

Bertha-Hewitt High School

Home of the Bears



Student Policy Handbook 2026-27

***ISD 786
310 Central Ave
Bertha, MN 56437
218 924-2500***

Table of Contents

Page

2 Table of Contents

School Calendar

3 Principal Notes

4 Strategic Plan

5 District Information

*breakfast/lunch/beverage

6 Policy

*assembly/illness/
announcements/counseling/
parent info changes/teacher listing

7 Policy

*attendance/ teacher listing

8 Policy

*attendance continued/ truancy/data
privacy/course changes

9 Policy

*Fair Dismissal Act/ discipline

10 Policy

*detention/suspension

11 Policy

*bullying, hazing

12 Policy

*weapons, dress code

13 Policy

*early release/dues/electronic devices

14 Policy

*extracurricular activities, MSHSL

15 Policy

*HS league rules/eligibility (AE)

16 Policy

*graduation/grading

17 Policy

*health records/honor roll

18 Policy

*internet/home bound/interview/retention

19 Policy

*locker/lunch/make-up work

20 Policy

*medication/open enrollment/PSEO

21 Policy

*parent teacher conf/passes/photos/student
pick up/locker search

22 Policy

*Cell phone, test out/ Title
IV/Transportation

23 Policy

*visitors/volunteers/weather

8.1 **BERTHA-HEWITT SCHOOL**

2026-2027

School Board Approved -

Option 3

AUGUST

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug. 24 New Teacher Workshop
 Aug. 25-26 All Teacher Workshop days
 Aug. 19-28 One Floating Teacher Prep Day

SEPTEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S-20 T-20
 Sept. 1 First Day of School
 Sept. 4 No School - Students and staff
 Sept. 7 Labor Day

OCTOBER

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S-20 T-20
 Oct. 5 Dismissal 12:15 p.m.
 Oct. 15-16 No School - MEA Break
 Oct. 30 End of 1st Quarter - 40 days

NOVEMBER

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

S-17 T-18.5
 Nov. 9 Early dismissal 12:15 p.m.
 Nov. 12 P/T Conferences 1:00 - 7:00 p.m.
 Nov. 13 No School - Students and Staff
 Nov. 26-27 Thanksgiving Vacation
 Nov. 30 Teacher Inservice

DECEMBER

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

S-16 T-16
 Dec. 22 School Dismissal 12:15 p.m.
 Dec. 23-31 Christmas Vacation

JANUARY

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S-18 T-20
 Jan. 1-4 No School for Students
 Jan. 4 Teacher Inservice
 Jan. 5 School Resumes for Students
 Jan. 15 End of 2nd Quarter - 42 days
 Jan. 18 Teacher Inservice

FEBRUARY

S	M	T	W	TH	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

S-19 T-19
 Feb. 8 Dismissal 12:15 p.m.
 Feb. 15 Presidents Day - No School

MARCH

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

S-20 T-20.5
 Mar. 11 P/T Conferences 1:00 - 7:00 p.m.
 Mar. 12 No School - Staff and Students
 Mar. 19 End of the 3rd Quarter 42 days
 Mar. 25-29 Easter Break/Spring Break

APRIL

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

S-22 T-22
 April 12 Dismissal 12:15 p.m.

MAY

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S-15 T-16
 May 21 Graduation 7:00 p.m.
 May 26 End of 4th Quarter - 45 days
 May 26 Last Student/Staff Day
 May 31 Memorial Day

JUNE

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12

S-0 T-0

No School for Students and Teachers
End of each Quarter (9 weeks)
Dismissal 12:15 Teacher Inservice p.m.
Teacher Inservice - No Students
P/T Conferences 1:00 - 7:00
Graduation Date

	1ST	2ND	3RD	4TH	Total
STUDENT	40	42	42	45	169
TEACHER	44	44.5	43.5	45	176

The first two (2) snow days will be clearing days. More snow days will be added end of May

Dear Students/Parents/Guardians:

This handbook contains detailed explanations of all Bertha-Hewitt School expectations and policies. It is intended to address many of the situations that arise during the year. It is required that all students and parents/guardians become knowledgeable of the district's policies. Parents and students, please take the time to read and discuss items that may affect your experience at BHHS.

The purpose of this document is to make sure that, as a staff, we have the same goal, which is a promise that we make to you as a student in this district. This document provides the consistent actions that will allow us to achieve that goal. Our promise to you is: We will provide an environment that gives every student an opportunity to become life ready. That means that no matter what life brings, you will have the skills to be successful --- in your work, in your education and in your personal life. Having consistent structure and expectations is just one of the ways to make sure we keep that promise to you.

If you have any questions regarding the policies or any issues that arise during the year, please email me at karla.weishalla@isd786.org or call (218) 924-2500.

Looking forward to a great year,

Karla Weishalla

K-12 Principal

Bertha-Hewitt Schools

*This handbook and its contents were approved by the Bertha-Hewitt School Board of Education at a public meeting, August 2026. The handbook **may be changed or amended anytime** during the school year. Changes will be posted in the office. If you have any questions about a provision, contact the principal. All students at Bertha-Hewitt School have the option to request a paper copy of the handbook when they begin attending school each year. In order to carry out the teaching and learning functions of the school, certain rules and regulations are necessary. Several of the policies have been condensed in the student handbook. These policies are so noted and can be viewed in their entirety by requesting a copy from the district office. Several are also available on our school website.*

Bertha-Hewitt School District Strategic Plan

Mission Statement: Encouraging students to reach their full potential in a safe, accepting environment in partnership with students, staff, families, and community members.

Welcoming Environment

- Maintain a clean, safe school building and grounds
 - a. Develop a 5 year building plan to prioritize building needs
- Develop positive rapport between students, staff and community members
 - b. Plan events allowing kids to interact outside the classroom
 - c. Incorporate team building opportunities for staff
 - d. Invite community members to events within the school
- Promote open communication among students, parents, staff and community members
 - e. Utilize technology such as Remind to communicate with parents
 - f. Provide information through social media and school website to community members 2

Legacy of Educational Excellence

- Provide comprehensive educational programs, a variety of electives, and college credit courses through advanced technology
 - a. Continue to equip staff members with research based tools and strategies
 - b. Maintain elective options for all students
 - c. Seek out additional college course opportunities for students
- Challenge mindful higher-level thinking while inspiring students to achieve their dreams d.
 - Provide students with challenging educational opportunities
- Utilize multiple forms of data to individualize instruction for all students
 - e. Use data to monitor students' progress and implement interventions as needed

Staff Collaboration & Growth

- Encourage staff to be life-long learners to provide innovative instruction
 - a. District continue to provide finances to allow staff to attend workshops/trainings
- Provide professional development opportunities through researched based learning
 - b. Bring in necessary resources to equip staff with the most up to date strategies and tools Continue to promote school wide collaboration to meet the needs of every learner
 - c. Maintain staff reading groups allowing teachers and paraprofessionals to communicate

Partnership with families and the community

- Provide service learning opportunities to benefit the community and students
 - a. Increase service opportunities beyond Day of Caring, Pennies for Patients, etc... Provide opportunities for community members to interact with students and staff
 - b. Build upon our opportunities to invite community members into our school
- Offer life-long learning opportunities to the public through Community Education programs c. Seek input from community members on class offerings

Promoting academics, arts, and athletics

- Accommodate for participation in a wealth of activities
 - a. Coaches communicate schedules allowing students to be involved in several activities Provide innovative Industrial Arts, Agriculture, Business Tech, and FACS courses
 - b. Continue to offer courses driven by interests of the students
- Utilize technology and social media to promote our school activities
 - c. Encourage submissions by staff to school Facebook page

General District Information

SCHOOL RESPONSIBILITY AND AUTHORITY

All employees and students of Bertha-Hewitt School have the responsibility to enforce school regulations. The principal, teachers, office personnel, cooks, bus drivers, student supervisors, paraprofessionals, custodians and fellow students have the right and responsibility to correct those who violate school rules.

SCHOOL TELEPHONE DIRECTORY

Bertha-Hewitt Public School 924-2500
Mr. Dave Fjeldheim - Superintendent 924-3262
Karla Weishalla - Principal 924-3260
Steven Kvam - Activities Director 924-3233
Kelli Marquardt - Dean and Literacy Lead
Kimberly Peck - Title I Coordinator 924-3229
Sammie McDaniel - K-12 Counselor 924-3243
Aksamit Transportation - 924-4211

HS Daily Schedule

BOARD OF EDUCATION

Chair Sharon Thiel -- Clerk Russ VanDenheuvel -- Treasurer Janelle Bright --
Director Andy Rach -- Vice Chair Matt Blashack -- Director Jean Ashbaugh --
Director Cory Denny

SCHOOL DAY

5 minutes passing between classes and rotation lunches as shown.

Policy and Regulations

BEVERAGES

Any beverage other than water will not be sold except before or after school, with rare exceptions. Any water bottle or container brought into the school MUST have a cap or some type of closure to prevent spills. Cans of any kind are not permitted and any item that is prohibited will be confiscated and disposed of. Beverages may not be allowed in certain classrooms; due to preference or safety reasons. ONLY NORMAL SIZE WATER BOTTLE WILL BE ACCEPTABLE (no larger than 32 Oz)

1st	8:00 - 8:50
Breakfast	8:50 - 9:05
2nd	9:10 - 10:00
3rd	10:05 - 10:55
4th	11:00 - 11:47 / 11:53
Lunch A	11:47 - 12:20
Lunch B	11:53 - 12:20
5th	12:25 - 1:15
6th	1:20 - 2:10
7th	2:15 - 3:05

BREAKFAST, MILK, AND LUNCH

The breakfast and lunch program will begin the first day of school. Breakfast and lunch are served daily to the students. Breakfast and lunch prices are:

Breakfast K-12 – free for all students

Lunch K-12 – free for all students

Extra milk – \$0.35

Please contact Lisa Hoemberg in the District Office with any questions regarding school lunch. Applications for free and reduced meals were mailed to you. If you were missed, please call the district office (924-2500) or stop in and pick up an application. Call the district office if you need help in completing the application.

We encourage you to apply for free and reduced meals if you feel you qualify. The State and Federal Child Nutrition Programs reimburse our school for these lunches. The more free and reduced lunches we serve, the higher our reimbursement rate will be. That helps keep our costs down.

ANNOUNCEMENTS/BULLETIN

Daily announcements will be read at the beginning of the first period each day by a student leader. Additional announcements will be read as necessary. A student and staff bulletin will be issued each morning along with a website post listing announcements and activities for the day/week. Announcements should be submitted to the secretary by 7:50 A.M. to be in the daily bulletin/announcements. All changes to game schedules etc will be updated on the BH School website under the activities calendar tab, please sign up for their alert system if your student is participating in an athletic program.

ASSEMBLIES

Assemblies are held for the benefit of students, and therefore, require full participation of all students.

Students contribute to the success of assembly programs by:

Being on time and taking assigned seats promptly.

Showing appreciation and consideration by being attentive.

Applauding and responding appropriately, students displaying inappropriate behavior will be issued a consequence and may be asked to leave the assembly if needed

CHANGE OF INFORMATION

Parents are asked to keep the school office informed of changes in address, telephone numbers, and emergency information.. This is extremely important so that we are able to contact parents in case of illness or an emergency. Change of information can be completed online through the JMC portal or by contacting the district office.

COMMUNICABLE DISEASES

Students with communicable diseases are not to be excluded from attending school in their regular classrooms so long as their attendance does not create a substantial risk of the transmission of illness to others. Inclusion of students with communicable diseases will include review of the educational implications for the student and others with whom he/she comes into contact.

COUNSELING SERVICES

The school has a full time school counselor and a full time social worker who are available every day. Students may be seen individually, in small groups, or in the classroom. Contact the office for more information. Northern Pines Mental Health is also available to our students with parent approval.

Staff Emails: addresses are firstname.lastname@isd786.org

Agriculture

Brittani Oyster

Superintendent

Dave Fjeldheim

Administrative Assistant

Lisa Hoemberg

IT

Scott Wegner

Art/NextGen

Traci Wutzke

Interventionist

Bob Moller
Jared Hoemberg

Band/Choir

Jade Gerlach
Craig Vogl

Social Worker

Jessica Nelson

Business Manager

Brooke Singsank

MARSS/Student Records

Nancy VanDenheuvel

Athletic Director

Steven Kvam

Mathematics

Brooke Zastrow, Mary Jo Kjos

English

Paula Wojcik
Bailee Sprenglemeyer

Physical Education/Health

Kenny Miller, David Mills, Austin Selvey

Principal K-12, DAC

Karla Weishalla

Industrial Arts

Mike Barthel

School Nurse

Allison Twardowski

Counselor
Sammie McDaniel

Science
Tracy Hegarty, Dani Piche

Social Studies
Steven Kvam, Noah Singsank

Special Education
Shari Moller, Speech
John Weishalla, HS SPED
Tabetha Baker, SPED Coordinator
Gail Kyar, HS SPED

K-12 Dean/ Literacy Lead
Kelli Marquardt

Business/Computer Technology
Anna Hansen

ATTENDANCE/TARDY/TRUANCY In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence. Parents/guardians are asked to call if their student is going to be absent or late to school. Students are asked to report directly to the office if they are late or leaving early to get a pass. Policy # 503

Excused Absences- Include illness, serious illness in the student's immediate family, a death or funeral in the student's immediate family or of a close friend or relative, medical, dental, or orthodontic treatment, counseling appointment, court appearances occasioned by family or personal action, religious instruction not to exceed three hours in any week, physical emergency conditions such as fire, flood, storm, etc., official school field trip or other school-sponsored outing, suspension, family emergencies, vacations when pre approved, active duty in any military branch of the United States, or a student's condition that requires ongoing treatment for a mental health diagnosis. **Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. School work missed because of absence must be made up within 3 school days from the date of the student's return to school. Any work not completed within this period may result in loss of credit for those assignments.** (See additional information below) for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. The policy for excused absences is as follows:

- a. If the school is notified by a parent or guardian of an absence and the absence is a valid excuse (as listed in handbook) it will be recorded as EA (excused absence).
- b. If there are **excessive** excused absences (as decided by the administration and office personnel) for which there are risk factors, the "initial truancy" letter may be sent via mail.
- c. Excused days absent will not move forward in the truancy process unless days exceed those below, protocol will follow the same as unexcused when absences reach these totals.
 - i. High School --- (excluding school sponsored absences) --- 10 or more in a quarter, 20 or more in a semester
 1. Documentation will be required for all days absent after 10 or 20 respectively
 2. "Initial" letter will be sent if it hasn't been already
 3. 2nd letter will follow with 3 or more additional excused absences
 4. 3rd letter will follow and truancy will be filed with the county if there are additional days absent

Unexcused Absences- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures, work at home, work at a business, except under a school sponsored work release program, vacations without pre approval or if excessive as deemed by the district, personal trips to schools or colleges, any other absence not included under the attendance procedures set out in this policy. The policy for unexcused absences will be as follows and will be monitored by the social worker, dean and principal:

1. **3 or more unexcused** absences for K-12 --- "initial attendance letter" will be sent.
2. **3 or more additional unexcused** absences for K-12 --- 2nd letter "truancy warning" will be sent and a verbal or in person meeting will be required with the parent/guardian
3. If the unexcused absences reach **10 days for HS students**, the 3rd letter for "Continuing Truancy" will be sent to the family, to the resident county attorney and a recommendation will be given for CCY. (Community Concern for Youth)

Tardiness Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students tardy at the start of school must report to the school office for an admission slip. Tardiness between periods will be handled by the teacher and reported to the office to be recorded.

Excused Tardiness - Valid excuses for tardiness are: illness, serious illness in the student's immediate family, a death or funeral in the student's immediate family or of a close friend or relative, medical, dental, orthodontic, or mental health treatment, court appearances occasioned by family or personal action, physical emergency

conditions such as fire, flood, storm, etc. any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness - an unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse, or leaving an assigned area without permission from the designated supervisor. These situations will be under the policy directions below:

1. Students who are habitually tardy to class without a pass, leave class without permission, do not report to the office when arriving, or are not in the area where they have been assigned will have the following consequences:
 - a. 3 unexcused tardy (across hours) -- receive 2 lunch detentions (25 min each)
 - b. Additional 3 unexcused tardy (across hours) --- receive 1 full week of lunch detention
 - c. Additional tardy issues are subject to following, but not limited:
 - i. Parent meeting
 - ii. Escort to and from classes
 - iii. Loss of pass privileges
 - iv. Loss of credit for class
 - v. ISS

If the result of loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56. Please refer to the full district policy for more details. Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05

It will be the principal's discretion whether a student, who has been referred to the county attorney for truancy, will be able to attend dances, field trips, and other school related events.

COURSE CHANGES

High school students desiring to drop or change courses must do so through the principal or academic counselor's office by Friday of the first week of classes. Students are to present an updated schedule to the teacher that the change affects.

DATA PRIVACY, DIRECTORY INFORMATION AND STUDENT RECORDS

The School District maintains student records in accordance with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, the Family Educational Rights and Privacy Act (FERPA), and other applicable state and federal laws and regulations. The District has adopted policies and administrative regulations governing the collection, maintenance, use, and disclosure of student educational data. Student educational data maintained by the District is generally classified as private data and will not be released except as permitted or required by law. Educational data may be disclosed without consent in certain circumstances authorized by Minnesota law or FERPA, including disclosures to school officials with a legitimate educational interest, as otherwise authorized by law, or when necessary to comply with a valid legal requirement. When written consent is required for the release of educational data, the District will obtain consent from the parent or eligible student before releasing the information. Parents or legal guardians generally have the right to inspect and review educational records relating to their child, subject to applicable state and federal law. A student who is 18 years of age or older, or who otherwise meets the definition of an eligible student under applicable law, has the rights provided to an eligible student under FERPA. Requests to inspect and review student records should be directed to the school office or designated District data practices official. The District will respond to requests in accordance with applicable legal requirements. Parents, guardians, and eligible students may request access to educational records maintained by the District, including records contained in the student's cumulative file. Certain records or information may be subject to specific legal requirements governing access or disclosure. Students or parents/guardians who need copies of school records should contact the school office and complete the District's records request process. Student health information, special education records, including IEPs, evaluation reports, and related documentation, and other student educational records are maintained and disclosed in accordance with applicable privacy laws. Access to these records is subject to Minnesota and federal requirements governing educational data and student records. The District may designate certain educational data as "directory information" in accordance with Minnesota Statutes § 13.32 and FERPA. Directory information is educational data that the District has officially designated as directory information and that may be disclosed as permitted by law unless

the parent or eligible student has exercised the right to opt out. Questions regarding access to student records, directory information, or the privacy and disclosure of educational data should be directed to the District office or the District's designated data practices official. **Reference: District Policy 515 – Student Records/Data Privacy**
Applicable law includes Minnesota Statutes § 13.32 and FERPA, 20 U.S.C. § 1232g and 34 C.F.R. Part 99.

THE PUPIL FAIR DISMISSAL ACT OF 1974

All the following procedures for discipline/suspension/exclusion/expulsion would be carried out in accordance with The Pupil Fair Dismissal Act of 1974 (M.S. 127.26-M.S.127.39).

DISCIPLINE POLICY

In accordance with Minnesota Statutes, Section 121A.61 Bertha-Hewitt High School has developed the following discipline policy. It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's educational experience. The full policy can be found on the website Policy # 506

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy. These expectations are discussed at the beginning of each school year. *Teachers and coaches may have their own set of classroom rules, as well as those stated in the student handbook.*

Responsibilities of Students:

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures; To attend school daily, except when excused, and to be on time to all classes and other school functions; To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect; To be aware of and comply with federal, state, and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases, and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency, and which is consistent with applicable school district policy;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

DISCIPLINARY ACTION PLAN

Students at Bertha Hewitt School are subject to disciplinary measures according to the consequences addressed in this handbook. Because all situations cannot be addressed, decisions regarding disciplinary action are at the discretion of the administration. The school has developed consequences for those who show inappropriate or disruptive behavior. These consequences are assigned in an effort to correct or change behavior that is not acceptable. Disciplinary action may include, but is not limited to: meeting with the teacher/counselor/administrator, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, suspension from class, in-school suspension, out-of-school suspension, exclusion, or expulsion. Seniors on schedule to graduate can be held out of the graduation ceremony for behavior reasons. Parents will be notified. Any student who has a major behavior violation may face up to 10 days OSS and/or recommendation for expulsion. Major violations include but are not limited to: drugs, weapons, fighting, assault, vandalism, terroristic threats and sexual harassment.

DETENTION

Detention is assigned when students do not comply with school policies. Detention is intended to be punitive, and there are no alternative options to detention. All school rules apply during detention time. The following rules also apply to detention:

1. All detentions will be served during lunch hour unless otherwise scheduled.(25 minutes each, 2 detentions=on class period)
2. Students are expected to report immediately to detention from class. Tardies and/or failure to show up for detention will result in additional consequences as determined by administration
3. No talking or visiting. Students needing assistance are to raise their hand and wait to be called on. Silence is the expectation. Failure to comply will result in additional consequences
5. No sleeping or having heads down. Failure to comply will result in further consequences.
6. Students are not allowed to use personal or school issued technology during detention.
7. Any discipline referrals or problems during detention will result in additional consequences as they relate to the above policies.
8. Student lunches will be delivered to the detention location for the student or they can bring their own lunch into the detention area.

SUSPENSION

Suspension will be assigned for willful disobedience (disobeying a direct order), habitually disobeying a school rule, habitual truancy (being absent from school or class without good cause), swearing or use of suggestive body language or gestures, use of vulgarity, theft, chemical use or possession, harassment, use or possession of tobacco, alcohol, drugs, or threatening the safety of others or for other reasons listed under discipline.

Suspension means an action taken by the school administration prohibiting a student from attending school for a period up to and including ten days. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. Suspension may be in-school suspension or out of school suspension under the direct supervision of his/her parents/guardians.

The administrator will notify the student of grounds for suspension except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practical following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present their explanation.

The district shall make reasonable efforts to notify the parent/guardian of the suspension by telephone as soon as possible following suspension. In the event a student is suspended without an informal administrative conference because the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent/guardian within 48 hours of the suspension. Written notice will include grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of Minnesota Statute Sections 121A.40 to 121A.56. Service by mail is complete upon mailing.

SUSPENSION PENDING EXPULSION OR EXCLUSION

A student may be suspended pending the school board's decision in the expulsion or exclusion hearing; if alternative educational services are implemented to the extent that suspension exceeds five days. The principal will assemble an appeals board if he/she deems necessary. Students who are concerned about a specific disciplinary action or student conduct violation may consult with their parent/guardian, teachers, and/or student support services staff, to resolve the concern. If the concern cannot be resolved using these informal channels, they may appeal their concerns through the channels listed in the appeals process by contacting the following:

School Counselor
Principal
Superintendent or Designee
Board of Education

EXPULSION

An expulsion from school may be imposed by the Board of Education upon the recommendation of the administration for a period of five days up to the end of the school year.

SEXUAL/ RACIAL/RELIGIOUS HARASSMENT AND VIOLENCE

District 786 will not tolerate any act or form of sexual, racial, religious harassment, violence or disability and discrimination. A harasser may be a student or adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender: Name calling, jokes, or rumors; Graffiti; Notes or cartoons; Unwelcome touching of a person or clothing; Offensive or graphic posters, book covers, or other materials; 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, it is your responsibility to report the incident to a teacher, counselor, administrator or Title IX Coordinator. The report may be written or verbal in manner. Your right to privacy will be respected as much as possible. Reference Policy # 413.

BULLYING AND INTIMIDATION

An act of bullying and/or intimidation, either by an individual or group of students, is prohibited on school property, or at school functions. It is the district's intent to prevent bullying and intimidation and to take action to investigate, respond, and discipline.

Bullying is a repeated action directed at a person or group of people by one or more people to cause intentional negative action. It means any written or verbal expression, physical act or gesture, direct or indirect actions, or a pattern of behavior by a student or group of students that is intended to cause distress to another.

Bullying includes, but is not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm, creating a hostile environment for a student, or verbal taunting (name-calling, defamation, racist slurs, untruthful accusations, threats, suggestive remarks, etc.).

Upon receipt of a complaint/report of bullying and/or intimidation, an investigation by school officials, or a third party designated by school officials will commence. Steps will be taken to protect the reporter and students involved. Upon completion of the investigation, appropriate action will be taken that may include: warning, detention, suspension, exclusion, expulsion, or transfer. Reference Policy #514.

HAZING

Hazing activities of any kind are inconsistent with the educational goals of District 786 and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated or affiliated with a student organization or for any other purpose.

School principals are the persons responsible for receiving reports at the building level. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during and after school hours.

MSHSL consequences are in addition to school district consequences for students who engage in hazing.

Reference Policy #526.

DRUG FREE/TOBACCO FREE ENVIRONMENT

It shall be a violation for any student, teacher, administrator, other school personnel, or anyone to use alcohol, tobacco or controlled substance before, during or after school hours, at school or in any school location. Further information on policy #418 and #419 can be obtained from the district office.

ALCOHOL/TOBACCO/VAPING DEVICES/CONTROLLED SUBSTANCE

Alcohol – refers to the possession, use or being under the influence of any alcoholic product while on the school grounds or at school sponsored activities.

Tobacco – refers to the possession or use of any type of tobacco product, chewing, holding a lighted tobacco product, holding an electronic tobacco device (vape) or exhaling of smoke from the mouth or nose on school property or at school sponsored activities

Controlled Substance – refers to any illegal mood altering substance.

WEAPONS

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. 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; all knives; blades; clubs; metal knuckles; nunchucks; 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, 20 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.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

“Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location. Reference Policy #501.

Possible Consequences for Sexual, Racial, Religious, Harassment or Violence, Bullying, Hazing, Alcohol/Tobacco/Controlled Substance Use or Weapon Violations:

Detention/Suspension/Expulsion;
Parent/Guardian notification/conference;
Notification of legal authorities.

DOCTOR AND DENTAL APPOINTMENTS

Appointments should be made outside of school time or during free periods.

DRESS CODE - Policy #504

The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student’s parent(s) or guardian(s).

Appropriate clothing includes, but is not limited to the following:

Clothing appropriate for the weather.
Clothing that does not create a health or safety hazard.
Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

“Short shorts/skirts/dresses”, short tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards. Shorts, dresses and skirts should be mid-thigh length.

Clothing bearing a message that is lewd, vulgar, includes any sexual reference or is obscene. Cut off t-shirts that exposed the chest/ribs/back.

Apparel promoting products or activities that are illegal for use by minors.

Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

Any apparel or footwear that would damage school property.

Hats:

Hats may be worn during the school day as long as the following guidelines are adhered to:

1. Hats must be a “baseball” style hat or visor and worn as the hat is intended (not sideways/backwards etc). Hats should not be a distraction in the classroom or hallway.
2. Hats must be appropriate and not contain any vulgar or offensive labels, language or pictures.
3. Students must remove their hat when asked to by any adult in the building at any time.
4. Students must leave hats in their locker or hang outside the room of any teacher/substitute who requests that hats not be worn in their classroom.
5. No tolerance, no warnings for a student who refuses to follow the guidelines above. This privilege will be forfeited for the remainder of the school year.

DUES

All advisors should take particular concern over the amount organizations levy for dues. This should be kept to a reasonable amount for each particular class or organization. The maximum allowed for grades 7, 8, 9 is \$5.00, and for grades 10, 11, 12 is \$10.00. Class dues will be used for class activities, including senior class trip, prom, senior clothing.

EARLY RELEASE

Students who have met all requirements for graduation may make an application to be **released 1 semester early**. Seniors who wish to take advantage of this policy must file a written application, signed by the parent/guardian, with the principal's office 45 days prior to the beginning of the spring semester. Each applicant must provide proof of enrollment in a technical college / university or signature of the employer. The Board of Education will review each application and interview each applicant. Following the interview, the Board of Education may (or may not) grant approval on an individual basis to the applicant for early out. Seniors granted early out approval will be out of school spring semester only and may participate in graduation ceremonies held at the close of the school year. Seniors granted early out forfeit their privilege to attend or participate in school sponsored activities such as prom, banquet, senior class trip, etc.

EIGHTEEN-YEAR-OLD STUDENTS

All students attending the Bertha-Hewitt High School are subject to the same rules and regulations, as adopted by the Board of Education regardless of age.

USE of ELECTRONIC DEVICES (POLICY #524)

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions of the following, though this list is not meant to be all-inclusive: Photos, videos, tweets, retweets, comments or posters showing the personal use or possession of alcohol, drugs and tobacco. Photos, videos, tweets, retweets, comments or posters that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material. Photos, videos, tweets, retweets, comments or posters that condone drug-related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia. Content online that is unsportsmanlike, bullying, derogatory, demeaning or threatening toward any individual or entity (examples: derogatory comments regarding our school, another school, other students, coaches, or teammates; taunting comments aimed at a student, staff, coach, or team at another school and derogatory comments against race and/or gender). **No pictures or videos are to be taken during classes, in bathrooms or locker rooms at any time.** No posts should depict or encourage unacceptable, violent, or illegal activities (examples: hazing, sexual harassment/assault, full or partial nudity, inappropriate gestures, bullying, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking and illegal drug use). Everything you post is public information – any text or photo placed online is completely out of your control the moment it is placed online – even if you limit access to your site. Information (including photos, videos and comments) may be accessible even after you remove it. Once you post a photo or comment on a social networking site, that photo or comment becomes the property of the site and may be searchable even after you remove it. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics, as well as those of District #786. Remember, always present a positive image and do not do anything to embarrass yourself, your family or Bertha-Hewitt Schools.

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

EMERGENCY/EVACUATION PROCEDURES

In order to be prepared for an emergency evacuation of the school, fire drills, lockdown drills, and tornado drills are conducted on a periodic basis. We attempt to impress upon the students the importance and seriousness of this safety precaution. It is hoped that continual practice in evacuation of a building will ensure rapid and orderly evacuation when an emergency should arise. Students and staff have been trained using the "I Love You Guys" procedures.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of ISD 786 to provide equal educational opportunity for all students. The district does not unlawfully discriminate based on race, color, creed, religion, national origin, sex, marital or parental status, status with regard to public assistance, disability, sexual orientation, or age. Further information on policy #102 can be obtained from the district office.

EVENT RULES

Spectators are to remain seated during the event. Spectators are to reflect good sportsmanship. Students who do not follow appropriate behavior standards will be asked to leave the event. No students will be allowed to linger in the entry area or anywhere beyond the 2000 gym areas. Students in grades preK-6 must remain with their parent/guardians during games. Students will be asked to leave the event if behaviors continue.

EXTRA-CURRICULAR ACTIVITIES

The Board of Education believes that student participation in extracurricular activities is beneficial to the student and the school. Parents/guardians and school personnel should encourage students' participation in activities for individual growth and development. Students participating in the various school-sponsored activities have a responsibility to themselves and their fellow students to abide by the rules and regulations. Further information on policy #510 can be obtained from the district office.

ATHLETICS

Football
Basketball - Boys & Girls Baseball
Volleyball
Cross Country
Wrestling
Softball/Baseball
Track - Boys & Girls

FINE ARTS

Band
Choir
Play/One Act
Speech

ADDITIONAL ACTIVITIES

Business Professionals of America
FFA
Knowledge Bowl
Minnesota Honor Society
NextGen Bears
Fishing League
Trap Shooting Team
Student Council

MINNESOTA STATE HIGH SCHOOL LEAGUE RULES

Under the bylaws of the Minnesota State High School League (MSHSL), students participating in activities governed by the MSHSL who violate certain MSHSL rules must be given consequences under the League's policies. MSHSL consequences include loss of eligibility for 2 events or two weeks to total loss of eligibility in all activities. This includes music and fine arts activities, as well as sports. Violations, which result in school and MSHSL penalties, include hazing, sexual, racial and religious harassment, violence, and use of drugs, alcohol or other controlled substances. Refer to the current MSHSL athletics or fine arts Eligibility Information bulletins for specific details. Each student has a responsibility to know the MSHSL regulations.

ACADEMIC ELIGIBILITY (AE)

The Board of Education believes that the academic coursework is the primary purpose for the school's existence and therefore, academic classes are considered to be of more importance than the extracurricular opportunities provided.

Eligibility

A preliminary list of students who are receiving failing grades will be printed at noon on Tuesday, this list will be updated on Wednesday and a FINAL report will then be sent to staff by noon.. A student will be placed on **academic probation** if they appear on the list. After one week, if an F still appears, they will be placed on

academic suspension (two consecutive weeks with a failing grade). A student on academic suspension will be ineligible for participation in any school activity for a minimum of (1) week. The weekly eligibility period will run from Wednesday noon to the following Wednesday noon. A student on academic suspension will remain ineligible until he/she is “cleared” by having a passing grade in all classes. If a failing grade is reported at the end of the quarter, the grade will be the penalty. He/she will become eligible at the beginning of each quarter. Students taking PSEO courses are required to follow the same eligibility procedures as regular education students. If a class is dropped after the deadline, ineligibility will be effective immediately until the end of the semester.

Student Activities

Ineligible students will be allowed to attend but not participate in school events such as school plays, athletic games and practices, student council sponsored activities, activity meetings, assemblies, etc.

ACTIVITY ELIGIBILITY

In order to participate in extracurricular activities, students must meet the following guidelines:

- Present a current physical (athletes only)
- Be under 20 years of age
- Must meet Minnesota High School League Eligibility Guidelines
- Carry the required number of credits for graduation
- Be in regular attendance, having enrolled at least two weeks before being in a game

Attendance: Students must be in school for a minimum of one-half day or receive pre-approval from administration. Unexcused absence from scheduled practice/competition will result in disciplinary action

Suspension: Students who have been suspended from school are not allowed to participate in practices or competitions during the suspension period

Travel: Students who participate in team events or participate in school activities must ride in school sponsored transportation to and from the activity. Exceptions are injury/illness to a participant requiring alternate transportation. Students may be released directly and in person to parents/guardians. Arrangements must be made between the participant’s parent/guardian and coach/advisor. The parent/guardian must request verbal and written pre-approval. The school reserves the right to deny any request for alternate transportation. Any special circumstances must be arranged with the activity director in advance.

Conduct: A display of unsportsmanlike conduct toward an opponent, official, judge, or coach or use of profanity during a practice or contest will result in disciplinary action and/or suspension. Conduct unbecoming a student who represents the school in any extracurricular activity may be suspended from participation in an event(s). Conduct unbecoming may include but is not limited to suspension from school and could include but not limited to theft, unauthorized absence from school/classes, vandalism, etc.

Letters: Completion of the season of participation is required in order for the student to be eligible for a letter or other group/team or individual awards. (Exception – injury limiting/ending participation.) Guidelines for earning letters are determined by each head coach/advisor.

Suspensions/Violations: Suspensions are administered according to MSHSL guidelines.

Categories I – athletic teams, penalties are outlined in the MSHSL eligibility bulletin.

Category II – all other activities, penalties will follow the same penalty structure as Category I – except Category II penalties shall not exceed 12 weeks.

An event is considered any MSHSL activity, scheduled games, and any other activity listed by the school.

Category I suspensions can be satisfied only with Category I events. Category II suspensions can be satisfied only with Category II events. Each category will be treated individually.

Category I events: Athletic Contests

Category II events: All MSHSL sponsored events and the following: Music (band and choir) Concerts, Graduation, Pep Band Performances, Marching Band Parades, Speech and Drama Contests, School Play Performances, FFA, BPA, FCCLA and Environthon, Knowledge Bowl, Competitive Events, State Events, Video Tech Club scheduled taping session.

Other Events: Students who are suspended from events or academically ineligible will be ineligible to participate in any other high school sponsored events until they are eligible under either Category I or II guidelines. Only the events listed will count toward Category I or II eligibility. (Examples of other events: Student Council sponsored activities, dances, banquets, concession stand workers, activity meetings, field trips, etc.)

If a student is questioned about an incident, denies it, and is later found lying, he/she will be suspended for an additional time as per MSHSL rules.

A student will not be declared ineligible from an activity that is part of a classroom assignment. Events will not count toward completion of a penalty if a student either quits or is suspended from an activity before its completion.

The burden of regaining eligibility will rest on the shoulders of the student in violation. Before they will be taken off the ineligibility list, they must prove to the administrator that they have completed their penalty. A student may be disciplined on the word of a responsible adult if the accusing party is an eyewitness and is willing to sign a written statement to that effect.

FIELD TRIPS

Educational field trips may be taken by classes during the school year under the teacher's direction. If a field trip is a requirement of a class or part of the curriculum, eligibility does not apply. However, if the field trip is optional for students, he/she must follow eligibility requirements. Parents/guardians may be asked to assist with these field trips. When trips are made in school buses outside of school district boundaries, parents/guardians will be notified. Students may be required to have written permission from a parent/guardian and emergency medical authorization slip signed prior to going on a field trip.

FUNDRAISERS

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of district policy. This is to prevent overlapping sales, duplication, and recognition of the worthiness of the fundraiser. Reference Policy #511.

GRADING SYSTEM/WEIGHTED GRADES

A student's cumulative weighted grade point average (GPA) will be used to determine their official class ranking. The following scale will be used to determine grade point average: A = 4, B = 3, C = 2, D = 1, and F = 0. Other grades used are P = Passed, S = Satisfactory, W = Withdraw. These other grades are assigned with no scaled points and do not affect the student's grade point average.

Bertha-Hewitt High School recognizes that some courses have been modified to accommodate the vastly different needs of the students in our district. As a result, some courses may receive weighted grades. The impact of weighted grades for advanced course offerings should serve to offer additional incentive and scholastic rewards to students taking these classes. The raised weighted grade scale is A = 4.5, B = 3.5, C = 2.5, D = 1.5, and F = 0. The lowered weighted grade scale is A = 3.5, B = 2.5, C = 1.5, D = 1.0, and F = 0. Courses will be weighted by the principal on a case-by-case basis.

Grading Scale: A = 100-94%, A- = 93-90%, B+ = 89-87%, B = 86-83%, B- = 82-80%, C+ = 79-77%, C = 76-73%, C- = 72-70%, D+ = 69-67%, D = 66-63%, D- = 62-60%, F = 59-50%.

Students receiving an I (incomplete) for a grading period will have 2 weeks to complete work to earn a passing grade. After that amount of time, if work is not completed, the "I" will be changed to an "F" for a final grade. Teacher Assistants (TAs) will receive an S+, S, S- or F. TA grading is not included in the GPA.

COLLEGE CREDIT COURSES /

The Board of Education wishes to provide opportunities for students to enroll in courses **within** the Bertha-Hewitt School, which are eligible for college credits through Minnesota university/state college courses. In addition, classes may also be taken **outside or online** for college credit. However, none of these classes will receive weighted grades, but all will be accepted as HS credit where applicable. Any student taking a class through a university and wanting to drop the class, must do so before the deadlines as stated by the university. If those deadlines are not met the student will receive an "F" for the course on their official high school transcript. The school is not able to assist the student with issues related to their grades/homework in a PSEO class. Students are responsible for all communication with the college.

GRADUATION REQUIREMENTS/STANDARDS

A student, to be eligible for graduation from Bertha-Hewitt High School, shall have fulfilled the following requirements if graduating in the years 2025 and 2026: **48 semester** classes in grades 9-12 are required to receive a diploma. A student, to be eligible for graduation from Bertha-Hewitt School, shall have fulfilled the following requirements if graduating after 2026: **52 classes in grades 9-12** are required to receive a diploma. All students are required to take 6 or more classes each semester on campus or an equivalent in a PSEO program. You may not have more than 1 study hall/teacher assistant per semester unless given special permission from the principal. Test scores are shared with parents. It is essential that parents/guardians make every attempt to assure student attendance on testing days. Students with one credit remaining, may walk for graduation if they are signed up

to take summer school to obtain that credit. Students must qualify as a graduate, meeting all graduation requirements, and be in good standing to participate in graduation exercises. The academic standards are set by the State of Minnesota (MDE) and required for graduation. These can be found on the MDE website.

GRADUATION EXERCISES

Graduation exercises are a voluntary event that is offered to students. Graduates are expected to wear appropriate dress and attire for the program, or will be denied the opportunity to participate. Students must qualify as a graduate, meeting all graduation requirements, and be in good standing to participate in graduation exercises.

HEALTH RECORDS

A health record on each student is required by the state. A physical and/or dental exam is not required for school entrance, however it is highly recommended. A Medical Emergency Card needs to be completed for each student and is kept on file. We also ask that a Health Questionnaire be completed for each student. This informs us of any medical problems, allergies, etc. to better care for your child. If you have any special concerns, please feel free to call the office. Please inform the office of any changes in address, telephone numbers, or emergency information. Change of information can be completed online through the JMC portal.

HEALTH SERVICES

The school provides a health paraprofessional to assist students with health related concerns. Please contact the school with any information that may be helpful regarding your child's health needs. In the event a student becomes ill during the school day and needs to go home, it is the responsibility of the parent/guardian to pick up the student.

HOMEBOUND INSTRUCTION

Homebound instruction is available for any student who is out of school due to illness (either at home or in the hospital) for an extended period. It is a valuable service offered to our students to ensure they do not fall too far behind their classmates due to an extended illness. Please contact the school office if you have any questions regarding homebound instruction.

HONOR ROLL

Only grades for academic classes will be considered for the honor roll.

A student with an incomplete on his/her report card has three school days after the report cards are handed out to complete the work and be eligible for the honor roll. Students must have a 3.667 average to be on the A honor roll and a 3.0 average to be on the B honor roll.

HONOR STUDENTS/HIGH HONORS

Student graduates who achieve a 3.00 grade point average for grades 9-12 will graduate with Honors. To be eligible to be an honor student for graduation, a student must have a 3.00 GPA for grades 9, 10, 11, and 12. To be recognized at the Honors Program, a student must have a 3.00 GPA for the school year with no "I's" on their report card. PSEO students are responsible for having their instructors submit grades to the principal to be considered for honor/high honor status.

Students who achieve a 3.667 grade point average will graduate with High Honors. Graduation speakers will be selected from the eligible High Honor graduates. The district will not have a valedictorian or salutatorian.

IMMUNIZATIONS

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. Reference Policy #530.

INSURANCE

The district does not carry insurance that covers injuries to students or loss of property. Parents/guardians are solely responsible to purchase insurance coverage for accidents, injuries, or property losses. Parents/guardians have the opportunity to take out insurance at group rates. This insurance is strictly voluntary. Information on purchasing this insurance is included in the "Back-to-School" mailing.

INTERNET/TECHNOLOGY POLICY Policy #324

A computer account at BHS gives the computer user access to the school's academic software as well as access to the Internet. A computer account is a privilege, not a right, that requires responsible behavior on the part of the account holder. Violations of the regulations set by the district will result in loss of Internet privileges and/or computer use. Users should not expect that files on a district's server would always be private; administrators will have access to student files if deemed necessary.

Any activity deemed inappropriate by the school is prohibited, even though not expressed set forth herein. As BHS account holders, students are owners of their data, and it is their responsibility to ensure that it is adequately protected against unauthorized access. Students should keep their account password confidential. Students must not engage in any activity that is intended to circumvent computer security controls. Students are prohibited from loading, downloading, or copying any software on any computer system without approval from the Network Administrator.

The school's computer systems are for the sole use of the school. Students are prohibited from using the school's computer system for personal financial gain.

The BHS faculty/staff reserve the right to intercept, detain and read both incoming and outgoing Internet traffic. Students are prohibited from transmitting or forwarding fraudulent, harassing, or obscene messages and files.

Accessing sites, weaponry/bomb making, sites of sexual content, gambling, or any other site(s) deemed inappropriate by BHS staff is prohibited. Students are prohibited from transmitting or forwarding chain letters, mass mailing, or SPAMMING of mail systems or of individual users. Use of any e-mail program or Internet accessibility program without permissions by BHS staff is prohibited. Any electronic mail or Internet access must be for BHS educational purposes only. E-mailing during the school day will be prohibited unless it is done under direct supervision of a classroom teacher.

Playing musical CDs, computer games, recreational computing, and chatting are not considered educational and therefore, are not allowed.

The school's computer system may be used to create, revise, and house home pages for the school, departments, and school organizations/clubs. No other home page can be housed on the school's computer system without specific permission from the Network Administrator.

Eating and/or drinking are not allowed at any computer workstations or in any computer lab at any time. All hardware and software are the properties of BHS and should not be moved or altered without consent from the Network Administrator or authorized staff. Use of flash drives in school computers will be permitted for school related work only. Use of personal games or other programs obtained from outside the school will be prohibited and will constitute a computer usage violation.

PENALTIES/CONSEQUENCES

1st offense – minimum suspension from use of technology and/or Internet 3 days to 2 weeks.

2nd offense – minimum suspension from use of technology and/or Internet for increasingly longer periods, up to the remainder of the semester or the school year (with the possibility of loss of credit).

Permanent suspension may result in appropriate circumstances. Maximum – expulsion.

A student is, in addition, subject to consequences for violation of any district policy using the computer. The district specifically denies any responsibility for the accuracy or quality of information obtained using the computer. District computers are to be used for educational purposes. Students will not be allowed to use computers for "free" to surf the net, play games or e-mail during the school day unless directly supervised by the classroom teacher.

Any violation will be reported to the computer lab supervisor, the Network Administrator, and/or other authorities as deemed necessary. Upon reasonable notice, the provisions herein are subject to change for the protection of students, faculty and staff. Reference Policy 524.

INTERVIEWS (STUDENTS & OUTSIDE AGENCIES)

Generally, students may not be interviewed during the school day by persons other than a student's parents/guardians, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy. Requests to interview students shall be made through the principal's office. Reference Policy #519.

JUNIOR HIGH PROMOTION & RETENTION

Seventh grade students – If after the school year, a seventh grade student has failed two core courses, the student may have to repeat seventh grade. If after the school year and extended year classes, a seventh grade student has failed one core course, the student must complete the core course in eighth grade. Core courses are as follows: English, Math, Social Studies, and Science.

Eighth grade students – If after the school year, an eighth grade student has failed two core courses, the student

may have to repeat eighth grade. Core courses are as follows: English, Math, Social Studies, and Science. In order to pass a core class, a student must have passing letter grades in at least 2 of the 4 grading periods, along with a calculated percentage from all 4 quarters at 60% or greater. Summer school may be used to complete work in classes when students have received a failing grade in order to avoid retention.

LEAVING SCHOOL GROUNDS

To leave the school grounds, a student must get a pass from the office. To receive this pass, the student must bring a note signed by the guardian explaining the need to leave school grounds. The administration reserves the right to refuse issuing such passes. The student's name, destination and date must be on the sign-out sheet when you leave and the time you return. Students **may not** have other students ride in their car when leaving school. Leaving school grounds without permission after once reporting to school will be considered an unexcused absence. Once a student arrives onto school grounds by school bus, the student is not to leave school grounds without permission. Any student leaving school grounds must have a signed permission slip in his/her possession. This is subject to being checked when leaving or returning to the school.

LOCKERS AND LOCKS

Students are assigned a locker at the beginning of the school year. Students are responsible for the locker and combination lock as assigned and for the condition of their locker and will be charged for replacement or repair if the locker is damaged. At the end of the school year, it is the student's responsibility to empty and clean their locker. Phy Ed lockers should be used for phy ed clothing and other items. It should not be used to replace your regular locker. All lockers are the property of the school district. The district has the right to search lockers and contents at any time deemed necessary to enforce the school rules and safety of everyone in the building. Students should not share their locker or combination with other students. It is recommended that you do not leave money or other valuable items in your locker. If you have money or possessions that you do not want to lose, you may bring them to the office for security. The school is not liable for lost or stolen items.

LUNCH

The Board of Education has specified a closed noon hour. This means students will not leave school premises without a note from parent/guardian and permission from the principal's office. The following rules are to be observed:

During nice weather, students may go outside to designated areas. These will be announced to students when they are available.

Students are not to be in vehicles or in the parking lot at any time during the school day. All students are scheduled for a 30-minute lunch period. Students in grades 7-12 may choose the items they receive for lunch. It is expected that students buy their own dishes and keep the lunchroom neat and orderly. Food services will include breakfast and hot lunch, these meals are provided free of charge to all students.

Students are not to share their meal account numbers. It is important that parents/guardians sign up for free or reduced meals before school starts or at any time their income or household size changes. Those qualifying not only help our lunch program, but also help fund other general fund programs. Applications are available from the office. Please call the office if you would like assistance in completing the form. Applications do not carry over from year to year.

MAKE UP WORK and LATE WORK POLICY (High School - Wide)

The following MAKE UP WORK policy applies to ALL classrooms in the high school:

1. A student who is going to miss 1 day or less, should contact their teachers and get their assignments BEFORE the absence, after only if it is an unplanned absence. Students have 3 school days after this absence to turn the work in. After that date see #3 under late work.
2. Students missing consecutive **planned** days (2 or more), MUST pick up a make-up work form from the office. This needs to be filled out prior to the absences and signed by each teacher and the principal. You have 5 school days to complete all the make-up work after your return. All efforts should be made to complete some or all of the work BEFORE you leave. After the 5 days, see #3 under late work.
3. Students who miss consecutive **unplanned** days (2 or more), MUST pick up a make-up work form from the office upon your return. This needs to be taken to each teacher to receive missed work and signed by each teacher and the principal. You have 5 school days to complete all the make-up work after your return. After that date see Attendance/Tardy Policy Section above.

The following LATE WORK policy applies to ALL classrooms in the high school:

1. Classroom teachers will set the due dates for all homework. IEP modifications will be made by case managers or classroom teachers.
2. All assignments that are handed in on the due date will be graded as usual.
3. All assignments **NOT** handed in by the due date will receive **5** additional days to turn the work in. A MAX of 50% will be given for these assignments. The assignments will be marked as MI until they are turned in or they become a zero.
4. All assignments handed in **after** the additional 5 days will receive NO credit and a 0 will be placed in the gradebook.
5. All instructors will provide multiple opportunities to allow students to show understanding of the material. (ie. assignments might include, but are not limited to; projects, quizzes, tests, papers, presentations, daily work, lab reports, reflections etc.)

MEDIA CENTER

We would like to ask your help in urging students to be responsible for library books they check out. Students will be asked to pay for lost or damaged books including textbooks.

MEDICATION

The district acknowledges that some students may require prescribed drugs or medication during the school day. The district will administer prescribed medications in accordance with law and school district procedures. The administration of prescription medication or drugs at school requires a signed request from the student's parent/guardian and physician. Prescription medication is not to be carried by the student, but is to be left with the school health nurse's office. Exceptions are inhalers and specific written individual health plans or individual education plans agreed to between the school district and the parent/guardian. Reference Policy #516.

MONEY, VALUABLES AND PERSONAL PROPERTY

Please pay by check whenever possible. The school is not responsible for valuables that are lost, damaged, or stolen at school. Electronics, phones, cameras, expensive watches, jewelry and large sums of money should not be brought to school. If they are brought, they are the responsibility of the student.

MOTOR VEHICLES

Students are not permitted in vehicles during the school day without permission from the office. Students are permitted to park in a school district location as a matter of privilege, not of right. Parking will be in designated student parking.

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location. The interiors of motor vehicles of students in school district locations, including glove box or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school policy. If a search yields contraband, school officials will seize the item and may turn it over to legal authorities. A student found violating this policy would have parking privileges removed.

Students should not drive behind the school building unless necessary to load or unload materials. Approval for a student using a motor vehicle during the school day will be granted by administration only in cases where it is necessary. Written permission from parent/guardian prior to approving driving during the school day is required. Reference Policy #527.

OPEN ENROLLMENT/PSEO

The district participates in the Enrollment Options Program as established by **MN Statute 124D.09**. If a student drops a course after the college deadline for drop/add, an F will be entered on the high school transcript and eligibility policies will be enforced. Students who withdraw from a class and receive a "no credit" or "W" and it is outside the drop deadline, will be treated as if he/she failed the class. All other PSEO situations will follow State Statute guidelines and Bertha-Hewitt school graduation standards. Please contact the high school counselor for additional information or questions. PSEO Classes will not be weighted as per school policy. Students interested in this option **MUST** attend the interest meeting with the school counselor and meet all deadlines to be eligible. The high school retains the right to decide what classes do or do not meet school requirements for graduation.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be scheduled each year. Check the school calendar for dates and times. You may contact teachers at any time throughout the year with questions or concerns, or to schedule an individual time to meet.

PASSES

For Leaving School: Students are not permitted to leave the school grounds at any time during the school day without permission from the office. Failure to follow the proper procedure will be considered a violation of district policy and disciplinary action will follow. Passes will be signed by the office. Students are to sign off in the log when leaving and upon return to school.

Emergency Passes : Only an emergency pass will be given if a student is having a crisis/medical issue or other unforeseen circumstance. The student should report either to the school nurse's office or the school counselor's office. The situation will be addressed and the student will be given a "paper" pass to return to class or pass to leave and take to the office.

****Students have 5 minutes before and after every class during the school day, plus lunch time. That time should be used to do errands (restroom, water fill up, locker runs etc). No passes will be given for those activities during academic time.**

PHOTOS

Students must receive prior permission from anyone in the building if they intend to take a picture of them, in any form.

PICKING UP STUDENTS

When parents/guardians pick up students during school hours, they are to pick the student up from the office and sign the office log. After school, parents should wait in the foyer or door #1.

PLEDGE OF ALLEGIANCE

Students shall recite the Pledge of Allegiance to the flag of the United States of America daily. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so.

Students and school personnel must respect other persons' rights to make that choice. Students will be instructed in proper etiquette toward, correct display of, and respect for the flag, as well as in patriotic exercises. Reference Policy #631.

POSTERS/FLYERS

Posters or signs shall not be placed in the building without permission from the office. Posters shall be neat and beyond reproach in subject matter, grammar, spelling etc. Posters are to be removed by the individuals who posted them the day following the event or function. Approved posters may be displayed in the following areas:
Designated hallways;

Individual rooms and showcases with the permission of the teacher.

PUBLICATIONS & ACTIVITIES (SCHOOL SPONSORED)

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities, while at the same time balancing the school district's role in supervising student publications and the operation of public schools. The school district may exercise editorial control over the style and content of student expressions in school-sponsored publications and activities. Faculty shall supervise student writers to insure compliance with the law and school district policies. Reference Policy #512.

PUBLIC DISPLAY OF AFFECTION

In order to maintain high standards of conduct, students should refrain from public displays of affection in the school building, on school property, and at school-sponsored events. It is not the district's purpose to stifle respectful demonstrations of affection that are appropriate for a school setting (e.g. hand holding, a quick hug, a pat on the back), but to address those advances with overt sexual overtones. Kissing, hugging, or any other inappropriate touching will not be tolerated. On first offense, the couple will receive a verbal reprimand and the principal will be notified. On the second offense, the principal will confront the couple. If the inappropriate behavior continues, parents will be notified and if deemed necessary, a conference with the principal, couple, and parents will be scheduled.

RECORDS (STUDENT)

The district recognizes its responsibility concerning the collection, maintenance and dissemination of student records and the protection of the privacy rights of students. Reference Policy #515.

RELIGIOUS INSTRUCTION

Students will be excused on Wednesday to attend religious instructions. If you are attending religious instructions, you will be expected to attend regularly. Please do not ask to take visitors, as this request will be denied.

REPORT CARDS/PROGRESS REPORTS

Report cards/progress reports are sent home every 4 ½ weeks. Parents/guardians may obtain online access to grades from the office by signing up for an account and password.

SCHOOL PICTURES

The school contracts annually to have pictures taken during the school year. Information regarding prices, times, and dates will be distributed. You are not obligated to purchase any pictures; the school simply offers the services. The senior pictures are taken during the summer. Seniors who failed to have their picture taken should have their picture taken with grades K-11.

SCHOOL PROPERTY

Students are responsible for the books, school property and locker as assigned. Damage to books, lockers or other school property will be repaired or paid for by the student. Students are requested to help keep the floors and walls in the washrooms, halls, classrooms, etc... clean and looking presentable.

SCHOOL SONG

THE VICTORS

Hail to the Blue and White,
Hail to the conqu'ring might,
Hail! All to B-H-S Forever the Best, Rah, rah, rah!
Hail to the Blue and White
Hail to the conqu'ring might!
Hail! All to B-H-S, the champions of the rest! B-E-A-R-S!

SEARCH OF STUDENTS' LOCKERS, DESKS, PERSONAL POSSESSIONS, & PERSONS

Pursuant to Minnesota Statutes 121A.72, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers, desks, personal possessions or persons provided for the convenience of students. School authorities, for any reason, may conduct inspection of the interior of lockers, desks, personal possessions, and persons at any time, without notice, without student consent, and without a search warrant. Students are informed that lockers will be checked for electronics as needed. This is a standing search option and students will not be notified unless an item is removed from their possession, locker, backpack etc. The personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. Reference Policy #502.

SOCIAL EVENTS AND DANCES

All social activities should be sponsored for a specific purpose. All events must be approved by the adviser and the principal and must be properly chaperoned. No activities may be held without proper supervision. All dances must be approved by the principal. Dances will be closed. Once a person has entered, he/she may not leave and reenter. Guests at school dances must receive prior approval from the principal. Forms may be obtained in the office. Students of Bertha-Hewitt are responsible for their guests being aware of and abiding with the school rules and policies.

Prom Students who attend prom that do not attend Bertha-Hewitt must follow all rules and eligibility requirements stated in this handbook, as well as fill out the prom permission form. Any student who has graduated from high school (and under 21) must be in good standing with behavior and have no recent violations with drugs and/or alcohol. Code of conduct violations will be enforced at prom. However, academic eligibility does not apply. Post prom is not affiliated with the school district and is subject to their own rules and expectations.

Senior Trip Code of conduct violations will be enforced regarding participation on the senior trip. Academic eligibility does not apply.

CELL and TELEPHONE USE Policy #324.5

All parents have access to communication with their child during the school day in any of the following ways:

- 1. Parents may call the district office (218) 924-2500 and request that their child call them back.**
- 2. Parents may come to the district office and request to see their child at any time during the day.**

Student use of school telephones is limited to before/after school. A public phone is located outside the district office (5-minute limit) for student use.

Cell phones and other personal electronics (including ALL watches, computers, Ipads etc.) for all grades will be placed in the provided and locked storage container BEFORE the start of 1st hour for each grade. Classroom teachers, administration, paraprofessionals, substitutes or any other building staff may confiscate a student's phone if they are seen with it or suspect they have one. Cell phones and all other personal electronics will be confiscated if this policy is not followed. Students who do not turn in their phones will have consequences as follows:

1. Confiscation and placed in the office parent/guardian to pick up.
2. Confiscation and placed in the office for parent/guardian to pick up, student MUST turn in to dean/principal every day for the remainder of the semester
3. Confiscation and meeting w/ parent/guardian before student returns to class to make a plan for moving forward

***If a "fake" phone or additional phone is used to put in the lock box OR the student lies about cell phone possession, the consequence goes directly to consequence #3.**

Students will not be excused from class to accept or make any calls, except in emergency situations. If it is necessary to reach your student, dial 218-924-2500. Messages will be accepted and forwarded to students as quickly as possible. (See above for other options)

TEST-OUT POLICY AND PROCEDURES

Minnesota Academic Standards allows the opportunity for students to demonstrate mastery of subject material and earn course credit. A student who has gained conceptual knowledge and skills necessary to pass a course may elect to earn credit for the course by successfully completing the test out procedure for the course. Application for test-out must be made to the high school principal or counselor by May 15th for the first semester and November 15th for the second semester. Parent signature must accompany the application. A student may attempt to test-out of any given course only once. If the student fails any portion of the exam, they must enroll in and pass the course to receive credit in that course. The test-out will consist of a written exam, but may include lab work, presentations, problem-solving, and submission of portfolios, performance and/or demonstrations. Tests and answers keys will be secured in the office. Tests will not be returned to the student. The same criteria will be used to determine whether the student passes the exam (and, thus, the course) as would be used to determine whether a student would pass the course if they were enrolled in it. Criteria for passing the comprehensive exam must not be more stringent than the criteria for passing a course. Students will earn a grade based on the district adopted grading scale.

TITLE IX

It is the policy of ISD 786 not to discriminate based on sex or disability in admission to or employment in its educational programs or activities, as required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX Coordinator:

Karla Weishalla, Principal, Bertha-Hewitt School, 310 Central Ave S, Bertha, MN 56437.

TRANSPORTATION SAFETY POLICY

District 786 has established formal bus policies, rules, and regulations. Minnesota Statute 121A.59 provides that transportation by the bus is a privilege, not a right. Students are expected to behave in the same manner as in the classroom. Behavior problems will be addressed by the driver, including suspension of riding privileges. The driver, transportation director, and high school principal will address serious and persistent situations. Offenses that are dangerous or destructive will result in suspension and may include notification of legal authorities. Students damaging school buses will be held liable for the damages. Failure to initiate payment will result in loss of riding privileges until damage is paid for. Reference Policy #709.

USE OF BUILDING

The use of the building should be cleared through the superintendent's office. Where charges are necessary, these will be given in accordance with the school rental policy.

VISITORS

All visitors, including parents/guardians and PSEO students, are required to report to the district office when entering the building to sign in and pick up a visitor identification label. Visitor identification labels are issued during the school day, 8:15 a.m. to 3:01 p.m. Student visitors are not allowed to accompany BHS students to their classes. If a visitor does not report to the office as required by policy, entry on school property is a misdemeanor. Administration has the statutory right to ban someone from school premises, Minnesota Statute 69.605(4).

VOLUNTEERS

The contributions and tasks that can be performed by volunteers are many and varied. Parent/guardian volunteers are to be approved by the school administrator and are under the direct supervision of the person in charge of the program. A background search must be done for all volunteers before a person can start. The parent/guardian volunteer's tasks and duties will be assigned by the person in charge.

WEATHER RELATED SCHOOL CLOSURES

Inclement weather may result in a decision to start late, dismiss early, or cancel classes for the entire day. Official announcements concerning these will be made over the district's JMC Messaging System. It is important for our telephone lines to remain open during closing situations.

WITHDRAWAL PROCEDURES

Please notify the office at least three days prior to withdrawing your student when moving out of our school district. You are asked to indicate the last date of attendance and the name of the new school district.