



**Buffalo  
High School**

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**BHM SCHOOLS**

**2023-2024**

**Student Handbook**

**877 BISON BLVD, BUFFALO, MN 55313 (763) 682-8100**

**Dear Students and Parents,**

Welcome to Buffalo High School. We feel that our school is a special place. Our mission at BHS is, *“In partnership with our families and community, Buffalo High School prepares each student for a successful future. In an academically rigorous and supportive environment, we prioritize learning, equity, and meaningful relationships. Together, we value student agency, growth and connections.”* We believe that every student deserves an excellent education and should be treated with respect and care. Buffalo High School values positive relationships within our school community and uses them to build on our successes.

There are several ways that you can help to ensure that you are able to maximize your time at Buffalo High School. As you look ahead to the challenges of the school year, we would like to share some tips that we feel will help you accomplish this.

- **Set clear goals for your schoolwork and take responsibility for your success**
- **Participate and excel in a wide variety of academic and extra-curricular areas**
- **Have a positive attitude every day you come to school**
- **Manage your time effectively by prioritizing your work**
- **Build positive relationships with your teachers and peers**

We will do all that we can to help each student in their pursuit of academic excellence and personal happiness. It is our goal that every student leaves our school with a sense of accomplishment and confidence. Most of all, we want our graduates to feel they were important members of our school community and were honored and respected by our staff. On behalf of the entire staff at Buffalo High School, I want to welcome you to the 2023-2024 school year. Together we will continue to build on our tradition of excellence and challenge you to reach new heights.

Sincerely,



Mark Mischke  
Principal  
Buffalo High School

**Buffalo High School Administration:**

Mr. Mark Mischke	-	Principal	763.682.8101
Ms. Kris Thompson	-	Assistant Principal	763.682.8102
Ms. Stephanie Ward	-	Assistant Principal	763.682.8104
Mr. Ed Cox	-	Assistant Principal	763.682.8105
Mr. Nicholas Guida	-	Activities Director	763.682.8108

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## General Student Information

### • SUPPORT SERVICES

The personal and academic development of each and every student at BHS is a collaborative effort of all staff. We provide a number of specific services to help meet the mental and physical health of students. Below is a summary of some of these services.

Any student who is **struggling with suicide or who is in crisis**, or who know's of someone in crisis can access the following resources:

- 988 Suicide and Crisis Lifeline: Call or Text - 988
- Four County Crisis Response Team: Call - (800)635-8008

**Student Services** BHS has four school counselors available for students to access. They can assist with topics including academics, personal and social concerns, and college and career preparation. Students can set up an appointment to see their school counselor in the Student Services office. The Student Services Secretary can assist in finding the best time of day available to meet.

### Counselors

Mr. Mark Jones	(student last names A-F)	<a href="mailto:mjones@bhmschools.org">mjones@bhmschools.org</a>	763.682.8107
Ms. Shanlee Maher	(student last names G-K)	<a href="mailto:smaher@bhmschools.org">smaher@bhmschools.org</a>	763.682.8054
Ms. Christina Cox	(student last names L-Rn)	<a href="mailto:ccox@bhmschools.org">ccox@bhmschools.org</a>	763.682.8075
Ms. Jennifer Blair	(student last names Ro-Z)	<a href="mailto:jblair@bhmschools.org">jblair@bhmschools.org</a>	763.682.8139

**Requesting Official Transcripts** Transcript requests are conducted online via [www.parchment.com](http://www.parchment.com). After an account is created, Parchment will deliver your official school transcript to the college and/or organization you choose. Cost ranges from \$4-5. Find more details in the Student Services Office.

**Psychological Services** The school provides a psychologist in the area of testing and counseling. Please contact Steve Carlson for more information at [scarlson@bhmschools.org](mailto:scarlson@bhmschools.org).

**Social Workers** The school district provides two social workers to help students with family and personal problems. BHS Social Workers are Patti Fisher ([pfisher@bhmschools.org](mailto:pfisher@bhmschools.org)) and Megan Fletcher ([mfletcher@bhmschools.org](mailto:mfletcher@bhmschools.org)).

**Health Services** A Licensed School Nurse (LSN) oversees and directs the functioning of the School Health Office. A health assistant, who is trained in first aid and CPR, attends to the basic health needs of students during the school day. Students who become ill or injured while at school are to report to the health office. Through collaboration between the health assistant, LSN, and possibly other school staff, a plan of care for the student will be determined. Parents will be contacted by the Health Office Staff if the student needs to go home or have medical follow up. **Students leaving school without reporting to the health office will be considered truant.**

Students who need to take medication during the school day are to bring the medication to the health office. Parent permission must be documented in the health office for students to use medication at school. In addition, a physician's order is necessary for any use of prescription medications at school. All Medication Permission forms are available in the health office and on the [BHM Schools Website Health Services](#) under Health Plans and Forms. The school does not supply medications. The health office phone number is 763.682.8121.

If students have special health needs or medical concerns, it is important for the health office staff to be alerted and informed of these concerns. When a student has special or unique health concerns, please contact the School Nurse, Principal, or Counselor for a health plan. Medical verification may be necessary. The BHS School Nurse, Karen Schultz, can be reached at 763.682.8120 for any questions or concerns. To promote the safety of all students using Vision of Buffalo Bus Company, parents are asked to provide medical and emergency information to the bus company directly by emailing or calling Dawn Johnson at [djohnson@bhmschools.org](mailto:djohnson@bhmschools.org) or 763.682.8494. Due to confidentiality laws, the district is unable to provide this information to the contracted transportation company.

**Special Education** Trained staff are available to provide students who have learning and physical disabilities with help and support.

**School Resource Officer Trevor Eder** is available to students, staff, and parents at Buffalo High School. He can be reached at 763.682.8135.

#### ● NUTRITION SERVICES INFORMATION

Breakfast and lunch are offered each day through the School Meals Program. Menus are posted on the district website and emailed to guardians monthly. Students are assigned their own PIN for their meal account. Students need to memorize their PIN. Please remind your student not to share their PIN with friends. Meal account deposits can be made online with a credit or debit card at Campus Parent Portal, or by sending cash or check to the school with your student. Students have the opportunity to make deposits (cash or check) to their account in the office or cafeteria area. Deposits received by 10:00 am will be ready for use at lunch. Please write your student's full name or PIN on the check/envelope if paying by cash or check.

Applications for the School Meals Program can be completed anytime during the school year. Online applications are available at Infinite Campus Parent Portal. Paper applications are available by contacting the District Nutrition Services Office (763.682.8775). Families must apply annually for benefits. Parents will need to have a Parent Portal account to access the online application, make online meal payments, and monitor student meal purchases. See your school office if you need to set up a Parent Portal account.

Student meal costs are the responsibility of a student's guardians. Email and text messages for meal accounts with low and negative balances are sent to guardians Monday through Friday. All students will be provided a complete meal regardless of meal account status. Students will not be denied a meal due to a negative balance. We believe this is in the best interest of the student. Students will not be allowed to purchase ala carte items if their account balance is negative. Students choosing to bring a breakfast or lunch from home may use their meal account to purchase milk in the lunchroom. Please choose foods that are nutritious when packing a breakfast or lunch from home for your child. A complete copy of the Meal Account Management Policy is available on the district website. If you wish to receive a full copy, please contact the District Nutrition Services Office.

**The Free Meals for Kids Program allows one free breakfast meal and one free lunch meal per student each day. Additional ala carte items will be charged to the meal account.**

#### ● WELLNESS INFORMATION

The BHM district has set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available

on the school campus during the school day are consistent with applicable minimum local, state, and federal guidelines. A complete copy of the district's Wellness Policy is available on the district website. If you wish to receive a full copy, please contact the District Office.

- **18-21 YEAR OLD STUDENT POLICIES**

At Buffalo High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under 18 years of age. Buffalo High School requires that students 18 years and older must provide parental verification of absences.

- **LATEX BALLOONS**

For the safety of our students, staff and general public who use our buildings, the district does not allow the use of latex (rubber) balloons in any capacity, in any school building, at any time of the day. However, Mylar (foil) balloons are still allowed. Latex is a substance that can have a life threatening impact when a person is exposed to it.

- **LOCKERS**

Every BHS student is expected to choose a locker. Hallway lockers and physical education lockers are "on loan" to students for the school year and remain the property of District 877. The school reserves the right to inspect lockers when building administrators deem such action necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep their locker clean and neat inside and out. Students are advised not to keep money or other valuables in their lockers. The school will not be responsible for lost or stolen property. Students are expected to keep hallway and physical education lockers locked at all times. If the administration has reasonable suspicion that a student may be in possession of something dangerous or illegal or that may cause a substantial disruption to the school environment, the school reserves the right to search lockers or a student's personal property.

Students must purchase a padlock from the high school. These locks should be used for hallway and physical education lockers. Only locks purchased through the school will be allowed on any school lockers. Students may use locks purchased from the high school or middle school in previous years. Locks are available for purchase at the Activity Office window.

- **SEARCHES**

Students should be aware that school officials are allowed to search students and their lockers, motor vehicles, and personal property when they have reasonable suspicion that a particular student is in violation of school rules or the law or may cause a substantial disruption to the school environment. Canine searches may also be conducted.

- **STUDENT RECORDS**

District 877 shall permit the parents of a student or an eligible student who is or has been in attendance in District 877 to inspect and review the educational records of the student except those records which are made confidential by state or federal law. District 877 shall comply with a request immediately, if possible or within five days of the date of request, excluding Saturdays, Sundays and legal holidays. If District 877 cannot comply with the request within that time, the responsible authority shall inform the requester and may have five additional days within which to comply, excluding Saturdays, Sundays and legal holidays.

● **SCHOOL DAY**

“School day” is defined as the time from when a student gets on the bus in the morning or enters the school district property by any mode of transportation to the time when a student gets off the bus at the end of the school day or when a student leaves the school grounds by any mode of transportation after the school day or after any school district sponsored activity. Buffalo High School operates on a closed campus policy which includes lunch periods. Any student scheduled to not be on campus for a class period (e.g. Senior Study, OJT, etc.) should not be in the hallways during class time. Failure to follow this expectation may result in a student not being able to participate in courses that are off campus.

**Daily Schedule:**

8:50 - 9:53	1st Hour
9:58 - 11:01	2nd Hour
11:06 - 11:31	Advisory (Monday & Friday) BASE (Tuesday, Wednesday, Thursday)
11:36 - 1:09	3rd Hour & Lunch
1:14 - 2:17	4th Hour
2:22 - 3:25	5th Hour

● **ADVISORY**

The purpose of Advisory is to create a community environment of learners where students and staff experience belonging, foster healthy relationships, develop academic skills and enhance school culture.

- Every student will meet in an Advisory two times per week
- Advisory is grouped by grade-level
- Balanced lessons focused on college/career readiness, academic support and planning, social/emotional literacy

● **BASE TIME (Bison Academic Support & Enrichment)**

The purpose of BASE TIME is to provide targeted, timely and systematic learning opportunities for all BHS students based on student academic and enrichment needs.

Key guidelines regarding BASE time:

- BASE time is typically three days per week
- Standards-Based Intervention
- Test prep study sessions/Test Make-up
- Mentoring/Tutoring
- Homework Help

● **VISITORS**

Any visitors who come to the school during the school day are asked to park in the visitor parking spots in the South parking lot and enter through the Main Entrance (Door #2). Visitors will enter a secure entrance, sign in, and wear an identification badge. We ask that all visitors follow these procedures so that we can ensure the safety of our students. Students are not to bring other student guests during the

school day. Requests for visitations due to extenuating circumstances must be cleared by an administrator at least one day in advance.

- **WRIGHT TECHNICAL CENTER (WTC) STUDENTS**

On those days that BHS is in session, but WTC is not, WTC students will be required to be on campus and will report to the cafeteria. WTC students may be allowed to be off campus on uniquely scheduled days (e.g. early release, late start) or they may be directed to stay in the cafeteria during their regularly scheduled WTC time. There are limited seats available for WTC and students need to be in good standing both academically and behaviorally to continue to access this program. Inquiries may be directed to Dana Watters, 763.682.4112.

## **Academic Information**

- **GRADUATION REQUIREMENTS**

Each trimester course at BHS will earn a student ½ credit toward graduation. Students must take a minimum number of total credits and earn credits within a number of required areas set forth by the BHM School Board and the MN Department of Education. Due to the recent transition from a four-quarter schedule to a three-trimester schedule, each graduating class has slightly different requirements. See a summary below:

Class of 2024 - 29.5 credits needed of 31.5 possible

Class of 2025 - 29 credits needed of 31 possible

Class of 2026 - 28 credits needed of 30.5 possible

Class of 2027 - 27.5 credits needed of 30 possible

Students will be notified of specific course requirements for each grade level as the district, in accordance with state statutes, determines them. Students are required by Minnesota State law to demonstrate satisfactory completion of the credit requirements set forth and their understanding of academic standards in order to receive a public high school diploma.

- **DIGITAL TOOL INVENTORY OF CORE CURRICULUM AND ASSESSMENT TOOLS UTILIZED**

*(Data Privacy Bill HF 2353)*

The Buffalo-Hanover-Montrose School District utilizes a variety of digital tools to support student learning. Technology vendors and software are utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world. We have an inventory of our curriculum, testing, and assessment tools, which includes an outline of the student data elements within each tool, posted [here](#). This list is maintained and communicated annually to all families at the start of the school year via our school handbooks. Please feel free to reach out to your child’s teacher or Principal for additional information regarding specific digital tools used in classrooms.

- **GRADUATION POLICY FOR STUDENTS INVOLVED IN ALTERNATIVE PROGRAMS**

Alternative school students planning to graduate from BHS must attend a publicly accredited alternative program to earn their credits. They must complete their program by May 15 to be eligible to participate in the graduation ceremony at Buffalo High School. Please meet with a school counselor to determine a plan for graduation at BHS.

- **GRADUATION POLICY FOR BUFFALO HIGH SCHOOL STUDENTS**

BHS students who are unable to accumulate the credits necessary to graduate will be notified by letter, after the May 15 deadline, that they will not be allowed to participate in the graduation ceremony.



Students who are eligible to graduate but fail a class(es) during last term, may participate in the graduation ceremony, but will not receive a diploma until they have met all BHS requirements. Please meet with a school counselor to determine a plan for graduation at BHS.

#### ● EARLY GRADUATION

Seniors interested in early graduation must see their counselor by mid-term Trimester Two of their senior year. A student who participates in the summer term or after-school program at an ALC or other state-approved learning year program is ineligible for early graduation. Students who have chosen to accelerate their learning by accessing coursework outside Minnesota public education may still be eligible. A student who is enrolled in a CIS course during the third trimester is unable to graduate early due to District 877's financial commitment for the college credit. See your counselor for more information.

#### ● ACT TESTING AND REGISTRATION

Buffalo High School offers a one time, during high school, option for Juniors or Seniors to take the ACT test at no cost to families. The ACT test is a college entrance exam that is important for students who may be considering a 4-year college or university. This exam is helpful in determining a student's college readiness. Many scholarship opportunities are impacted by ACT results as well. Please see your school counselor if you have additional questions regarding the ACT or other post-secondary entrance/placement exams.

#### ● GRADING POLICY

Students have the responsibility to complete all assigned work within a class and an A, B, C, D and F system is employed for recognizing scholastic achievement. This marking system denotes "A" as excellent and "F" as failing.

Each course at BHS will have a final grade determined with a minimum of 70% of the grade based on summative assessments (e.g. tests, projects, end of unit activities). Students will have the opportunity to retake or make corrections on summative assessments, except for a final exam or activity, in order to show additional learning. It is the responsibility of the student to work with the teacher to understand the grading practices and timelines of each course.

#### ● ACADEMIC INTEGRITY

All BHS students are expected to adhere to the fundamental values of academic integrity, which include honesty, trust, fairness, respect and responsibility. Scholastic dishonesty is defined as cheating on assignments or tests, plagiarizing, altering, fabricating, forging or acting alone or in cooperation with another to falsify records or to dishonestly obtain homework, tests or grades. Unless explicitly stated by the teacher of a class, the use of online or artificial intelligence tools, such as ChatGPT, will be considered academic dishonesty.

#### ● STUDENT GRADE REPORTS

Each trimester is approximately twelve weeks. Infinite Campus is available for students and parents to have continual access to track academic progress. Hard copies of mid-term reports will be printed by request only for parents and guardians attending conferences.

#### ● INCOMPLETE GRADES

Students must complete all course work and graduation standards before the end of the term. In the event that an extenuating situation exists which may require additional time for completing course work, a student must request and complete the Incomplete Grade Permission Form with their teacher. If the

incomplete grade is granted, the student must complete all work assigned by the teacher within the agreed upon time schedule.

Students are reminded that an incomplete term grade will become an F if the extension is not granted or the work is not completed in the allotted time frame. Incomplete grades can delay graduation. Each student will work with his or her teacher for all incomplete grades.

### ● GRADING SYSTEM

Buffalo High School's grading system is based on the following grade-point system:

(A+/A) = 4.0	(B) = 3.00	(C) = 2.00	(D) = 1.00
(A-) = 3.67	(B-) = 2.67	(C-) = 1.67	(D-) = 0.67
(B+) = 3.33	(C+) = 2.33	(D+) = 1.33	(F) = 0.00

Students will be recognized for scholastic achievement by a published honor roll. To be included on the "A" honor roll, students must achieve a grade point average of 3.67 or above. To be included on the "B" honor roll, students must achieve a grade point average from 3.00 to 3.66.

If you have an incomplete grade, your name may not appear on the published honor roll. CIS classes require that students receive both a high school grade and a college grade.

### ● ACADEMIC EXCELLENCE AWARDS

Buffalo High School recognizes superior academic achievement. A special program will be held in the spring to honor students. Students are eligible for departmental awards determined by teachers. Two senior students will be selected to be inducted into the Buffalo High School Hall of Fame. Seniors are eligible for the Presidential Academic Excellence Awards (3.67 cumulative and above GPA). Students must be at BHS for at least **six classes during trimesters one and two** of the current school year to be eligible for Academic Excellence awards. This includes PSEO and transfer students.

### ● ACADEMIC LETTERING

Students in all grades are eligible to earn a BHS Letter if their current GPA meets a certain standard. The standard has been set at a cumulative GPA over the first two trimesters of the academic year.

Grades 9 and 10 = 3.80

Grade 11 = 3.75

Grade 12 = 3.70

### ● HONOR GRADUATES

Graduating seniors are recognized for their scholastic achievement and will wear the symbolic gold cord during the commencement exercises. To achieve honor graduate status, a student must earn a cumulative grade point average of 3.67 or above for their 9-12 school years. This GPA is calculated after the second trimester of the senior year.

## College Credit Options

### ● CONCURRENT ENROLLMENT

Qualifying students have the option to enroll in high school classes at Buffalo High School, while simultaneously earning college credit. These concurrent enrollment (College-in-the-Schools) courses are taught by qualified Buffalo High School instructors with no tuition costs to students or families. Students

will earn a high school grade and credit, while also earning a grade and credit through a partnering university or technical college.

- **ADVANCED PLACEMENT**

Advanced Placement courses offer students the opportunity to learn introductory college level material, while preparing for a qualifying exam given in May. Students who score well enough on the Advanced Placement exam may earn college credit that can be transferred to a future college or university. Students interested in this opportunity should contact their prospective college about how any earned credit will transfer.

- **POST-SECONDARY ENROLLMENT OPTIONS ACT**

Post-secondary Enrollment Options (PSEO) is a program that allows qualifying students in 10th, 11th and 12th grades to earn college credit while still in high school, through enrollment in and successful completion of college nonsectarian courses at eligible post-secondary institutions. Students generate both college credit and high school credit by successful completion of the course. Most PSEO courses are offered on the campus of the post-secondary institution; some courses are offered online. Each participating college or university sets its own admissions requirements for enrollment into the PSEO courses. 11th and 12th-grade students may take PSEO courses on a full- or part-time basis; 10th-graders are eligible to enroll in PSEO on a more limited basis. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09.

Please contact the Student Services office regarding qualifications, application, and required timelines.

## **Attendance Procedures**

The administration and faculty of Buffalo High School believe that regular school attendance is a significant and valuable component of a student's education. Regular attendance is directly correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For these reasons, student absence from school should be limited to those instances in which it is unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and ensure the student's continuous school attendance. The school may request medical verification for excessive absences. This philosophy is reflected and implemented in the Attendance Policy of BHS.

- **OUT-OF-BUILDING PASSES**

In order to leave the school during the school day, students must obtain an "Out-of-Building Pass" prior to leaving. This pass may be picked up from 8:20 – 8:50 am or during passing times. Parents/guardians are asked to provide the office with a note or phone call (to Attendance Hotline 763.682.8181) that gives the student permission to leave. Please make every effort to schedule personal appointments outside of the school day. If students leave the building at any time without a pass and signing out, the absence will be considered a truancy.

- **ABSENCES**

A student will be considered absent when he/she is missing from school for any day or part of the day. Teachers will make students aware of specific absence/attendance expectations. It is the student's responsibility to know each of their teacher's specific expectations.

When absences from school become habitual, a letter requesting medical verification will be sent home. From that point on, all additional absences will require medical verification to be considered excused.

Reporting Procedure: Late Arrivals, Early Departures and Absences – Attendance Hotline 763.682.8181

Before or on the morning of a student's absence, late arrival or early departure, the student's parent/guardian is requested to call the Attendance Hotline at 763.682.8181. This number may be accessed 24 hours per day.

PLEASE BE AWARE THAT IF THE SCHOOL DOES NOT RECEIVE VERIFICATION TO EXCUSE THE ABSENCE WITHIN TWO DAYS OF THE ABSENCE, THE ABSENCE MAY BECOME A TRUANCY.

- **EXCUSED ABSENCES DEFINITION**

Valid excuses for absence/tardies are illness, medical or dental appointments, death of family member or close relative, religious reasons, official school field trips, co-curricular events, suspension, and up to two (2) days for significant family event, and other absences/tardies at the discretion of the building administration. The school day ends at 3:25pm. Student absences will not be approved to leave for work, non-school sanctioned activity, or other consistent absences. Repeated absences for medical or other appointments may require a note from the care provider. BHS administration reserves the right to deny an absence excuse based on the criteria above.

- **UNEXCUSED ABSENCES/TARDIES**

Those absences/tardies which are not listed under Excused Absences Definition and are not excused by an administrator shall be considered unexcused. This may include missing the bus, oversleeping, or personal reasons.

- **ADVANCE MAKE-UP**

Students who are absent because of activities, vacations, and other scheduled or prearranged activities should notify the office with an advance notification before their absence or the absence may be considered unexcused. Homework must be completed in advance of the absence or other arrangements should be made with your teachers. Examples: College fairs, state tournaments, family vacations.

- **MAKE-UP WORK**

When a student returns to class from an unanticipated absence, the teacher will provide make-up work and a clearly defined due date.

- **TARDINESS**

Being on time is a very important life skill. Students are expected to be in class when the class period begins. Students who are tardy for first class should sign in with the greeter and receive a pass to class. Teachers will inform students of their individual tardy policy. Tardiness may result in loss of credit for coursework missed, and time may be made up outside of the school day. Habitual tardiness can lead to truancy.

- **TRUANCY**

Definition: When a student is absent or habitually tardy from class without an approved reason, the absence is considered a truancy. Absences that are not excused within two days are truanies. It is the student's responsibility to make sure their absences are verified.

- **CONSEQUENCES OF TRUANCY**

STUDENTS MAY NOT RECEIVE CREDIT FOR ANY WORK MISSED FOR TRUANCIES (ie. tests, quizzes, reports due, etc.).

Truancies will be dealt with as follows:

1. For a student's first and second truancy, the student may be required to meet with an administrator.
2. Continual or habitual truancy may result in the loss of credit and a parent conference may be scheduled with administration and/or the Student Achievement Advisor.
3. Continual truancy will be reported to the Wright County Truancy Intervention Program. For more details, please visit [their website](#).

## **Expected Behaviors and Requirements**

Students are expected to demonstrate appropriate behavior in the school, in the classroom, and at all school activities. Good behavior is necessary to provide a successful educational environment. The following guidelines will help ensure that the educational program can function to the best advantage for all students and staff.

1. Be present in classes daily.
2. Be in class on time.
3. Be prepared for class.
4. Bring all required materials to class (i.e. books, paper, pencils, physical education clothes, etc.).
5. Be attentive and participate in classroom activities.
6. Make an effort to be successful.
7. Show respect for teachers, other students, and school property by not engaging in activities that disturb the class or school environment.
8. Avoid using vulgar or offensive language to staff members or other students. This includes any written, verbal or implied threats, as well as writing on lockers, walls, etc.
9. Follow the directions of teachers and supervisors. Insubordination or the refusal to follow the directions of a teacher or supervisor is considered serious.
10. Help keep classrooms and the school neat and clean.
11. Take care of school property (i.e. books and equipment).
12. Avoid bringing valuables to school. Keep personal property in your possession or in a locked locker.
13. Respect others' choice regarding the Pledge of Allegiance. Students will have opportunities to recite the Pledge of Allegiance. Any person may elect not to participate and students must respect another person's right to make that choice.
14. Use electronic equipment and technology in an ethical manner.
15. Identify oneself when requested by any BHS staff member. Students must always identify themselves accurately by first and last name.

### ● CELL PHONES/PERSONAL ELECTRONIC DEVICES/CAMERAS

Handheld devices such as cell phones and other electronic devices may be appropriately used before school until 8:50 am. By 8:50 am, when the school day begins, all devices must be appropriately stowed away. Personal devices may be used during passing times and lunch, as well as after 3:25pm. Students may only use cell phones during instructional time with the **expressed permission** of the teacher. If students choose to bring a phone to school, the school is not responsible for loss, damage or theft. If technology misuse is an issue, students will be directed to return the device to their backpack or locker, give the device to the teacher for the remainder of the period, or to an administrator for the rest of the school day. If a student refuses, a parent may be required to pick the item up at school. The student may

lose the privilege of bringing their device to school as well. Operation of any electronic device is prohibited in bathroom and locker room areas.

Students are prohibited from photographing, recording or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, before or after school while on school property, and at off-site, school-related events.

#### ● DETENTION

Students may be assigned detention during or outside of regular school hours for infractions of school rules or disruptive behavior.

#### ● INAPPROPRIATE CLOTHING/ACCESSORIES

Clothing is generally acceptable for school wear as long as it follows health and safety guidelines, does not disrupt the teaching/learning process, does not create school disorder, and does not create a harassing or intimidating environment (e.g., students are to wear shoes or sandals and may not wear clothes that threaten or demean other students). Students may not wear clothing or accessories that display words or images directly or indirectly advertising alcohol, tobacco, drugs or related products or which promote the use of these products, or that are profane, obscene or sexually suggestive.

In addition to clothing, students may NOT display other items or accessories that can cause a safety issue, disrupt the teaching/learning process, create school disorder, or cause a harassing or intimidating environment (e.g. displaying a confederate flag).

#### ● STUDENT TOBACCO POLICY

Buffalo High School is a tobacco-free school. Student use and/or possession of tobacco in any form, including e-cigarettes, will not be permitted on or adjacent to, or within sight of any district property, on district property, on district school buses or loading or unloading areas or at any school event, home or away. Minnesota State Law prohibits anyone under age 18 to possess/use tobacco. Regardless of age, any Buffalo High School students in violation of the policy will be subject to school consequences. In addition to receiving school consequences, violators will be referred to the School Resource Officer. Multiple tobacco violations may result in long-term suspension or expulsion.

#### ● STUDENT DRIVING RESPONSIBILITIES

It is recommended that all students use school transportation.

Students granted permission to drive a vehicle to school agree to abide by the following regulations:

- Follow all school rules listed and implied in the student handbook.
- Conform to all state and local driving laws and regulations.
- Consent to a complete search of the vehicle for any reason.
- Display a valid BHS parking permit from the rear view mirror.
- Park correctly in the student designated parking area.
- Obey speed limits (15 mph limit in the parking lots).
- All vehicles on campus must be registered.

Violations may result in, but are not limited to, the following measures: parking/driving permit suspended or canceled, vehicle towed at owner's expense or immobilized (booted) and fined.

Snowmobiles and motorcycles must be registered and parked in designated areas. A parking fee of \$100.00 for the school year, or \$50 if purchased after February 1, is required and an application must be received to obtain a validated student parking permit for parking on campus. Only one vehicle from the parking application may use the permit on any day. Any additional drivers or vehicles must purchase a daily permit for \$3.00.

#### ● DRUGS AND ALCOHOL

The possession or use of drugs or alcohol is a serious violation of state laws and punishable by fines and/or imprisonment. Violators will be reported to the proper authorities and/or social agencies. Students who are under the influence of chemicals while at school, or who consume, sell, give away, or have possession of drugs, paraphernalia, or alcohol on school property or at school-sponsored activities may be suspended or expelled from school. Illegal substances and related items will be confiscated. Before the student can be readmitted to school, a conference consisting of parents, the student, and the principal will be arranged to determine the best course of action for the student and the school. If exclusion or expulsion is recommended, it will follow state law. In addition, principals may send a student home if the principal suspects (via smell, action, and/or appearance) that a student has used drugs/alcohol. Our goal is to handle the situation in a manner that is in the best interest of the student, the student body and staff.

#### ● wRIGHT CHOICE

wRight Choice is an alternative consequence to an out-of-school suspension. The program is a joint effort between the Buffalo-Hanover-Montrose School District and Wright County Court Services. wRight Choice provides academic and behavioral support for students who display inappropriate behavior at school.

#### ● SUSPENSION

Occasionally, it becomes necessary to suspend a student from school. In this event, Minnesota State Law will govern all procedures. Students may be suspended from school for any of the following reasons:

1. Violation of any school regulation.
2. Conduct which materially and substantially disrupts the right of others to an education (this includes test cheating, harassment, threats of physical or mental harm, and/or offensive language).
3. Conduct which endangers persons or property (fighting, vandalism, stealing).
4. Other violations included in the District School Discipline Policy.

Students, and parent(s)/guardian(s) of students, who are suspended from school, may be required to meet with an administrator to develop a readmission plan that includes steps for improving student behavior.

#### ● EXPULSION

Expulsion is defined by Minnesota State Law (MSA 127.26 – 127.40) as: “Expulsion” means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond one calendar year. Students will be recommended to the Board of Education of Independent School District 877 for expulsion from school for severe or persistent violation of school policy.

#### ● WITHDRAWAL FROM SCHOOL

A student’s parent or guardian must attend a meeting with a school counselor if they are pursuing withdrawal from Buffalo High School.

## ● SCHOOL SAFETY

It is our priority to provide our students with a safe and secure environment in which to learn. Annually, school staff work with local police, fire and EMS to develop plans for a variety of emergency situations. In addition to planning, we have a school resource officer who proactively works with students and parents to identify any possible safety problems. There are AEDs spread throughout the building. The community Safe Schools Committee meets each month to discuss safety issues such as traffic, drinking, drugs, probation, transportation, bomb threats, tornadoes, etc. The issue of student safety is taken seriously at BHS. Current practices will be continuously reviewed and improved.

Potential safety hazards exist for students in the following areas:

1. Evacuation - In accordance with state law, periodic evacuation drills will be held during the school year.
2. Threat and Intruder - Staff work with law enforcement annually to plan for possible threat situations. Students will practice related safety drills throughout the school year.
3. Student Awareness - Students are encouraged to notify an adult if they are aware of any school safety concerns. A student health and safety hotline is publicized on the hallway monitors. It is the responsibility of all members of the BHS community to make administration aware of any health and safety concerns.

## ● DANGEROUS WEAPONS POLICY

It is the policy of the Independent School District 877 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) that exhibit and promote violence and disruptive behaviors. The Board of Education is committed to promoting healthy human relationships, and working and learning environments that are physically and psychologically safe.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building or on school grounds, on the school bus or at any school-related activity. District personnel or students shall not bring or store a "dangerous weapon" on school property. This policy does not apply to firearm safety, color guard, or marksmanship courses or approved activities that may be conducted on school property.

Scope and Application:

Independent School District 877 shall take proactive measures to eliminate violence in our schools by protecting children and employees whose health or welfare may be jeopardized through acts of violence. Each school will strive to make schools safe by promoting safe and secure learning and working environments. In accordance with state laws, BHS will conduct at least one active shooter (lockdown) drill with students. This training will include parental notification, voluntary opt-out of participation, and follow-up debriefing with students. Please see BHS communication for more information regarding dates and opt-out processes. Additionally, students are encouraged to "say something if you see something" that is a potential threat to student, staff, or visitor health and safety.

A student who brings a firearm to school may be expelled for up to 365 calendar days. The Superintendent may, on a case-by-case basis, recommend to the Board of Education a modification of this requirement. Students with disabilities may be expelled for behavior unrelated to their disabilities as long as procedural safeguards required by IDEA and Section 504 are followed. Students will be expelled according to the Pupil Fair Dismissal Act. Any person in violation of this policy will be referred to the local law enforcement agency.



### ● COMPUTER/INTERNET USAGE

During the first weeks of school, all students will receive copies of the Buffalo High School Computer and Internet Usage Policy. Students will sign a sheet saying that they know, understand, and will abide by these policies. Computers at BHS are to be used for schoolwork and all printing must be related to school projects. Technology use, including Google Apps for Education, in the BHM School District is governed by School Board Policy 524 (Acceptable Use). Parents who wish to have their student opt out of Google Apps may contact their child's principal.

### ● RACIAL/RELIGIOUS/SEXUAL HARASSMENT AND HAZING

It is the policy of Independent School District 877 to maintain a learning and working environment that is free of racial, religious, and sexual harassment and violence.

It shall be a violation of this policy for any student or employee of School District 877 to harass a student or employee through conduct or communication of a racial, religious, sexual or hazing nature.

The school district will act to investigate all complaints, either formal or informal, verbal or written. The school district will discipline any student or employee who violates this policy.

Students are requested to complete a "Student Concern Report Form" to provide documentation of any racial, religious, or sexual harassment and hazing. These forms are available in the front office.

### ● RELEASE OF STUDENT DIRECTORY INFORMATION

In accordance with the Minnesota Data Practices Act, Buffalo-Hanover-Montrose Schools may release the following information without permission unless the district has been notified that it should not be released.

- Student's name
- Student's gender and date of birth
- Major field of study
- Participation in officially recognized activities or sports
- Weight and height of members of athletic teams
- Dates of attendance and grade levels completed
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Photographs for school district publications and local newspaper\*

Parents or students ages 18 or older who do not want this information released must notify the district in writing.

\*Throughout the year, photographs are taken in classrooms and at school activities. Some of these may be published in district publications or submitted to local newspapers. Parents may request that their child's photographs and identifying names not be published. This request must be made in writing to the District Communications Coordinator.

### ● PUBLICATION

Copies of the school discipline, truancy, harassment, hazing, and equal opportunity policies are available on the district website in the Policies section.

### ● PUBLIC NOTICE

Buffalo-Hanover-Montrose ISD 877 gives notice to the parents or guardians of currently enrolled students regarding student surveys. Periodically, Buffalo-Hanover-Montrose Schools will use survey tools

to gather a variety of information regarding student progress. Students and parents can find information regarding these policies and practices in the School Board adopted policy #515, which can be found on the district website at: [bhmschools.org/policies](http://bhmschools.org/policies).

- **TITLE IX**

Title IX is a federal law that prohibits discrimination on the basis of sex by any education program or activity receiving federal funding. 20 U.S.C. § 1681(a).

Title IX applies to students and employees in “any academic, extracurricular, research, occupational training, or other education program or activity.” 34 C.F.R. § 106.31(a).

Additional information regarding Title IX, including copies of district policies, grievance procedures, and a Harassment/Violence/Bullying report form can be found at <https://www.bhmschools.org/title-ix-information>

Title IX Coordinator  
Amy Ernst  
Director of Special Services  
214 1st Ave. NE  
Buffalo, MN 55313  
763.682.8721  
[aernst@bhmschools.org](mailto:aernst@bhmschools.org)

Human Rights Officer  
Evan Ronken  
Director of Human Resources  
214 1st Ave. NE  
Buffalo, MN 55313  
763.682.8713  
[eronken@bhmschools.org](mailto:eronken@bhmschools.org)

- **EQUAL EDUCATIONAL OPPORTUNITY**

BHM Schools is committed to providing an equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. BHM Schools will investigate allegations of discrimination and will take appropriate follow-up action, which may include disciplinary action. The School Board has adopted a supplement to Board Policy 102 outlining the rights of students, including transgender and gender non-conforming students, with respect to bathroom and locker room access, participation in extracurricular events and activities, and the use of preferred names and pronouns. Board Policy 102 and its supplement are publicly available on the District’s website. BHM Schools offers resources for students who are in need of support. Students and parents are strongly encouraged to speak with a principal or school counselor if they would like more information about resources available through the school district or if they have questions about how to formally report a complaint or concern.

## **Activities**

- **STUDENT ELIGIBILITY**

When a student enrolls in an activity at Buffalo High School, the student is under the jurisdiction of the Minnesota State High School League and Buffalo High School Activity Policies/Regulations. In addition, a

seventh or eighth grader who is selected to be on a high school team, shall be under the same jurisdiction. Requirements to be a Buffalo High School Activities Program Participant include:

1. To be involved in a Buffalo High School activity one must:
  - a. Have a current physical exam form on file in the Activity Office, which is due every three years.
  - b. Have the Minnesota State High School League and Buffalo High School Eligibility Statement and Health Questionnaire signed by the athlete and parent/guardian.
  - c. Be in good standing with the scholarship, racial/religious/sexual harassment, hazing, and chemical policies.
  - d. Register and pay fees online for the activity through Parent Portal via the "School Store" tab. You may access the site by [clicking here](#). Students who do not have internet access may still register and pay fees at the BHS Activity Office.
  - e. Be aware that School District 877 does not provide medical insurance for athletes. Each person should secure his/her own coverage.
  - f. Have the Addendum to Minnesota State High School League Code of Student Responsibilities signed by parent and athlete.
2. To be in any other Student Activity one must also follow the rules/guidelines of the MSHSL:
  - a. Have the Minnesota State High School League and Buffalo High School Eligibility Statement signed by the student and parent/guardian.
  - b. Be in good standing with scholarship, racial/religious/sexual harassment, hazing and chemical policies.
  - c. Pay the necessary fee for the activity or have the waiver form signed by the Activities Director.
  - d. Have the Addendum to Minnesota State High School League Code of Student Responsibilities signed by parent and participant.
3. Penalties
  - a. Penalties for violation of racial/religious/sexual harassment, hazing and chemical policies will be administered as follows:
    - i. Category I Activities include those activities with a defined season and will be administered as seen in the Athletic Eligibility Information brochure.
      1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two weeks.
      2. Second Violation: After confirmation, the student shall lose eligibility for the next three weeks, or six contests, whichever is greater.
      3. Third and Subsequent Violations: After confirmation, the student shall lose eligibility for the next four weeks, or twelve contests, whichever is greater.
      4. Accumulative Penalties: Penalties shall be accumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.
      5. Denial Qualification: A student shall be disqualified from all activity for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
    - ii. Category II Activities include other co-curricular activities that do not have a defined season and the penalties will be as follows:
      1. Each member school shall develop penalties that it will apply to the

participants in these activities. An appropriate penalty shall be administered at the discretion of the Activities Director and High School Principal.

4. Student Code:
  - a. Co-curricular participants must make a strong classroom effort. They must also have positive attitudes and good attendance. These qualities may be expected both in-season and off-season.
  - b. Co-curricular participants must behave in a proper manner before, after and during their activity.
  - c. Co-curricular participants must behave properly in the community at all times.

**Student Code of Responsibility** as stated in the Minnesota State High School League eligibility brochure must be followed. If not, the following penalties can be administered by the Principal in cooperation with the Activities Director.

1. Warning
2. Suspension from school or activity or both
3. Reported to higher authority outside of school
4. Required to do certain amount of community service

● **DANCE POLICY**

School-sponsored dances are an extension of the normal school day and all school rules apply. Students are permitted to bring one guest to a dance. The guest’s name must be signed up with a principal. The administration reserves the right to turn away guests at the door if they are not on the list. All guests must be enrolled at a high school. Prom guests must be high school students or 20 years of age and younger.

● **ACTIVITY OFFERINGS**

**Seasonal Activities**

**Fall**

Girls and Boys Cross Country	Girls Tennis	Football
Girls Swimming and Diving	Boys and Girls Soccer	Volleyball
Adapted Soccer	Fall Play	

**Winter**

Girls Dance Team	Girls and Boys Hockey	Mock Trial
Gymnastics	Girls and Boys Basketball	One Act Play
Adapted Floor Hockey	Wrestling	Knowledge Bowl
Boys Swimming and Diving		

**Spring**

Spring Play	Adapted Softball	Girls Softball
Track and Field	Baseball	Boys Tennis
Boys and Girls Lacrosse	Boys and Girls Golf	

**Summer**

Summer Marching Band Color Guard, Instrumental & Drumline

**SCHEDULES:** The most up to date schedules are available at [www.lakeconference.org](http://www.lakeconference.org).

● OTHER ACTIVITIES

Students should listen to the daily announcements or refer to monitors for organization meetings.

International Club	Class Cabinets
FFA	BHS Singers
Hoofprint Newspaper	National Honor Society
Tatanka Yearbook	Jazz Band
BPA	Treble Singers
Student Council	

● RECOGNIZED ACTIVITIES

Drumline	Robotics
Trap Shooting Team	Competitive Cheer
Bowling	

● ACTIVITY FEES

Students who participate in the following activities will pay:

**Category #1** Lacrosse, Basketball, Football, Golf, Gymnastics, Hockey, Wrestling: \$200.00

**Category #2** Baseball, Cross Country, Softball, Soccer, Swim & Dive, Tennis, Volleyball, Track & Field, Dance Team: \$165.00

**Category #3** BHS Singers, Knowledge Bowl, Mock Trial, Summer Marching Band, Multi-Act Play, One-Act Play, Musicals, Business Professionals of America, Adapted Soccer, Adapted Floor Hockey, Adapted Softball: \$130.00

**Category #4** One-Act Play Crew and Student Directors, and Tech Crew for all productions: \$25.00

An appropriate fee will be charged for solo/ensemble participation.

Class officers, yearbook staff, and choir and band activities (except for solo/ensemble participants) do not receive monies for transportation and/or supplies and therefore are **exempt from the fee system**. *National competitions of Buffalo High School will not be funded.*

● FEE PAYMENT PROCEDURE

Our district uses Infinite Campus for online registration and payments.

1. Online registration and payment is available via [Parent Portal](#) within the “School Store” tab.
2. The registration and fee payment must be completed before you are able to practice or participate.
3. Fees may be waived in cases of undue hardship. Fees will also be waived or reduced if a student qualifies for the “free or reduced lunch program.” The parent notification letter for free or reduced meals must be shown upon request.
4. Family Fee Allowance - The maximum fee amount for any family is \$750.00. **Families** are responsible to track fees paid each year. When the amount of \$750.00 is reached, families should send a letter of request for the family allowance to include detailed payment documentation. Fees will then be waived for the family for the remainder of the school year.
5. Middle School students competing on high school teams must pay high school fees, unless otherwise approved by the Activities Director.

6. **REFUNDS** - They are available upon request. A request form can be secured from the Activities Office.

● **AWARDS**

If you have made outstanding achievements (lettered) in the activity as well as finished the season in good standing, then you will be awarded the block letter "B". One "B" will be awarded per student along with a designated activity pin. The season begins with the first day of practice and ends with the awards presentation at the end of the season.

● **SPORTSMANSHIP**

Good sportsmanship is viewed by Buffalo High School as behavior that demonstrates understanding and commitment to fair play, ethical behavior and integrity. Buffalo High School expects good sportsmanship from students during school and at all school events.

● **OTHER MINNESOTA STATE HIGH SCHOOL LEAGUE INFORMATION**

For further information concerning MSHSL rules or regulations contact:

Nick Guida, Activities Director 763-682-8108

● **LAKE CONFERENCE SCHOOLS**

Buffalo High School  
877 Bison Boulevard  
Buffalo, MN 55313  
Ph: 763.682.8100  
F: 763.682.8118

Eden Prairie High School  
17185 Valley View Road  
Eden Prairie, MN 55346  
Ph: 952.975.8100  
F: 952.975.8104

Edina High School  
6754 Valley View Road  
Edina, MN 55439  
Ph: 952.848.3800  
F: 952.848.3818

Hopkins High School  
2400 Lindbergh Drive  
Minnetonka, MN 55305  
Ph: 952.988.4691  
F: 952.988.4546

Minnetonka High School  
18301 Highway 7  
Minnetonka, MN 55345  
Ph: 952.401.5700  
F: 952.401.5905

St. Michael-Albertville  
High School  
5800 Jamison Avenue NE  
St. Michael, MN 55376  
Ph: 763.497.2192  
F: 763.497.6586

Wayzata High School  
4955 Peony Lane North  
Plymouth, MN 55446  
Ph: 763.745.6600  
F: 763.745.6691