



2018—2019

Student & Family Handbook

3216 East 29th Street

Minneapolis, MN 55406

612-729-9266

www.bdotelearningcenter.org

All school policies mentioned in this handbook can be found on the school's website under

"Board Section"

A paper copy of all policies are available in the Director's Office.

Adopted by the School Board on 8/20/2014 Revised 7/9/201

Table of Contents

Staff Directory

Snow Days and Emergency Information

Introduction

Educational Information

Expectations

Family Involvement

Part I: Information

Part II: Academics

Part III: Rules and Discipline

Part IV: Health and Safety

Appendix A: Healthy Foods List

Appendix B: Foods Not Allowed at School

Appendix C: School Calendar

SNOW DAYS & EMERGENCY INFORMATION

BDOE LEARNING CENTER will follow Minneapolis Public School closing on days when there is inclement weather.

Late Start

If there is a late start or closing for the whole day, it will be listed on KARE 11, www.kare11.com, WCCO, <http://wcco.com/cancellations>, and KMSP, <http://www.fox9.com/school-closings>. A late start means that transportation and the school day will begin two hours later. For Bdoe this means that school begins at 11:05 a.m. on late-start days.

Early Dismissal

An early dismissal means that students will be dismissed at 1:00 p.m.

Getting the Info

There are three assured ways of finding out if Bdoe will be closed for weather-related reasons:

- **KARE 11 NEWS, broadcast and website**
 - **KMSP, Fox 9, broadcast and website**
- **WCCO, CBS Channel 4, broadcast and website**
- **Bdoe will post closings on our Facebook page**
- **We will follow Minneapolis Public School closing**

Staff Directory

CALL 612-729-9266 TO CONTACT A STAFF MEMBER BY PHONE

Administration

Cindy Ward-Thompson	Director	cindy@bdote.org
Iva Bunker	Operations Director, Ojibwe Elder	ivab@bdote.org
Angela Papenfuss	Curriculum Coordinator	angelap@bdote.org
Ana Pinney-Valtierra	Dean of Students	anap@bdote.org
Elisa Waukazo	Tech Director	elisa@bdote.org
Elizabeth Sullivan	Social Worker	elizabeths@bdote.org
Liz Cates	Project Director for MIAC Grant	elizabeth@bdote.org
Laura Potter	Literary Coach	laurap@bdote.org
Kevin Smokeyday	Cultural Liaison, Ojibwe Elder	kevins@bdote.org
Bill Kunze	Lunch Assistant, Ojibwe Elder	billk@bdote.org
Jill Johnson	Nurse (Mondays Only)	nurse@bdote.org
Naabek (Adrian) Liberty	Curriculum and Instruction Coach	naabek@bdote.org

Teachers

Beth Brown	Dakota Kindergarten, 1 st & 2 nd grades	bethb@bdote.org
Jarydd Boston	Dakota 3 rd , 4 th & 5 th grades	jaryddb@bdote.org
Vicky Morris	Dakota 6 th & 7 th grades	victoriam@bdote.org
Barry Frantum	Dakota 6 th & 7 th grades	barryf@bdote.org
Monica Briggs	Ojibwe Kindergarten & 1 st grade	monicab@bdote.org
Veronica Peterson-Briggs	Ojibwe 2 nd & 3 rd grades	veronicab@bdote.org
Liz Collin	Ojibwe 4 th & 5 th grades	liz@bdote.org
Korissa Howes	Ojibwe 6 th & 7 th grades	korissah@bdote.org
Grayson Pangburn	Phy Ed, K-7	graysonp@bdote.org
Michele Fluhr Fraser	Special Education, K-7	michelef@bdote.org
Katie Vigness	Special Education, K-7	katiev@bdote.org

Support Staff

Julie Kunze	SpEd Para, K-1 Ojibwe	juliek@bdote.org
Emily Schwarting	Intersession Coordinator SpEd Para	emilys@bdote.org
Memegwesi (David) Sutherland	Ojibwe 6-7 Instructor/SpEd Para	memegwesi@bdote.org
Tony Frank	Drum Instructor/Ojib 2-3 SpEd Para	tonyf@bdote.org
Dustin Peyton	Dakota 6-7 SpEd Para	dustinp@bdote.org
Linda Rose	Dakota 3-5 SpEd Para, Dakota Elder	lindar@bdote.org
Caley Pieper	Ojibwe 4-8 SpEd Para	caleyp@bdote.org
Kate Stemper	Ojibwe 2-3 SpEd Para	kates@bdote.org
Rocky Makes Room For Them	K-2 Dakota Instructor/SpEd Para	rockym@bdote.org
Jeil Herald-Zamora	Ojibwe 6-7 SpEd Para	jei@bdote.org
Caitlyn Pieper	AmeriCorps Reading Corp Coach (K-3)	caitlynnp@bdote.org

INTRODUCTION

Han(u)/Boozhoo Families,

Welcome to Bdote Learning Center!

The following school handbook is intended to provide you with basic information about the school. Please do not hesitate to call if you have any questions about the content of this book or any aspect of your child's experience at Bdote Learning Center.

This handbook is divided into four main sections.

- 1) Information
- 2) Academics
- 3) Rules and Discipline; and
- 4) Health and Safety

Topics within each of these categories are alphabetized for your convenience. All school policies mentioned in this handbook can be found on the school's website under "Board" section. A paper copy of any policy can be printed for you in the school's office.

Pidamaye/Miigwech

Bdote Staff

EDUCATIONAL INFORMATION

Bdote Learning Center is a small supportive school community focused on meeting the individual educational and social needs of each child we serve. WE do this by following a research based approach called Responsive Classroom.

This approach seeks to:

- Increase social skills and academic engagement
- Create more positive classroom climates
- Increase learner investment and independence
- Decrease disruptive behaviors

Guiding Principles	Teaching Principles
The social curriculum is as important as the academic curriculum.	Morning Meeting: A daily routine that builds community, creates a positive climate for learning and reinforces academic and social skills.
How children learn is as important as what they learn.	Rules and Logical Consequences: A clear and consistent approach to discipline that fosters responsibilities and self-control.
The greatest cognitive growth occurs through social instruction.	Classroom Organization: Strategies for arranging materials, furniture and displays to encourage independence, promote caring and maximize learning.
There is a specific set of social skills that children need to learn and practice in order to be successful academically and socially: cooperation, assertion, responsibility, empathy and self-control.	Guided Discovery: A format of introducing school materials that encourages inquiry, heightens interest, and teaches care of the school environment.
Knowing the children we teach, individually, culturally, and developmentally is as important as knowing the content we teach.	Academic Choice: Giving children choices in their learning helps them become invested, self-motivated learners.
How we, the adults at school, work together is as important as our individual competence: lasting change begins with the adult community.	Reaching Out to Parents/Guardians: Ideas for involving parents or guardians as true partners in their child's education.

EXPECTATIONS

Bdote Learning Center shares its expectations so that all can be aware of what they are asked to do to support our school community. The purpose of these expectations is to encourage all students, family, staff, board members and community members to contribute to student's academic achievement and to support a school environment where students and staff are responsible and respectful. We believe that we all share the responsibility to ensure that all members of our school community are safe, able to learn, and treated with respect, dignity, and kindness.

Students at Bdote Learning Center are expected to:

- Come to school every day, on time and ready to learn.
- Take responsibility for their behavior.
- Work to achieve at high levels.
- Treat themselves and others with respect.
- Help others understand their culture and learn about the culture of others.
- Follow directions and meet expectations of school staff.
- Do assigned homework.
- Talk to their families about what is happening in school.

Parents at Bdote Learning Center are expected to:

- Get children to school every day, on time, rested and ready to learn.
- Ensure students are dressed appropriately.
- Remind students of appropriate school behavior and their responsibilities at school.
- Treat themselves and others with respect.
- Assist students with homework.
- Communicate with their child's teacher.
- Talk to children about what is happening at school.
- Ensure that the school has current addresses and phone numbers.
- Attend scheduled meetings.
- Ensure that their child is picked up from school promptly or that someone is there to meet their student when he/she comes home.

Teachers and Staff at Bdote Learning Center are expected to:

- Be prepared each day to help students learn and achieve at high levels.
- Use appropriate discipline strategies and work to keep all students safe.
- Establish clear, reachable expectations for students in the classroom.
- Engage students in a fun, challenging and active learning environment.
- Assign appropriate homework.
- Communicate with parents on a regular basis.

FAMILY INVOLVEMENT

There are many ways to be involved in your child's education at Bdote Learning Center.

Family Events

Bdote will be hosting frequent family events at our school. Each quarter Bdote will host a family event, each event will vary from academic to entertaining. Family Events are a great way to meet other parent's and to talk informally with your child's teacher or other staff. Watch for flyers about upcoming family events in your child's backpack.

Weekly Take Home Folders

Each Wednesday students will bring home a take home folder. This folder is the main way teachers communicate with parents. The take home folder will include the school newsletter (if that is a week it is released), information about upcoming field trips, and other relevant information from the school. Each week the parent/guardian should sign the take-home folder and have the student return it to the school the following day. Students who have at least 80% of parent/guardian signatures will be eligible for a reward activity at the end of the quarter.

Conferences

Conferences will occur in the spring and fall each year. Information on how to schedule a conference will be sent home in the take home folder.

Volunteering

We encourage parents and guardians to volunteer! Some possible opportunities include:

- Volunteering in your child's classroom.
- Chaperoning field trips.
- Assisting with family nights or other school-wide events.
- Participating in the Parent Advisory Group.
- Assist with daily lunch service and clean-up.

If you would like to volunteer, please contact the office to discuss your ideas and interests. All volunteers must have a background check completed before they can volunteer

Homework

Homework is a terrific way to be involved in your child's education. Each grade level teacher will be sending home specific instructions about homework for their classroom. As a parent/guardian, you can be involved by:

- Setting aside a place where your child can do homework.
- Establishing a schedule for doing homework.
- Encouraging your child to talk with you about the work they've done.

If you have questions or concerns about your child's homework, contact the classroom teacher.

Parent Committee

Bdote's Parent Committee meets monthly. Information on the meeting days/times will be sent home through the take home folders and Bdote's Facebook page. We encourage our parents/guardians to attend the Parent Committee meetings.

PART I – INFORMATION

Arrival and Dismissal Hours

School hours for students are 9:00 a.m. to 3:50 p.m. Students may not be dropped off at school before 8:50 a.m. and must be picked up from school by 4:00 p.m., if they are not using school transportation. Parents must pick up their students on time. Our building is open 8:30 a.m. to 5:00 p.m. weekdays. The main office phone is answered from 8:30 a.m. to 5:00 p.m. weekdays.

Birthday Celebrations

Regarding birthday celebrations, we ask that parents/guardians who choose to bring a treat purchase it from a bakery or grocery store (it cannot be homemade) and that the item does not contain nuts/peanuts.

Books and Materials

Textbooks, library books, and other materials are supplied free to all students with the understanding that they are returned in good condition. It is the student's responsibility to take proper care of these instructional materials.

An overdue notice from the Media Center will be sent home with your child when a library book has not been returned on time. If the book cannot be located, media center staff will inform parents of the cost to replace the lost item. If library books or classroom textbooks are torn, defaced with crayon or marker, or otherwise damaged, a fine in accordance with the amount of damage will be assessed.

Bus Service

Students will be picked up in their neighborhood. Students are to go to, and return from school on their assigned buses and bus stops. Students are not allowed to make changes in the assigned buses and/or stops at any time. Parents/guardians can make changes by contacting the Bdote office at 612-729-9266. **To guarantee a pickup or bus pass will be honored, parents/guardians need to contact the office by noon that school day for transportation home and to school the next day.**

Please arrange for other transportation if students are planning after school activities. If you have questions regarding bus routes, bus scheduling, bus drivers, or bus stops, please contact the Office by calling 612-729-9266.

Students are asked to bring only their school bags that they can hold on their lap on the bus. Animals, large school projects, and sporting equipment such as skis, mini-toboggans, skateboards, etc. are not allowed on the bus. Please make other arrangements for getting such items to school.

Bus transportation is provided only within the attendance area of Bdote Learning Center.

Please be at your bus stop at least 5 minutes ahead of the scheduled pick-up time. Times may vary during the year due to road construction, traffic, weather, and changing routes.

The office will provide information on how to download the bus app. This app will help communicate about late busses.

Calendar

The school board annually adopts the school calendar. A copy of the school calendar can be found at the very back of this handbook on the last page and on the school website at www.bdotelearningcenter.org.

Complaints

Student's, parent/guardians, employees, or other persons may report concerns or complains to the school director. Complaints may either be written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. If requested, the director will respond in writing to the complaining part regarding the school district's response to the complaint.

Communication

It is the desire of the School Board to promote community awareness of the programs and activities of the school district. Parents/guardians are especially encouraged to support their student's education through increased awareness of school activities. The district also desires the safe and orderly operation of its schools and programs. Therefore, citizens are encouraged to visit, attend or participate when appropriate in these programs to the extent that their attendance is consistent with the educational priorities of the school district.

District policy 903 addresses communication between parents and other visitors to the school with school personnel as being appropriate and respectful. Conferences, phone calls, and written communication will be held to that standard of respect and appropriateness.

Therefore, the following kinds of inappropriate communication will not be accepted:

- Shouting or yelling
- Using obscene or foul language in communication
- Using insulting or demeaning language
- Threatening or intimidating by the suggestion of violence or negative consequences if demands are not met
- The use of any physical force, including not permitted or unwelcome touching regardless of whether pain or injury results.

The consequences of such behavior will be as follows:

- The offender will be informed that the conduct violates district policy
- The continuation of such conduct will result in the termination of discussion

- The offending person will be told that a record of the incident will be kept in district files
- The incident will be promptly reported to the appropriate administrator
- These behaviors constitute disorderly conduct pursuant to MS Section 609.72 and charges may be filed under this statute.

In regard to school visits, the director is authorized to interpret and implement Board Policies, subject to subsequent review by the Superintendent, in determining whether visitors will be accommodated for a specific date, time or purpose.

Curriculum

Curriculum at Bdote Learning Center meets the State of Minnesota's Standards for Education. The backbone of the curriculum at Bdote Learning Center is a place-based, language immersion curriculum in both Ojibwe and Dakota languages. Complete information about the school's program can be found on our website or by asking the school's Curriculum Coordinator.

Custody of Minor Children

Changes in the custody of minor children attending Bdote Learning Center should be reported to the Director as soon as possible. We assume that students are in the legal and physical custody of the parent/parents/guardians indicated in the permanent record file unless we have documentation that indicates otherwise. Documentation must include legal documents detailing custody arrangements. This information must be brought to the school's attention each year as situations may change.

Non-custodial parents have the legal right to receive information about a student's educational progress unless we receive a copy of a specific court order indicating otherwise. The non-custodial parent needs to notify the school office regarding his/her wish to receive report cards, progress notes and other information and fill out the Dual Mailing Form.

E-Mail

Should your e-mail address change during the school year, please contact the office.

Employee Directory

An employee directory can be found in the handbook. It can also be found on the school's website at www.bdotelearningcenter.org complete with email addresses.

Emergency Names and Phone Numbers

The current work numbers for parents, as well as names and phone numbers of who to call in an emergency, are needed at school. Please keep us informed of any changes so that we can reach you if needed for your child's welfare. If you are going to be out of town and another adult is responsible for your child, it is important that we be aware of these changes in writing prior to your period of absence. In the event of an emergency, if we are unable to reach you or the emergency contact person(s), we will call the 911 for immediate assistance. It is, therefore, critically important that we have such current data on file.

Employment Background Checks

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district will also seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or extracurricular academic services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, tutors, and advisors. The school district ensure the completion of criminal history background checks for other volunteers and independent contractors who will have direct contact with students.

Food in the Classrooms

Bdote Learning Center has adopted a Wellness Policy that encourages and requires the provision of healthy foods at the school.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the school's director. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the day.

Gifts to Employees

Employees are not allowed to solicit or accept or receive a gift from a student, parent or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parent/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Library

Students at Bdote Learning Center are expected to treat the school's library books with respect. Students who damage or lose books are expected to pay for the cost of replacing the damaged/lost books.

Mandatory Reporting

School Staff are mandatory reporters. By law, we must report any possible cases of child abuse or neglect. After a report is made, Hennepin County Human Services has all information and pursues investigations to the extent that they deem appropriate. Any questions about reporting or such matters should be directed to Hennepin County. The school will have no information.

Meals for Students (lunch and breakfast)

Bdote Learning Center provides each student with a nutritious breakfast and lunch each day. Students may elect to bring their own lunch or snack if they wish to do so. We have students with food allergies and ask that all meals be peanut free. The school cannot provide refrigeration or microwaving from home lunch items. Bdote Learning Center provides free lunches for all students, and asks that parent cooperation in filling out the “Application for Educational Benefits” form sent to families as required on an annual basis. We strongly encourage families to help the school by filling out the form.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated its director as the district’s human rights officer to handle inquiries regarding nondiscrimination. The Director can be reached at 612-729-9266 or at 3216 East 29th Street, Minneapolis, MN 55406.

Notice of Violent Behavior by Students

The director will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, the director will inform the student’s parent or guardian that the notice will be given. The student’s parents/guardians have the right to review and challenge their child’s records, including the data documenting the history of violent behavior.

Family Travel

Bdote Learning Center recognizes the occasional need for families to travel for cultural and/or ceremonial purposes, family vacations are will be excused if at least three days advanced notice to the attendance office is given and that not more than five days per school year is missed for family travel. Bdote Learning Center also recognizes that lengthy absences for travel can be detrimental to a student’s progress in school. Parents who wish to take their children out of school for travel should make every effort to schedule travel during Inter-Sessions or school breaks.

Parent and Teacher Conferences

Parent and teacher conferences will be held during the fall and spring. Please check the school calendar, take home folders, and Facebook for specific times and dates. A copy of the school calendar

can be found on the very back page of this handbook or on the website www.bdotelearningcenter.org and the Bdote Facebook page.

Parent Volunteers

Parents/guardians are welcome in the school and are encouraged to volunteer in their children's classroom as long as they do not interfere with the children's education and are respectful. Parent's/guardians who visit the school should sign-in at the front desk and wear a volunteer badge before entering a classroom.

Picking Up/Dropping Off Children

Parents who are picking up or dropping off students (after school has started) must report to the office. Please come to the office to sign out/in students. Students should be picked up by 3:50. Unless prior arrangements are made, there are no adults able to watch children after school. If a child has not been picked up by 4:15, or an agreement is in place with a Bdote staff member, or there is an emergency with a backup plan the school is aware of, Bdote staff will call Hennepin County.

All parents/guardians must have a completed emergency form indicating all persons to whom you give permission to pick up your child. Please notify office immediately regarding any person(s) legally restricted from picking up your child. For safety reasons, persons picking up children may be asked to show identification.

Children may not be taken from buses or bus lines. No adults are allowed at the bus lines before or after school. Parents must sign their child out in the Student Sign-out located by the school office.

Pledge of Allegiance

The Board of Directors of Bdote Learning Center has decided that students at the school will not recite the Pledge of Allegiance. Students will learn about the historical significance of the Pledge of Allegiance through the school's curriculum.

Schedule

Each teacher will provide parents/guardians of students a copy of the student's daily schedule.

School Board and School Board Meetings

Bdote Learning Center is governed by a ten-member school board. Annual elections are held to fill vacancies on the school board. School Board Meetings are held monthly and open to the public. The following are members of the Board of Directors for the 2018-2019 school year.

- Board Officers:
Board Chair - Louise Matson, lmatson@diw-mn.org, 612.824.9956, October 2018
Board Vice Chair – Joe Rice, jrice@centerschool.org, 952-221-8034, October 2018
Board Treasurer - Graham Hartley, ghartley@migizi.org, 612.296.0227, October 2020
Board Secretary - vacant

- Board Members:
Beth Brown - bethb@bdote.org, 612.202.8469, October 2019
Sheila Zephier – szephier@miwrc.org, October 2019
Jenn Hall – jhall@nacdi.org, October 2018
Michele Fluhr - Fraser, Michelef@bdote.org, October 2020
Raine Cloud – rainecould9@gmail.com, October 2020

School Closing Procedures

School may be cancelled when the director believes the safety of the students and employees is threatened by severe weather or other circumstances. The director will make a decision about closing school or school buildings as early in the day as possible. See Page 4 of this handbook for sources of information about school closings.

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. “Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline and in accordance with the school discipline policy, which may include suspension, exclusion, expulsion, and when appropriate, the student may be referred to legal officials.

-Lockers and Personal Possessions within a locker

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant.

Student’s personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

-Desks and Storage Bins

School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks or storage bins provided for the convenience of students. Inspection of the interior of desks or bins may be conducted by school officials for any reason, at any time, without notice, without consent, and without a search warrant.

-Personal Possessions and Student's Person

The personal possessions of a student and/or student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to the parents/guardians of students who were searched, unless disclosure would impede an ongoing investigation.

Shoes

Physical Education classes require tennis shoes that tie securely. If your child wears flip-flops or sandals to school, please have another pair of shoes-(closed toe/heel) out door and gym activities as we have had many foot/toe injuries.

Special Education

Bdote Learning Center strictly adheres to all state and federal laws regarding the provision of special education to our students. If you believe your child might benefit from special education services, please call the School Director at 612-729-9266.

Student Publications and Materials

The policy of the school district is to protect students' free speech rights while at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the director and curriculum coordinator. Non-school-sponsored publications may not be distributed without prior approval.

Student Records

Student records are classified as public, private or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" (Policy 515) may be obtained on the school's website at www.bdotelearningcenter.org or a copy may be requested from the director's office.

Student Surveys

Parents will be notified if students are asked to complete surveys required by the State of Minnesota. Options for opting out of participating in such surveys will be explained in the notifications.

Title I

As a Title I school, Bdote Learning Center has developed a Parent/Teacher Compact and a Parent Involvement Plan. Parents are encouraged to attend annual Parent Committee meetings to discuss the effectiveness and future of the Title I program at Bdote Learning Center.

Transportation of Public School Students

The school district will provide transportation at the expense of the school district for all students who live within the designated transportation boundaries established by the school. Transportation will be provided on all regularly scheduled school days, make-up days, and during intersessions. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Video and Audio Taping on/in:

-School Buses

All school buses used by the school district have been equipped for the operation of a video camera. The school district may use a videotape of the actions of the student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

-Places Other Than Buses

The school district buildings and grounds will be equipped with video cameras. Video surveillance may occur in any district building or on any school district property.

PART II – ACADEMICS

Academics Integrity

Students at Bdote Learning Center are expected to exhibit academic integrity. This means that they do their own work and are not academically dishonest. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own, through acts of cheating or plagiarism. (Plagiarism is the act of taking and using the work of another, whether published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work that are not one's own).

Students may be asked to collaborate with one another and should do so under the guidelines established by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate. Parents or tutors may dialogue with student about assignment, but may not do the assignment for the student. Students who academically dishonest may be subject to disciplinary action.

Field Trips

Field trips may be offered to supplement student learning. Parents need to sign a blanket permission form (included in the Student Enrollment Packet) in order for students to participate in field trips. Teachers will send home a notification form for each field trip.

Grades

Students' grades will be reported each quarter. See the school calendar for the end of Quarter dates. Parents will receive a paper copy of each child's report card in the mail.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Promotion or Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The director's decision will be final.

Parent Right to Know

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualifications or licensing criteria have been waived;

-the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

-whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments.

Part III – RULES AND DISCIPLINE

Attendance

Regular school attendance is directly related to success in academic work. Parents are expected to call the school to report if their child(ren) are absent from school.

The following constitute excused reasons for student absences:

- Illness
- Serious illness in the student's immediate family
- A death in the student's immediate family, relative or close friend
- Medical, dental, or orthodontic treatment, or 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
- Removal of a student pursuant to school suspension. Suspensions are to be handled as excused absences and students will be allowed to make-up work
- Family emergencies
- Family vacations (for a maximum of five days) provided that the school is notified at least three days in advance.

The following are examples that will **not** be excused:

- Running late
- Oversleeping
- A malfunctioning alarm clock
- Missing the school bus
- Visiting friends
- A haircut
- Work at business
- Babysitting or home care of other family members
- Being tired

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statute 121A.40-121A.56.

In cases of excessive unexcused absences, the director may request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

A habitual truant child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days, if the child is in elementary school or for one or more class periods

on seven school days if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who is not lawfully withdrawn from school. A school district shall refer a habitual truant child and child's parent or legal guardian to appropriate services and procedures, under Minn. Ch. 260A.

Behavior / Discipline

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences, see the complete "Student Discipline" Policy.

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at a school-related functions. For detailed information, see the district's "Bullying Prohibition" Policy.

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

If your student is in kindergarten a parent/guardian, older brother or sister should be at the bus stop to accompany student to their door.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five (5) minutes before your scheduled pick-up time. The school bus driver will not wait for late students
- Respect the property of others while waiting at the bus stop
- Keep your arms, hands, legs, and belongings to yourself
- Use appropriate language
- Stay away from the street, road, or highway while waiting for the bus
- Wait until the bus stops before approaching the bus
- After getting off the bus, move away from the bus

- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the bus driver to signal to you before crossing the street
- No fighting, harassment, intimidation, or horseplay
- No use of alcohol, tobacco or drugs
- Do not bring weapons or dangerous objects on the school bus

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times
- Remain seated facing forward while bus is in motion
- Talk quietly and use appropriate language
- Keep all parts of your body inside the bus
- Keep arms, hands, legs, and belongings to yourself while sitting in your seat, stay out of the aisle
- No fighting, harassment, intimidation, or horseplay
- Do not throw any objects inside the bus or out the windows
- No eating, drinking or use alcohol, tobacco or drugs
- Do not damage the school bus

Consequences for school/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All students will be informed by their teachers about the consequences for student bus misbehavior. Serious misconduct may be reported to local law enforcement.

Cell Phones, iPads, Tablets, and Other Electronic Communication Devices

Students are prohibited from using cell phones, iPads, Tablets, and other electronic communication devices during the instructional day. Students are also prohibited from using cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of cell phone, or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of the school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated and retained by the school district and if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned to the student's parent or guardian.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances and toxic substances are prohibited at school or in any other school location before, during or after school hours. Paraphernalia associated with

controlled substances also are prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's "Harassment and Violence Prohibition" see Policy 413.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" see Policy 526.

Technology Acceptable Use

All school district students have conditional access to the school district's technology, including internet access for limited educational purposes, including use of the system for classroom activities, educational research and professional and career development. Use of the school's technology is a privilege, not a right. Unacceptable use of the school district's technology or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to: suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "internet Acceptable Use" policy is available on the school's website at www.bdotelearningcenter.org.

Technology Acceptable Use

All school district students have conditional access to the school district's technology, including internet access for limited educational purposes, including use of the system for classroom activities, educational research and professional and career development. Use of the school's technology is a privilege, not a right. Unacceptable use of the school district's technology or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to: suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "internet Acceptable Use" policy is available on the school's website at www.bdotelearningcenter.org.

Parents will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school computer system. Parents who wish their children to use school technology must sign the Internet Use Agreement.

Tobacco-Free Schools

School district student and staff have the right to learn and work in an environment that is tobacco-free. School policy is violated by any individual's use of tobacco-related devices in public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Tobacco used for school ceremonial purposes is permissible keeping in mind the special needs of the students with medical concerns.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and reported to law enforcement officials.

Visitors/Volunteers

Parents/guardians and family visitors conducting official school business and all volunteers should sign in at the front desk and wear a Visitor/Volunteer badge during their visit to the school. Student visitors are not allowed at school without direct permission from the director or designee.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in the school district 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, metal knuckles, numchucks, throwing stars, explosives, fireworks, mace and other propellants; stun guns, ammunition, poison, chains. Arrows, and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a “zero tolerance” position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the director of dismissal for a period of time not to exceed one year. A student who bring a firearm to school will be expelled for at least one year, subject to the school district discretion on a case-by-case basis. For a copy of the “School Weapons” policy, contact the school director or visit the school website at www.bdotelearningcenter.org.

Part IV—Health and Safety

Accidents

All student injuries that occur at school-sponsored activities should be reported to the director as soon as possible after the accident occurs. The adult supervising the student at the time of the accident will fill out the accident form that will be kept on file at the school. Parent/guardians of the injured student will be notified as soon as possible. If the student requires immediate medical attention, an adult will call 911 or seek emergency medical treatment and then contact the parent/guardian(s).

Crisis Management

The school district has developed a “Crisis Management” policy. Staff will instruct Students in learning the correct procedures for all emergency situations as necessary.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom

Emergency Contact Information

Parents are expected to provide the school with emergency contact information in the event the school needs to contact them in an emergency situation. If your emergency contact information changes, please call the school to update your information at 612-729-9266.

Health Information—First Aid

The office staff is equipped to handle minor injuries requiring first-aid. In addition, most staff members at the school have been trained in pediatric first-aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or parent/guardian will be contacted.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain disease are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school health staff or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendances does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student’s attendance creates a significant risk of transmitting the illness to others.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the

immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school off at 612-729-9266.

Medications at School or during the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs and/or over the counter (OTC) medications at school requires a completed signed request from the student's parent and a doctor's authorization. An "Administering Prescription Medications" form must be completed once a year/or when a change in the prescription requirements for administration occurs. Prescription medications and/or over the counter (OTC) medications must be brought to the school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label. Prescription medications and/or OTC are not to be carried by the student, but will be left with the appropriated school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). The school district is to be notified of any change in a student's prescription medication administration.

If a parent/guardian cannot meet these requirements and student needs to have their medication and/or OTC, the parent/guardian may come to school and give their student the medication.

APPENDIX A: HEALTHY FOODS LIST



- 100% Juice
- Fresh Fruit assortment
- 100% fruit snacks
- Assorted Vegetables
- Cheese-cubes
- String cheese
- Pretzels
- Rice Cakes
- Low-fat popcorn
- Graham Crackers
- Sun Chips
- Baked Chips
- Goldfish Crackers (most crackers are healthy)
- Trail/Cereal Mixes (NO NUTS)
- Fig Newtons
- Cookies—low sugar or fat content (i.e. oatmeal raisin)
- Animal crackers
- Angel food cake—plain or topped with fruit
- Pickles
- Pizza with cheese or vegetable toppings
- Low-fat pudding
- Yogurt
- Yogurt Smoothies
- Dried fruit (raisins, cranberries, apricots, banana chips)

Because we have several students with peanut or nut allergies, NO PEANUTS OR NUTS can be served at the school or brought into the school building.

Students who provide food for class events may not bring home-cooked items. Food must be purchased from restaurants or packaged from grocery stores. Other snacks may be served with the approval by the administration on special occasions (i.e. ice cream for bus incentives).

All food served at Bdote Learning Center must meet Minnesota healthy food standards

APPENDIX B: FOODS NOT ALLOWED AT SCHOOL



- Peanuts
- Foods with Peanuts (i.e. trail mixes with peanuts, nuts)
- Peanut butter crackers
- Takis
- Cheetos
- Non Baked Potato Chips
- Sports drinks (i.e. Gatorade, Propel, etc)
- Caffeinated drinks (any type of pop)

All food served at Bdote Learning Center must meet Minnesota healthy food standards.