – Applies to complaints or concerns brought to supervisors or personnel (principals, dean of students, directors, etc.):

- Upon receiving the call, confirm that the complaint has been taken to the proper individual for resolution before accepting any responsibility. If it has not been correctly routed, direct the complainant to the proper level, or, if necessary, facilitate transferring the complaint to the

appropriate individual or individuals.

- If the complaint has been handled in the appropriate sequence and the issue is still unresolved, proceed with the same steps as in Level One.
- Acknowledge that upon receiving the complaint in written form, a fact-finding discussion and investigation will be conducted with the employee you supervise and attempt to resolve the problem based on the facts you discover.
- Follow up with a written response to the complainant (It is important to keep a paper trail).
- Notify the superintendent of the complaint. Within the notification, include a summary of the relevant facts or issues, an assessment of the validity of the concerns, and a review of the steps taken to resolve the issue.

**Level Three** – Applies to complaints or concerns brought to the Superintendent:

- Repeat all of the steps in Level Two.
- Notify the board of education of the complaint. Within the notification, include a summary of the relevant facts or issues, an assessment of the validity of the concerns, and a review of the steps taken to resolve the issue.

**Level Four** – Applies to complaints or concerns brought to the Board of Education:

- Upon receiving the call, confirm that the complaint has been taken to the proper individuals (***All Three Previous Levels***) for resolution before accepting any responsibility. If not, direct the complaint to the proper level.
- Listen to the complaint without providing an opinion. If the complaint is lengthy or lack focus, ask that the complaint be put in writing and accept responsibility for forwarding copies to all board members and the superintendent.
- Acknowledge that upon receiving the complaint in written form, you will conduct a fact-finding discussion with the superintendent and attempt to provide resolution based on the facts that are discovered.
- In all instances, discuss the complaint with the superintendent. If the issue is still not resolved, ask that the issue be placed on the board agenda for consensus building and a possible directive of resolution to the superintendent.

### **System To Encourage Positive Solution (STEPS)**

A systematic approach to problem-solving and conflict resolution:

1. Discussion with the person or persons involved. Most problems or issues should be solved by those directly involved.
2. In the event that Step One is not successful, involve the principal or immediate supervisor. These individuals are skilled in conflict resolution. It will be necessary to let the principal or supervisor know that an attempt was made to resolve the issue in Step One.
3. In the event that Step Two is not successful, contact the superintendent. The superintendent will need to know that Steps One and Two were used.
4. The school board hears concerns that have not been resolved in the first three steps. To submit a concern to the board of education, the request must be presented to the superintendent who will place it on the appropriate agenda or before the appropriate committee.

**\*\*\*NEITHER THE PUBLIC NOR THE STAFF SHOULD SKIP ANY OF THE STEPS\*\*\***

**HARASSMENT AND VIOLENCE POLICY** – (Also see BULLYING) Everyone in Benson Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind. A harasser may be a student or an adult.

Bullying/harassment may include, but is not limited to, the following when related to religion, race, sex or gender:

- Name calling, jokes, or rumors;
- Pulling on clothing;
- Graffiti;
- Notes or cartoons;
- Unwelcome touching of a person or clothing;
- Offensive or graphic posters or book covers' OR
- Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Dennis Laumeier. You may also make a written report, which should be given to a teacher, counselor, and the principal or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any school district action taken pursuant to this policy will be consistent with requirements of Minnesota statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate to end harassment

and violence and prevent its recurrence. Students in grades 6-12 will view a sexual harassment video. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.

**COMPLIANCE WITH NON-DISCRIMINATION LAWS** – It is the policy of the district to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program.

**DATA PRIVACY ACT** –The Benson Public Schools, pursuant to the United States General Education Act and Minnesota Government Data Practices Act, declare the following to be “**directory information**,” and that this information relating to the students may be made public if requested. Directory Information will be a student’s **first and last name and grade**. A media release form may be requested for the following information: Picture that is in the current yearbook and current grade student is enrolled in or has completed. Directory information is not available in regard to race, religion, color, nationality, or social position. Any parent or student in the district may notify the principal, in the building in which said student attends, of their desire that some or none of the above information is to be released without their consent. Student photos may be used for promotional considerations by the school district for such things as newspaper, newsletter, web page, yearbooks, etc. Contact the Junior High or Senior High office if you do not want your child’s photo used for these purposes.

**HAZING POLICY** – Hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to another person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the education goals of the school district and are prohibited at all times.

**INDOOR AIR QUALITY NOTICE** – Benson School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us makes decisions and performs activities that affect the quality of the air we breathe. The Benson School District Indoor Air Quality contact person is Robert Neuman, Head Maintenance. If there are any questions regarding the schools IAQ Program, please feel free to call the school at 320-843-2710.

**LATEX ALLERGIES** – Benson School District recognizes allergic reactions to latex have become an increased health risk, sometimes life threatening. Therefore, not latex gloves or latex balloons are permitted in schools. Additionally, Benson School District encourages the purchase of non-latex products.

**LUNCH ACCOUNT POLICY** – Parents receive statements one of two ways. If they have an email account, they will receive notices 2-3 times per week. If they do not have an email, a notice will be mailed out weekly.

1. **When accounts reach a low balance, we will notify the parents to inform them that their account is low.**
2. **When accounts reach a zero balance, we will notify parents to inform them that their student(s) can no longer charge to their accounts until their account has a positive balance.**
3. **If no response or payment is made, a final notice will be mailed to the parents with the effective date of 3 school days to bring their account to a positive balance.**
4. **If payment is still not received, they may be turned over to collections.**

**MEDICAL CONDITIONS**- Please inform the school nurse, teachers, physical education teachers, and coaches of any medical conditions, allergies, significant medical history. Also, please update contact information.

**MEDICATION POLICY** – All prescription medication and over-the-counter medications or drugs are to be administered by the school nurse or designated school personnel in accordance with the law and school district procedures. The administration of any medication requires a signed permission form from the student’s parent/guardian. A parent/guardian must notify the school immediately when any changes in the student’s medication are made. Prescription medication must come to school in the original pharmacy labeled container. Medications of any kind are not to be carried to school by the student unless there is a written agreement between the school district and parent/guardian – parents/guardians should deliver the medication to the school. In addition, prescription and OTC medications are not to be carried by the student but stored in locked areas of the nurse’s office. Exceptions may be made for such urgently needed medications as inhalers with a written agreement between the school district, parent/guardian, and licensed

prescriber, as noted in an IEP or IHP. The amount of medication brought to school will be counted, recorded, dated, and initialed on the student's medication administration form. At the end of the school year, the licensed school nurse will call the parent/guardian with the amount of medication being sent home. For all over the counter medications, such as Ibuprofen, Tylenol, etc., please send in the original container and fill out the written permission form. Please inform the school nurse of any medications taken at home, as side effects can occur and also for any emergency situations. **Please update the school nurse and teachers if there are medication changes as these can have an effect on a student's performance.** For further details, you may request a full copy of the Benson Public Schools Medication Policy from the Superintendent's office.

**NOTIFICATION OF VIOLENT STUDENTS** – Pursuant to M.S. 127.413 Notification, the Minnesota Government Data Practices Act, and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), administration will notify teachers of students with histories of violent behavior and any need for intervention services, conflict resolution, or training for staff, prior to placement of students into the classroom.

**PESTICIDE APPLICATION NOTIFICATION** - The school will provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied.

**PUPIL FAIR DISMISSAL ACT** – In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA 127.26 – 127.40 (Minnesota Pupil Fair Dismissal Act). Under the provision of this law, students may be suspended or expelled from school for any of the following:

- Willful violation of any reasonable school board regulations.
- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers the student, other students or school property.

Students may be summarily suspended from school for one day by school administration. Students may be suspended for two to five days by school administration following a hearing in the office. School administration may suspend a student for up to 10 days when warranted. Whether the suspension shall be served in school or out of school shall be at the discretion of the administration. Expulsions may be imposed by the School Board upon recommendation by school administration. Expulsions may be for up to one year. In all cases involving suspension for more than one day, parents/guardians will be notified in accordance with the Minnesota Pupil Fair Dismissal Act of 1974.

If a suspension occurs during the last few days of school, it shall carry into the next school year for sophomores and juniors. For seniors, the duration of the suspension shall be completed before a diploma is issued. If there are any school activities during the suspension period, including commencement, the student will not be permitted to participate. The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis.

**REASONABLE FORCE STANDARD** – A teacher, school employee, school bus driver, or other agent of the district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to themselves or others.

**SURVEILLANCE POLICY** – The School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by building administration. The district shall notify staff and students through handbooks that video surveillance may occur on district property. Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

**WEAPONS AND DANGEROUS INSTRUMENTS** – No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; paintball guns; airsoft guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. 'School Location' includes any school building or grounds, whether leased, rented, owned or controlled by

the school locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district. While the school district and the school takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, school administration may use discretion in determining whether, under the circumstances, a “lesser” course of action, as deemed appropriate to the circumstances, should be taken. It shall not be a violation of this policy if a non-student falls within one of the following categories: licensed peace officers, military personnel, or firearm safety or marksmanship courses or activities conducted on school property.

## TRANSPORTATION

**Transportation is a privilege, not a right.** (M.S. 121a.59) A Student’s eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student’s bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal act of 1974.

**The School Bus is an extension of the classroom.** District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

**The “Danger Zone” surrounding a school bus.** The “Danger Zone” is the area within ten (10) feet of the bus. The two (2) areas that are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

**Procedures for safely boarding and leaving a school bus.** Be on time – Always line up single file to board (no pushing or shoving) – Do not approach the bus until the driver opens the door – Use the handrail – Take one step at a time – Be seated quickly – Remain seated until the bus stops at your stop – Walk to the door – Move out of the “Danger Zone” – If you must cross the street, wait for the driver’s instruction or signal – go directly home.

**Procedures for the safe crossing of the road.** Move away from the side of the bus (if you can touch the bus, you are too close) – As you move away from the bus, move to a point at least ten (10) feet in front of the bus – turn toward the driver and make eye contact (see that the driver sees you) – Walk 12 feet in front of the bus, stopping to check for vehicles that might violate the stop arm – When it’s safe, complete the crossing.

**School bus evacuations and other emergency procedures.** There are four (4) different evacuation plans:

- Using only the front service door
- Using only the rear (or side) emergency door
- Using both the service door and emergency door
- Side window evacuation if doors are not usable

All students should know the location and basic function of the emergency equipment. In a real emergency, students should leave personal belongings on the bus. Students should gather in a group in a safe area about 100 feet away from the bus. Parent/guardians... Protect your children; know the key concepts for bus safety.

**Bus rules apply to all students, including those with disabilities.**

General rules are:

- |                                  |                                       |
|----------------------------------|---------------------------------------|
| ● Observe classroom conduct      | Do not smoke                          |
| ● Be courteous, no profanity     | Do not damage bus or equipment        |
| ● Do not eat or drink on the bus | Stay in your seat                     |
| ● Keep the bus clean             | Keep head, hands, and feet inside bus |
| ● Cooperate with the driver      | Seats may be assigned                 |

## ACTIVITIES ELIGIBILITY INFORMATION

In addition to our academic curriculum, Benson Public Schools offer students a wide variety of Co-Curricular and Extra-Curricular activities. Benson Public Schools opened in 1890 and has been a part of the prestigious West Central Conference for most of that period. The primary objective of the Benson School District is to provide wholesome opportunities to promote the physical, mental, social, emotional, and moral well-being of the participants. It is hoped that the extra and co-curricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The District 777 activities programs are an important and integral part of the total school program and are open to participation by all students, regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to each program. In order to contribute to the welfare

of the group, the student must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others. Many teams in all areas are offered, giving students of all ages in grades 7-12 a chance to participate. A student wanting to participate in a sport or activity after the first day of practice if the student in question has an outstanding ineligibility, a pending ineligibility, or if the student in question has been declared ineligible after practice for the sport or activity has already begun must obtain permission from the Activities Director. Prom will be considered a category II activity and will be subject to Benson High School eligibility policies. However, Prom eligibility is considered on an annual basis and violations will not carry over from one year to the next. The following is a list of activities offered at Benson High School:

**BOYS FALL SPORTS**

Cross Country Football

**BOYS WINTER SPORTS**

Basketball Wrestling Hockey

**BOYS SPRING SPORTS**

Golf Baseball Track Tennis Trap Shooting

**GIRLS FALL SPORTS**

Cross Country Volleyball Tennis

**GIRLS WINTER SPORTS**

Basketball Gymnastics Hockey

**GIRLS SPRING SPORTS**

Golf Softball Track Trap Shooting

Co-Curricular activities include: Student Council, Knowledge Bowl, National Honor Society, Yearbook, BPA, FFA, Speech, Peer Coaches, Robotics, Spelling Bee, Geography Bee, Current Events, One Act Play, Musicals, Band, Choir, Summer Marching Band, Swing Choir, Jazz Band, and numerous solo/ensemble musical opportunities.

MSHSL Athletic/Activity **Participation Fees** for the 2022-2023 School Year:

<u>2022-23 Activity Fees</u>	<u>Senior High</u>	<u>Junior High</u>
• Arts	\$45	\$30
• Athletics	\$75	\$55

Activity/Athletic Participation Fees will be limited to a Family Maximum of \$400.00 Per Year.

Team Managers are exempt from fee payment; all other qualifications must be met

High School students receive a **FREE** athletic pass with payment of their first \$75 activity fee.

Activity Participation Fees apply to all athletics/sports listed above, in addition to: Knowledge Bowl, Speech, One-Act Play, Marching Band, FFA, BPA, Robotics

All students are required to read the BHS/MSHSL Eligibility Information Packet handed out to students along with the handbook. The Activities Director, Secondary Principal, or another administrative designee will declare students who violate BHS/MSHSL Eligibility Rules ineligible. The student is ineligible once the ineligibility is communicated to the student. A formal written declaration of ineligibility will be issued in a timely fashion after the verbal declaration of ineligibility has been communicated. The Student Eligibility signature Document must be completed by ALL STUDENTS, REGARDLESS OF ATHLETIC PARTICIPATION PLANS and turned in to the Activities Department A.S.A.P. COMPLETE RULES AND REGULATIONS ARE INCLUDED IN THE BHS/MSHSL ELIGIBILITY INFORMATION PACKET.

**ACADEMIC ELIGIBILITY** - Eligibility will be determined after quarter 1, after semester 1, after quarter 3, and after semester 2. Students may have the option to attend summer school to earn lost credit and retain eligibility for fall. The policy for academic eligibility is available in the activities office.

**RESPECTABLE USE POLICY**

**Benson Public School District #777**

**Respectable Use Policy (RUP) for District Computer Systems  
Information for Students, Parents and Staff**

**Purpose:**

1. The District is providing its employees and students (“users”) with access to computing equipment, systems and local network functions such as District e-mail and the internet.
2. This access has a limited educational purpose for students and is to facilitate employees’ work productivity.

**Benson Public School District’s Internet and Computer Use Policy Statement:**

The Benson Public School District’s Responsible Use Policy (RUP) is intended to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with Children’s Internet Protection Act (CIPA). As used in this policy, “user” includes anyone using the computers, Internet, email, chat rooms, YouTube, Facebook, and other forms of direct electronic communication or equipment provided by the District (the “network”). The District will use technology protection measures to block or filter, to the degree possible, access of visual depictions that are obscene, pornographic, and harmful to minors over the network.

**I. USE OF THE SYSTEM IS A PRIVILEGE**

The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communications or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network, and/or Internet access or files, including email. Access is a privilege, not a right. Therefore, based upon the acceptable use guidelines outlined in this policy, the administration will deem what is inappropriate use and their decisions are final. Upon identification of inappropriate use of network services access may be denied, revoked, or suspended at any time. Misuse may also lead to disciplinary and/or legal action for both students and employees.

**II. UNACCEPTABLE USES**

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - a. pornographic, obscene or sexually explicit material or other visual depictions that is harmful to minors;
  - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - d. information or materials that could cause damage or danger of disruption to the educational process;
  - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  - f. any material that is not approved by school staff.
2. Users may not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users may not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users may not use the school district system to gain unauthorized access to information resources, or to access or use another person's material, information or files without written permission from that person.
5. Users may not use the District's network for political lobbying or other political purposes.
6. Users may directly or indirectly make connections that create "backdoors" to the District that allow unauthorized access to the District's network. Users may not bypass District content filter without authorization. This includes the use of "proxy" sites. The District has procedures in place to evaluate requests from users to block or unblock sites as necessary.
7. Users may not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the District. Users may not use the "system" to offer or provide goods or services or for product advertisement. Users may not use the "system" to purchase goods or services for personal use.
8. Users may not waste technology resources, including bandwidth, file space, and printers, among others.
9. Users may not share their password(s) with others and/or allow others to use your account(s).
10. Users will promptly report to their teacher or other school employee any inappropriate material viewed, inappropriate message received, or anyone witnessed abusing computer privileges.

**III. LIMITATION ON DISTRICT LIABILITY**

Use of the District system is at the user's own risk. The system is provided on an "as is, as available" basis. The District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district disks, tapes, hard drives or servers, external hard drives, regardless of the cause. The District is not responsible for the accuracy or quality of any advice or information obtained through or stored on the District system. The District will not be responsible for financial obligations arising from unauthorized use of the District system or the internet.

***I have read, understand, and agree to abide by the provisions of the RUP of the Benson Public School District #777.***

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

School: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Staff Name: \_\_\_\_\_ Staff Signature: \_\_\_\_\_