



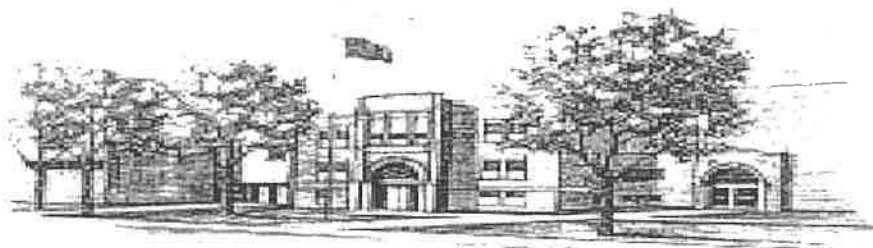
**BUTTERFIELD-ODIN**  
**PUBLIC SCHOOL** ISD #836  
be respectful • be responsible • be proud

440 Hubbard Ave. Box 189  
Butterfield, MN 56120  
507.956.2771  
[www.butterfield.k12.mn.us](http://www.butterfield.k12.mn.us)

# Butterfield-Odin Elementary and Secondary Student/Parent Handbook

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## 2019-2020



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## Elementary and Secondary Student Handbook

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### **MISSION:**

*The Butterfield-Odin Public School provides a safe, welcoming and challenging learning environment for all students where differences are assets. We partner with families to instill the qualities whereby all students are engaged in and accountable for their learning.*

### **VISION:**

*The Butterfield-Odin Public School, in partnership with our families, provides a welcoming environment for all learners to demonstrate respect, to learn responsibility, and to take pride in achieving academic excellence by becoming life-long learners.*

### **ACCIDENTS**

Students involved in an injury MUST report the accident immediately to the teacher in charge. Parents may not be informed of all minor injuries. However, any injury or accident that may require further treatment will be brought to your attention immediately. Please keep home and emergency phone numbers up to date with our office.

### **ACTIVITY TICKETS**

Students in grades K-12 may have the privilege of purchasing an Activity ticket. This will permit them to attend all athletic events held in St. James and Butterfield. Activity tickets may be purchased in St. James or a request given to the Butterfield office. The Spring Play admission is not included on this ticket. Students not having an activity ticket will be required to pay the regular admission price. See attached FEE SHEET for current prices on tickets and admission. If your family is on free or reduced meals, there is a reduced participation fee for your child.

### **ADDRESS/TELEPHONE NUMBER CHANGE**

Any change in address/telephone number should be reported to the district office as soon as possible. The office must have the correct information on file about each student at ALL times, especially in the case of an emergency.

### **ATHLETIC PARTICIPATION**

#### **Participation Fees**

A participation fee will be charged for those junior high and senior high students interested in participating in athletics. The fees are located on the fee sheet in the front of this handbook. A separate fee will be charged to students in grades 7 & 8. If your family is on free or reduced meals, there is a reduced participation fee for your child. (See attached fee sheet for additional information or contact the office for more details.) If you have a hardship in paying the fees, also contact the office.

#### **ALL FEES MUST BE PAID TO THE OFFICE PRIOR TO PARTICIPATION IN THE SPORT.**

A receipt of payment must be shown to the coach before being allowed to practice, or participate.

Payment of fees for each sport season will begin two weeks prior to the beginning of each sport season. If students drop out or are unable to continue in the sport within the first fifteen (15) days of the designated sport season, a full refund will be given. If a student is injured and unable to continue after fifteen days and prior to the conclusion of one half of the designated sport season, half of the fee will be refunded. No refund

will be given for the following situations:

- 1) If over half of the designated sport season has expired.
- 2) If after 15 days and a reason other than injury causes discontinuation in the sport.

#### **Practice Bus**

Student athletes will be provided transportation to and from practices. Sign up in the office before noon each day.

#### **Physical Examinations**

Physical examinations are required of any student wishing to participate in extracurricular sports in grade 7 and grade 10.

Prior to participating in interscholastic athletics and cheerleading activities, all high school students are required to have on file, in school, a record of a physical examination given by a licensed medical physician within the previous three years. This would usually be once in the seventh grade and again in the tenth grade. The selection of the physician shall be made by the parents/guardians and the examination shall be at their expense.

A student whose parents or guardians object to physical examinations on religious or constitutional grounds shall be exempted from such requirements if a statement, signed by the student's parents/guardians or by the student, if 18 years of age or older, requests the excuse and states the grounds for the request.

#### **ATTENDANCE POLICY**

Butterfield-Odin School believes that students should be in attendance each day. Missing school results in loss of educational learning experiences. Any student absent from a class 7 times or more per trimester may be denied credit for each class period over 7 absences.

Parents will be notified of excessive absences before the number reaches 7 absences per trimester. Excessive absence interferes with student learning and completion of coursework. A letter denying credit may be sent as a result of excessive absences. Once a denial of credit letter is sent home, the student and/or the parent has the right to appeal the decision by contacting school administration. Administration will work with students and parents/guardians on a case by case basis once 7 absences have occurred.

If your child will be absent from school, please call the School Office (507) 956-2771. Please leave a detailed message in English or Spanish regarding your child's absence. If the school office has not been notified by 8:45 a.m. the school will contact you for your child's safety.

All work missed or assigned because of absence must be completed. If the work is not completed and turned in no grade will be given for the missed assignments. Students will be allowed 1 day for each day missed to complete make-up work or at the teacher's discretion.

#### **Excused absences-**

Absences will be excused when parents/guardians notify the district via phone or written communication and comply with the list below. Excused absences are at the discretion of the administrative team. These absences count toward the allowed 7 absences per trimester.

#### **Excused Absences Include:**

- child illness, medical, dental, orthodontic, or counseling appointments;
- family emergencies;
- the death or serious illness or funeral of an immediate family member
- active duty in any military branch of the United States;

- the child has a condition that requires ongoing treatment for a mental health diagnosis
- pre-approved college visits
- pre-approved attendance at a school sponsored event
- prearranged and school approved family vacations

#### **Unexcused Absences-**

Any absence for which no notification was received or is listed below will count toward the 7 allowed absences per trimester.

#### Unexcused Absences Include:

- oversleeping/alarm not going off
- vehicle problems
- missing the bus
- hair, tanning, nail or any other non-medical appointment
- babysitting
- other absences not defined as excused

#### **Truancy-**

A student is considered to be truant if he/she skips school, (no note or phone call from parent) skips a class (all or part of), or leaves the school building during the school day without permission to leave the building. Truancy will be recorded as an unexcused absence. M.S. 260C.007 – Habitual Truant defined as a child under the age of 16 years which 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 the middle, junior 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 schools days and who has not lawfully withdrawn from school under section 120A. 22 subdivision 8.

#### **High School**

- After 3 or more unexcused class periods on separate days parents/guardians will receive a notification letter
- After 5 or more unexcused class periods on separate days parents/guardians will receive another notification letter
- At 7 unexcused class periods on separate days parents/guardians will receive a letter notifying the family that truancy has been filed with the student's county of residence

#### **Elementary**

- After 3 or more unexcused days parents/guardians will receive a notification letter
- After 5 or more unexcused days parents/guardians will receive another notification letter
- At 7 unexcused days parents/guardians will receive a letter notifying the family that truancy has been filed with the student's county of residence

Under Minnesota State Statute 120A.34 , parents/guardians who fail to meet the obligation to make sure their child attends school may be subject to prosecution.

#### **Tardiness-**

Students are required to be in class at designated times. Tardies are defined as missing 15 minutes or less of class. Anything more than 15 minutes will be recorded as an absence.

- Students need to report to the office if they enter the building after 8:12 am.

- In order to be admitted to class, teachers will send tardy students to the office for a pass.
- 3 unexcused tardies will result in an unexcused absence.
- The student will receive a consequence that will be determined by the administration. Those consequences may include detention, in-school suspension or a plan to help the student reduce their tardies.
- If a faculty member detains a student during the day, the student must obtain a pass from the teacher so that the tardy will not be recorded at the next class.

After three tardies, the student will be assessed an unexcused absence for the hour where the third unexcused absence occurred.

**Consequences :**

**3 Tardies** = Wednesday noon detention and or other consequences

**6 Tardies or more** = Wednesday detention and ½ hour after-school detention on the same day: If tardies are still an issue further consequences will be given by an administrator.

**BAND – Instrument and Drum Rental**

Students using school owned instruments will be charged a rental fee. This rental can be paid in full at the beginning of the year or throughout the year – see attached fee sheet for the current rate.

**BACKPACKS AND BAGS/COATS**

Backpacks are to be used to carry material to and from school, not from class to class. Coats are to remain in the students' locker – not worn around school.

**BICYCLES**

Some students ride bicycles to school. Bike racks are provided. The school is not responsible for bike security. You must leave your bicycle in the rack during the day and not ride it until you return home.

**BUILDING REGULATIONS**

Students are not recommended to be at school earlier than 7:45 am unless they get special permission from a faculty member who will supervise them. Any student who is in the school building before 7:45 a.m. or after 3:00 p.m. must be under the direct supervision of a teacher. No student will be permitted in the building evenings except when they are supervised by a member of the faculty. A group wishing to use the building at these times must have the permission of the administration. The posting of notices, displays etc. must be cleared through the high school office. The party that puts the displays up must also remove the display when the activity is finished. Any display that is put up without approval will be taken down.

**BULLYING POLICY (See website for detailed policy)**

The Butterfield-Odin Public School has enacted a bullying policy. Bullying is not tolerated at the Butterfield-Odin Public School. It is the policy of the school board to ensure the safety of the students each and every day. If you have a concern about bullying, please notify the school immediately. Although we cannot control what happens outside of the school day, we will do our best to investigate, respond to and remediate bullying situations as they affect the learning environment. *A person is being bullied when she/he is exposed repeatedly and over time to negative actions on the part of one or more persons, and she/he has difficulty defending her/himself.*

**REPETITION + HARM + POWER IMBALANCE = BULLYING–**

Cyber bullying is a form of bullying that is done through the internet. It could be in the form of any electronic

communication This type of bullying is prohibited by the district.

This policy is intended to stop the bullying behavior. At times bullying gets very serious and the student may be referred on to the harassment consequences of the handbook or to the Watonwan County Sheriff's Department. This will be at the discretion of the administration.

#### **BOOK FINES**

School/library books which are lost or damaged will be paid for by the student who was responsible for the book. This fine will be levied in accordance with the present value of the book. Students who misuse textbooks will be expected to pay appropriate funds toward the replacement of the damaged book. Misuse of books includes general abuse of the school books in any way. If a library book is not paid for, the student will lose their library privilege and not be able to check out a book until the fee is paid.

#### **BROKEN OR DAMAGED EQUIPMENT**

Any child who breaks, loses, or damages school property will be expected to pay for the damaged or lost items.

#### **BUS TRANSPORTATION**

School bus transportation is a privilege not a right. (Minnesota Statute #123.801) Cedar Mountain Bus Service provides transportation for Butterfield-Odin students who are eligible. The bus drivers are in charge and are to be obeyed at all times. Students who do not obey the bus driver and/or do not comply with bus conduct regulations will be denied bus privileges. Any student planning to ride a bus that is not their assigned bus must have a signed note from his/her parent. To promote school bus safety, students may be videotaped on school buses at any time. Any concerns and/or questions can be directed to the Cedar Mountain Director of Transportation at 249-3136.

#### **CLASS I OFFENSES:**

1. Spitting
2. Horseplay
3. Excessive noise
4. Eating or drinking on bus without permission
5. Littering on bus
6. False identification/refusal to identify oneself
7. Riding unassigned bus or using unassigned bus stop without permission
8. Leaving seat/standing on bus without permission from bus driver
9. Toy guns, squirt guns/liquid type containers in any form (except those intended for lunch box use)
10. Riding or attempting to ride any bus during a bus suspension
11. Bullying, verbal abuse, harassment
12. Profanity, obscene gestures, possession of unacceptable material
13. Possession or use of laser pointers and pens
14. Inappropriate cell phone use
15. Disobedience to bus driver or Para
16. Other offenses as reported by the driver or principal

#### **CLASS I CONSEQUENCES:**

- |                           |   |
|---------------------------|---|
| 1 <sup>st</sup> Offense - | Written Warning   |
| 2 <sup>nd</sup> Offense - | 1-5 school days school bus suspension<br>(Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager) |
| 3 <sup>rd</sup> Offense - | 10 school days school bus suspension<br>(Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and                             |



bus driver and or manager)  
4th Offense - Loss of all bus services

#### **CLASS II OFFENSES:**

1. Hanging out of windows
2. Throwing/shooting of any dangerous object
3. Physical aggression against any person
4. Profanity/threats directed toward bus driver and/or Para
5. Possession/use of tobacco or any controlled substance (will also be reported to the building principal)
6. Vandalism to bus (minimum \$50 FINE or restitution as determined by bus service) Fine must be paid or restitution be made in addition to Class II Consequences for violations before student may ride bus
7. Holding on to or attempting to hold onto any portion of the exterior of the bus
8. Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
9. Possession or threat of weapons/explosives/flammables
10. Any student who had bus service revoked permanently last school year and then commits an offense in the current year.
11. Other offenses as reported by the driver or principal

#### **CLASS II CONSEQUENCES:**

- 1<sup>st</sup> Offense - 5-15 school days suspension from riding bus or loss of all bus services  
(Reinstatement of bus privilege requires mandatory meeting with principal, parent, student, and bus driver and or manager)
- 2<sup>nd</sup> Offense - Loss of all bus services for the remainder of the school year

#### **Other Discipline**

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school/bus stop misconduct. This Bus Discipline Policy follows the guidelines found in Cedar Mountain Policy 506 on Student Discipline adopted by Cedar Mountain School District.

Some buses are at capacity. For safety reasons we do not overload our buses. Please check with the school office before sending a birthday party group on a bus. This will ensure that seats are available. If you are not planning on riding the bus in the morning – please contact the bus company at 507-249-3136. If your child should be dropped off at another spot– please send a written note. We will only drop off students at stops that are on the bus route.

#### **CELL PHONES/SMART WATCHES**

While cell phones have become commonplace and the most common way for families and friends to communicate, they are distracting in educational settings. If a message needs to be relayed to a student or in case of emergency, the parent/guardian should contact the school office (507-956-2771) and the message will be relayed to the student. The school will not be responsible for the phone.

All students must have their cell phones on silent locked in their lockers or out of sight during the academic day. As all academic technology needs can be met by use of the students' Chromebooks, cell phones may be taken by the teacher if a student uses the phone during class without teacher permission. Refusal by a student to give their phone to an adult upon request will be considered insubordination.

Teachers and administration have the right to request a cell phone be given to them when the student does not follow school rules. Teachers will bring the phone to the office. On the first offense, the student will receive his/her phone at the end of the school day. On the second offense, the student will receive his/her phone at the end of the school day, and the parent will be called. On the third and subsequent offenses, the parent/guardian

will be called and the phone will only be given to the parent/guardian.

Any student who electronically records and/or distributes physical or verbal confrontations or material considered a personal violation, will receive disciplinary action, which may or may not include suspension or expulsion.

**DAILY SCHEDULES – (Monday, Tuesday, Thursday and Friday)**

**8:12 - 3:00**

Period 1: 8:12 - 9:13

Period 2: 9:16 - 10:17

Period 3/4: 10:20 - 11:24

Lunch: 11:24 - 11:51

Period 5: 11:54 - 12:54

Period 6: 12:57 - 1:57

Period 7: 2:00 - 3:00

**Two-Hour Late Start**

**10:12 - 3:00**

Period 1: 10:12 - 10:53

Period 2: 10:56 - 11:37

Lunch: 11:37 - 12:03

Period 3/4: 12:06 - 12:47

Period 5: 12:50 - 1:31

Period 6: 1:34 - 2:15

Period 7: 2:18 - 3:00

**PLC Wednesday**

**8:12 - 1:55**

Period 1: 8:12 - 9:02

Period 2: 9:05 - 9:55

Period 3/4: 9:58 - 10:48

Lunch: 10:48 - 11:14

Period 5: 11:17 - 12:06

Period 6: 12:09 - 12:58

Period 7: 1:01 - 1:55

- Parents in town are asked to see that their children do not come to school before 7:45 a.m. Breakfast starts at 7:45 a.m.
- Students are not to loiter in the hall but report to the cafeteria or their classroom.
- Students are not to be in the building after school unless supervised by a teacher.
- Elementary students should use the west door of the elementary wing when entering or exiting the building. Supervision is provided at this door.

**St. James Transfer Bus Schedule (Monday, Tuesday, Thursday and Friday)**

Class period 1: 8:15am-9:10am

Class Period 2: 9:25am-10:20am

1. Leave Butterfield-Odin at 8:00am.
2. Period 2 Butterfield-Odin dismissed at 9:05. Bus leaves at 9:07am
3. Arrive at St. James at 9:22am. Leave from St. James at 9:25am
4. Return to Butterfield at 9:40am. In class at 9:42am
5. Return to St. James and pick up at 10:22am
6. Return to Butterfield at 10:37am. In class at 10:39am.

## EXPECTATIONS FOR STUDENT BEHAVIOR

The Butterfield Odin School has implemented a formal Positive Behavioral Intervention and Supports (PBIS) system called Saints Pride. Saints Pride provides proactive strategies for defining, teaching and encouraging positive student behaviors to create a safe and supportive school environment. Saints Pride includes the following expectations:

BE RESPECTFUL- Treat others with caring and kindness.

BE RESPONSIBLE- Do your best to be a good student and learner.

BE PROUD- Care for yourself and your surroundings.

These expectations are posted throughout the school and are taught and reinforced regularly in all areas including classroom and non-classroom settings such as hallways, buses and bathrooms. All K-12 staff will use Saints Pride tickets as a reward system to recognize and reinforce respect, responsibility and pride.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  <p><b>BUTTERFIELD</b> <b>SAINTS</b> <b>PRIDE</b></p> </div> <div style="border: 1px solid black; padding: 5px; background-color: #333; color: white;">             Be respectful. Be responsible. Be proud.           </div> <div style="text-align: center;"> <h1>HIGH SCHOOL</h1> </div> </div>								
	ALL SETTINGS	CLASSROOM	HALLWAYS	BATHROOM	CAFETERIA/LUNCH	LOBBY/GYM	BUS	MEDIA CENTER
<b>BE RESPECTFUL</b>	-Consider others' right to feel safe emotionally & physically -Use considerate words & actions	-Listen -Speak appropriately -Cooperate	-Hands to yourself -Speak appropriately	-Give privacy to others -Wait your turn	-Use table manners -Speak appropriately -Say thank you	-Speak appropriately -Cooperate and include others	-Keep hands, feet and objects to yourself -Speak appropriately	-In side voice & appropriate words -Allow others to sit quietly
<b>BE RESPONSIBLE</b>	-Listen & follow directions -Admit mistakes & learn from them	-Arrive on time -Be prepared -Follow directions -Complete assignments on time -Follow cell phone policy	-Walk directly to class -Have permission to be in the hall -Stay to the right	-Always flush -Wash hands -Finish quickly and return to class	-Food stays in cafeteria -Remain in cafeteria or lobby/gym area -Have permission to be in other areas	-Use equipment safely -Follow directions -Be honest	-Stay in your seat facing forward -Listen to adults	-Sit with feet on the floor -Return books on time
<b>BE PROUD</b>	-Be the best you can be! -Represent B/O School with dignity -Follow dress code	-Do your best work -Participate -Be honest -Water only	-Keep lockers organized -Keep walls & floors clean	-Keep walls & floors clean -Put paper towels in trash can	-Clean up your space -Put trays away properly	-Be a good sport -Put supplies away -Keep space clean	-Pick up trash -Be on time for your pickup	-Treat the books & materials with care -Keep shelves neat
<p>BE RESPECTFUL- Treat others with caring and kindness.</p> <p>BE RESPONSIBLE- Do your best to be a good student and learner.</p> <p>BE PROUD- Care for yourself and your surroundings.</p>								

BUTTERFIELD



Be respectful.  
Be responsible.  
Be proud.

ODIN

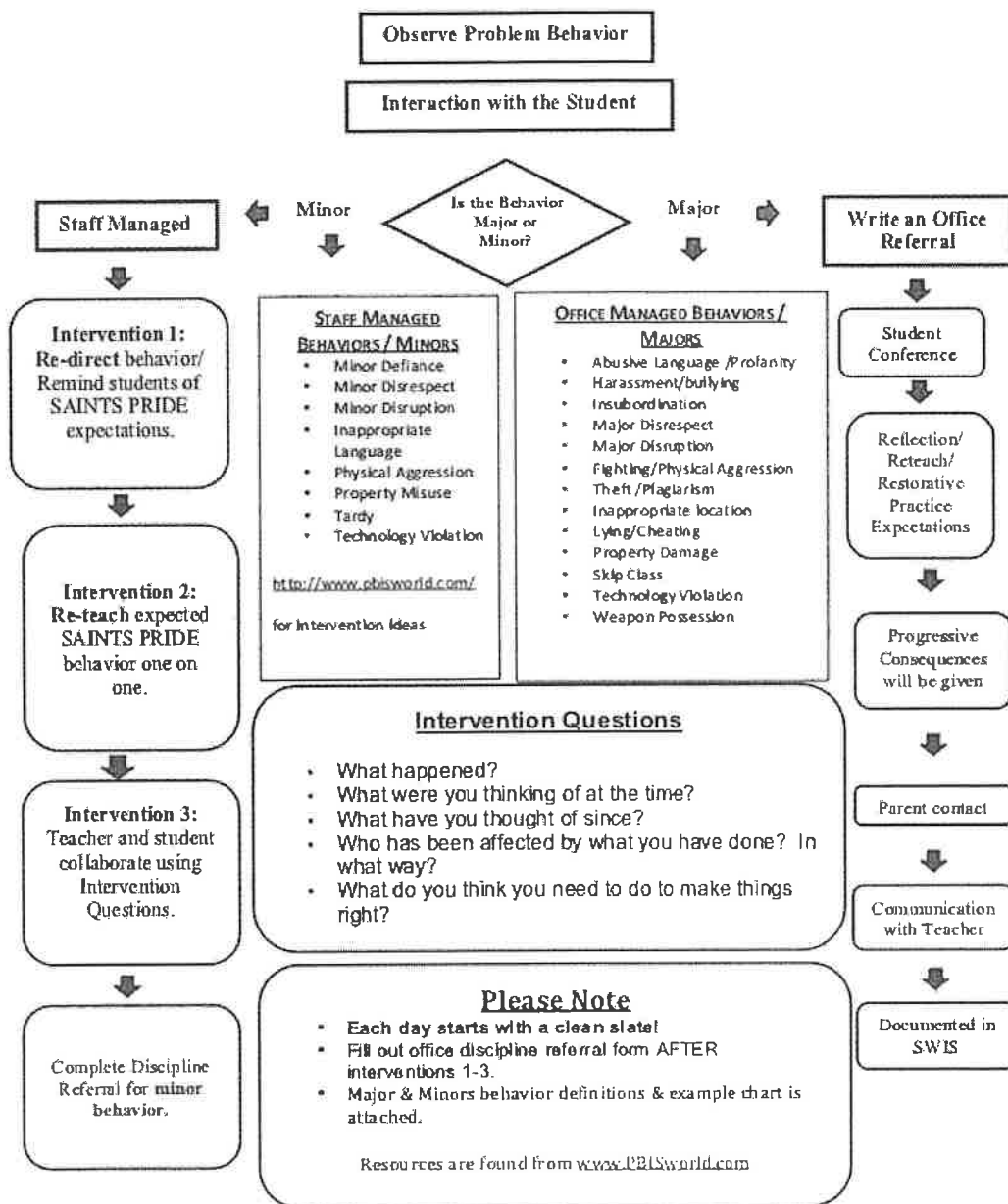
# ELEMENTARY

	CLASSROOM	HALLWAYS	BATHROOM	CAFETERIA	PLAYGROUND	BUS	MEDIA CENTER
<b>BE RESPECTFUL</b>	-Inside voice & kind words -Listen when others are speaking -Cooperate with others	-Keep hands to yourself -Inside voice & kind words	-Give privacy to others -Wait your turn	-Use table manners -Inside voice & kind words -Say thank you	-Keep hands and feet to yourself -Share and include others -Kind words	-Keep hands, feet and objects to yourself -Inside voice & kind words	-Inside voice & kind words -Allow others to sit quietly
<b>BE RESPONSIBLE</b>	-Come prepared -Follow rules -Complete assignments on time -Follow cell phone policy	-Stay in line -Walk with your class -Stay to the right	-Always flush -Wash hands -Finish quickly and return to class	-Stay in your seat -Choose healthy foods -Eat your own food -Take your time	-Use equipment safely -Be truthful about your actions	-Stay in your seat facing forward -Listen to adults the 1 <sup>st</sup> time	-Sit with feet on the floor -Return books on time
<b>BE PROUD</b>	-Do your best work! -Participate -Be honest	-Keep locker neat -Keep walls & floor clean	-Keep walls and floors clean -Put paper towels in the trash can	-Clean up your space -Put trays away properly	-Be a good sport & follow game rules -Put supplies away	-Pick up trash -Be on time for your pickup	-Treat the books & materials with care -Keep shelves neat

BE RESPECTFUL- Treat others with caring and kindness.  
BE RESPONSIBLE- Do your best to be a good student and learner.  
BE PROUD- Care for yourself and your surroundings.

Failure to follow the Saints Pride expectations will be addressed by school staff in the following manner:

## Saints Pride Behavior Referral Procedure



Major and minor problem behaviors are defined as follows:

Minor Problem Behaviors	Definitions
<b>Defiance</b>	Student engages in brief or low-intensity failure to follow directions or talks back.
<b>Disrespect</b>	Student delivers low-intensity, socially rude or dismissive messages to adults or students.
<b>Disruption</b>	Student engages in low-intensity, but inappropriate disruption.
<b>Inappropriate Language</b>	Student engages in low-intensity instance of inappropriate language.
<b>Physical Aggression</b>	Student engages in non-serious, but inappropriate physical contact.
<b>Property Misuse</b>	Student engages in low-intensity misuse of property.
<b>Tardy</b>	Student is late (as defined by the school) to class or the start of the school day (and Tardy is not considered a minor problem behavior in the school).
<b>Technology Violation</b>	Student misuses technology (phone, iPad, Chromebook, Computer)
<b>Other</b>	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major Problem Behavior	Definition
<b>Abusive Language/Profanity</b>	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
<b>Bullying</b>	The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling.
<b>Insubordination</b>	Student engages in refusal to follow directions or talks back.
<b>Disrespect</b>	Student delivers socially rude or dismissive messages to adults or students.
<b>Disruption</b>	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
<b>Fighting</b>	Student is involved in mutual participation in an incident involving physical violence.
<b>Theft/Plagiarism</b>	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own.
<b>Harassment</b>	The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
<b>Inappropriate Location</b>	Student is in an area that is outside of school boundaries (as defined by school).
<b>Lying/Cheating</b>	Student delivers message that is untrue and/or deliberately violates rules.
<b>Physical Aggression</b>	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).
<b>Property Damage</b>	Student participates in an activity that results in destruction or disfigurement of property.
<b>Skip class</b>	Student leaves or misses class without permission.
<b>Other Behavior</b>	Student engages in problem behavior not listed.

### Disciplinary Actions

Disciplinary action may include but is not limited to:

- Meeting with the teacher, counselor or principal
- Restorative activity
- Detention - make-up time assigned before or after school
- Loss of school privileges
- Parental conference with school staff
- Modified school programs
- Removal from class
- Suspensions
- Exclusions
- Expulsion
- Notification of Civil Authorities
- Loss of privileges to participate in extracurricular activities

### Removal from class

Removal from class is the short term for exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal or his lawful designee. The removal of a student from class shall not exceed three class periods. Students shall be removed from class only upon the agreement of the appropriate teacher and principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make up work.

For Special Education students, each restriction of school attendance will be reviewed under the terms of the Pupil Fair Dismissal Act to see if the student's handicapping condition is related to the problem behavior. Before suspending a handicapped student, it is necessary to determine that the action leading to the possible suspension is unrelated to the specific handicapping condition of the student.

### **Suspension**

Suspension is the short term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized according to the The Pupil Fair Dismissal Act (Minnesota Department of Education 121A.40 to 121A.56).

For serious behaviors where other interventions have failed, students may be assigned in-school or out of school suspension. Students suspended out of school will be assessed an excused absence, and will count toward the 7 allowed absences per trimester. Students will be required to complete all missed work. The student will have a readmission meeting with a faculty member and review a plan for change and implementation before a return to class.

Notification will be made to the student immediately and all attempts will be made to notify the parent at least one day in advance. A letter will be sent notifying parents/guardians of the infraction and length of suspension. A student earning in-school suspension will be notified when and where to serve the suspension. A designated staff person will offer a student serving in-school suspension lunch and will bring him/her lunch if he/she desires.

The Pupil Fair Dismissal Act is available at:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/mdaw/mda2/~edisp/006059.pdf>  
(Minnesota Department of Education 121A.40 to 121A.56)

Parents shall be notified in writing of the violation of the rules of conduct and resulting disciplinary actions except as provided otherwise by The Pupil Fair Dismissal Act. Students shall be notified of violations of the rules of conduct and resulting disciplinary action verbally except as provided otherwise by The Pupil Fair Dismissal Act..

### **DISCRIMINATION, HARASSMENT & VIOLENCE POLICY AND PROCEDURES** (see website for detailed policy)

Discrimination, harassment and violence from and towards all individuals on school property and during school-related functions will not be tolerated. A copy will be made available upon request of the School office.

The purpose of this policy is to maintain a learning and working environment that is free from discrimination, harassment and violence. Independent School District No. 836 prohibits unlawful discrimination, harassment,



and violence because of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, age, family leave care status or veteran status.

The following persons have been designated to coordinate and handle inquiries regarding the School District's non-discrimination policies:

<u>All policies</u>	<u>Title IX Coordinator</u>	<u>Section 504/ADA Coordinator</u>
Ray Arsenault Superintendent of Schools 440 Hubbard Ave. Butterfield, MN 56120 (507) 956-2771	Ray Arsenault Superintendent of Schools 440 Hubbard Ave. Butterfield, MN 56120 (507) 956-2771	Tyson Walker K-12 Principal 440 Hubbard Ave. Butterfield, Minnesota 56120 (507) 956-2771

For information about the School District's procedures for addressing complaints of discrimination or harassment, please refer to the School District's Discrimination, Harassment and Violence Policy and Procedures, a copy of which is available from the School District office.

#### **DRESS AND GROOMING**

Students are expected to be neat and clean at all times. Use good judgment when choosing your school clothes. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work or creates classroom or school disorder.

- All clothing must cover undergarments and must not allow for bare stomachs and cleavage. Shorts, skirts and dresses must cover the entire bottom while standing, sitting and/or walking.
- Hats, caps, bandannas and hoods on sweatshirts, along with other headgear are to be removed upon entering the building.
- Shoes must be worn at all times.
- Coats, outerwear, and blankets are not permitted during school hours.
- Chains or gloves for fashion or effect are not allowed.
- Students may not wear clothing with vulgar or improper sayings, or which advertises alcohol, tobacco, drug abuse, or other illegal activities or promotes gang-related lifestyle. Students wearing such garments will be required to change or turn the garment inside out. Professional, college or amateur team sports gear that is associated with alcohol, tobacco or other insignia will also not be allowed.
- Pants must be worn so that no underwear is exposed and are worn at the waistband point.

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be advised by the principal as to what adjustments must be made. If the student fails to remedy the problem at that time, the parents will be contacted. If the problem remains uncorrected, the student may be removed from the class or activity involved until the student corrects the situation as per MINNESOTA STATUTE 127.26, CHAPTER 572 OF THE PUPIL FAIR DISMISSAL ACT.

#### **EXTRACURRICULAR ACTIVITIES**

Grade Checks will occur every 4 weeks and students earning failing grade(s) will be ineligible to participate until all grades are passing.

All participants must be in attendance  $\frac{1}{2}$  of the school day in order to be eligible to practice or participate in a scheduled contest or event unless prior arrangements are made with the principal. Any student skipping class

or classes and/or leaving the building without permission is ineligible to practice or participate in any co-curricular contest or activity during the school day, after school or in the evening. Any student caught practicing the extra-curricular sport during the school day, thus skipping the class will not participate in the next scheduled event. An I on a report card shows work that is missing and a grade cannot be determined. The work may have had a deadline and the deadline is past, therefore constituting a "0" for an assignment not handed in. F- constitutes that all work has been entered into the grade book including missing work with which the deadline has past.

Extra -Co-Curricular defined as: Pep Band, School Plays, Speech, Choir, Band, All Sports, Danceline & Cheerleading.

### **FAILURES (Grades 5 –12)**

The Butterfield – Odin Public School will make every attempt to ensure that students achieve passing grades in each course. If a student does not pass a course in grades 9-12 in any trimester, the district is not obligated to offer and/or pay for alternative education in the form of summer school or night school. Each student will be given the opportunity to make up the credit(s) through the public school system, but may choose to pay on their own for additional credits at another learning institution which could include, but not limited to: alternative learning centers, vocational schools, University systems, on-line courses or other curriculum means that is approved by the administration. The district has the right to alter this policy as deemed necessary.

Comprehensive plan for students that fail

- Teachers have the option to put a student on contract or offer an "incomplete" with the opportunity to complete coursework within a two-week period.
- Anyone who fails one trimester in a core subject will repeat a trimester of the class failed
  - Options:
    - Take the one trimester over during the summer
    - Take the one trimester during the school year

When students fail classes they may be at risk of being behind their classmates in additional subjects throughout the rest of their high school career.

Any student in grades 5 through 12 that fails 5 or more core trimester courses within a school year will be required to repeat the entire grade the following year. (*Core classes: Math, Science, Social Studies, English*)

This may be determined through the following team process and/or at the discretion of district administration following appropriate or attempted interventions.

- Student meetings
- Parent contact
- Parent meetings
- Final meeting to determine placement

The team may consist of:

- Classroom teachers
- School Counselor
- School Social Worker
- School Administrator

### FEES

See attached fee schedule. For questions pertaining to fees allowed see Minn. Stat. 123B.36 Subd.1 (b)

### (FERPA) Family Educational Rights and Privacy Act

See Minnesota Department of Education's website at <https://mn.gov/admin/data-practices/data/types/education>

The Family Educational Rights and Privacy Act (FERPA) requires educational institutions to annually notify parents and eligible students of their rights relating to student records. The federal Regulations require the Annual FERPA notification to inform parents and eligible students that they have the following rights:

1. The right to inspect and review the student's educational records.
2. The right to request the amendment of the student's education records to ensure that they are accurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of "personally identifiable information" in the student's education records except to the extent that the law allows disclosure without consent; and
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA.

### FIELD TRIPS

A field trip permission slip should be on file with your child's teacher if he/she is to participate in school sponsored trips. Information for field trips out of Butterfield-Odin School will be sent home prior to the trip.

### FOOD SERVICE

The school provides breakfast and lunch programs. These may be purchased at full price or you may apply for free or reduced price breakfasts and lunches. Applications are sent to each household at the beginning of the school year, but can also be obtained at the main office. Applications for free or reduced meals MUST be made yearly. These applications can be made at any time during the school year. Families whose food service accounts carry a negative balance will be notified. After verbal and telephone notification, chronically negative balance families will be given an alternative meal until either a plan of payment is set up or the account has a positive balance.

See fee sheet for breakfast and lunch prices. Payments may be handed in to the office. There will be no charging of meals.

- Students who bring their meals from home are required to eat them in the cafeteria.
- Lunch period for students in the Butterfield-Odin Public School is closed.
- High School students are required to be in the lobby, gym and front lawn. A Senior privilege policy will be reviewed periodically.
- A student may not leave the campus at noon (including going to his/her car) unless permission is granted by the office and the student promptly returns.

### GRADING

#### GRADE PLACEMENT

A student will be considered in the following grades until the required number of credits is attained to advanced.

0-18	9 <sup>th</sup> grade
18-36	10 <sup>th</sup> grade
36-54	11 <sup>th</sup> grade
54 +	12 <sup>th</sup> grade

These credits coincide with a 6 period day.

#### GRADING SCALE (4-12)

The following grading scale will be used uniformly by all teachers in the district.

Based on percentages.

95-100 – A	90-94 – A-	86-89 – B+	83-85 – B	80-82 – B-
76-79 – C+	73-75 – C	70-72 – C-	66-69 – D+	63-65 – D
60-62 – D-	59 and below			

Access to your child's grades anytime can be found on the Butterfield-Odin Public School Website at [butterfield.k12.mn.us](http://butterfield.k12.mn.us) and by clicking on Parent Access. You need to have a password set up with the office. The username is always the last name of the parent. Please contact us for further information.

#### CALCULATING GPA:

Grade point average is calculated on a 4.000 scale with A= 4.000. Grades are weighted in the following manner:

A = 4.000	B- = 2.667	D+ = 1.333
A- = 3.667	C+ = 2.333	D = 1.000
B+ = 3.333	C = 2.000	D- = .667
B = 3.000	C- = 1.667	F = .000

Classes meeting for half of a period count half the credit weight. Students need to calculate an A as 2.000 and A- as 1.834, a B+ as 1.667, B as 1.500 etc.

The following is an example of a grade report card illustrating how the GPA was calculated.

CLASS	GRADE CREDITS	GRADE POINTS
English 9	A	1 = 4.000
Int. Alg 9	B+	1 = 3.333
Physical Science	B	1 = 3.000
US History	C+	1 = 2.333
Spanish IA	A-	1 = 3.667
Choir	B	½ = 1.500
Jr. High Band	B+	½ = 1.667

Divide the grade points (19.5) by the number of credits (6.0) to find the GPA for this student of 3.250.

"A" Honor Roll - Student must have a grade point average of 3.667-4.000

"B" Honor Roll - Student must have a grade point average of at least 3.000

Courses used in determining a student's eligibility for either the "A" or "B" Honor Roll include any required or elective subject.

#### **GRADUATION REQUIREMENTS/CREDITS/CLASS SCHEDULES**

Each pupil graduating from the Butterfield-Odin High School shall be certified to the school board by the superintendent as having fully met the following requirements.

The following credits are needed to meet the 64 credit graduation requirement.	
Language Arts - English	12
Social Studies	12
Mathematics	9
Science	9
Physical Education	1
Health	1
Performing or Visual Arts	1
Core Credit Total	45
Electives	19
Required Credits + Electives = 64 credits	

- Schedules may be changed within the first week of a new trimester with written permission from the principal or counselor.
- Any senior with less than 62 credits will not be able to go through the graduation exercises. The diploma will be unsigned until all credits are attained. This may be modified with administrative approval.

#### **Dual Credit**

Students in grades 10-12 have the opportunity for concurrent enrollment to earn both high school and college credit if they meet designated criteria. The Postsecondary Enrollment Options (PSEO) allows students to take college-level classes either online or at a college campus. College in the Schools (CIS) allows high school students to earn dual credit in the high school setting by taking college courses taught by college instructors or high school teachers who serve as adjunct professors. Programs challenge students academically and save them time and money. Please see the school website counselor webpage for more detailed information and criteria.

#### **Transfer Students**

Students that transfer from other districts that are on a semester scale will be given credits to equalize trimester credit. Each high school student in Butterfield-Odin Public school has the opportunity to earn 18 credits per year. When a student on semesters enters a trimester school, the total number of credits available to earn each year will be the equalizing factor.

#### **HEALTH SERVICES: (See website for detailed policy)**

Please contact our school nurse regarding any existing or new health concerns.

**Medication Policy:** Prescription medication in school will be administered by school personnel only after a signed consent and physician's order have been received from the parent or guardian, except any form of medical cannabis. Pain-relievers sent to school by the parent must be in the original prescription/non-prescription container. Tylenol/aspirin/ibuprofen will not be available in the office.

**Student Health:** Children will be screened for vision and hearing each year through the elementary grades and then alternating years thereafter. After testing, parents will be notified of findings not within normal ranges. Screening may be done at other times at the request of the parent, teacher or principal. Scoliosis screening is done to detect lateral curvature of the spine. Parents are notified of any unusual findings and may be referred to a health care provider.

In case of an accident or illness at school, parents will be notified as soon as possible. If parents are unavailable, the emergency number will be utilized to notify a responsible adult of the problem. Parents are responsible for the transportation of the child.

In case of any accident, emergency first aid will be administered. If necessary, an ambulance will be called and parents notified immediately. In minor accidents, parents will be notified and asked to make a decision regarding the need for medical care. Emergency medical authorization forms are maintained and will be used if necessary.

Parents are asked to inform the school of any significant change in their child's general health or of any physical limitations which may require special attention or consideration.

Children should be kept home for the following conditions:

- Contagious diseases such as chicken pox, pink eye, acute colds or upper respiratory infections.
- Skin eruptions or suspicious rashes.
- Vomiting in the previous 24 hours.
- Fever of 100 degrees or higher in the previous 24 hours.

Any child who is suspected of having any contagious or transmissible condition may be excluded from school until such time as a doctor gives permission to be in attendance. This is for the protection of the other students and faculty. The student will be referred to the school nurse for the final decision to be made.

With such conditions as impetigo, pink eye, ringworm etc., as a rule, the child is allowed to be in school if he/she has been seen by his/her doctor and is on medication and/or treatment. It is necessary to have the child bring a note from the doctor stating that he/she is being treated for "\_\_\_\_\_" and that it is permissible to be in school.

#### **Head Lice**

If at any time during the school year students are suspected of having lice, checks will be done. If at this time any student shows signs of live bugs a parent will be contacted and the student will be sent home. Students will be allowed back into the school setting after one treatment has been given and a check by trained persons in the district shows that the head is clear from all *live bugs*. Parents must fill out the signature form and are required to bring their child back to school after the first treatment to verify that that treatment was given and to be available while the student is being checked. The student will still be required to apply a second treatment within the allowable guidelines (usually 7 days). The school nurse will use professional judgment and may

require proof of treatment prior to re-admission to school.

Steps to take:

- Check every member of the family
- Use an effective head lice treatment
- Remove ALL nits
- Wash all hair accessories (hats, brushes, headwear, etc...) clothing, bedding, and towels
- Soak combs, brushes etc...in HOT water
- Vacuum everywhere (pillows, mattresses, furniture, carpets, car seats)
- Repeat as necessary

**Immunizations** (see website for detailed policy) school website.

It is imperative that all students (K-12) have up-to-date immunizations for preventable diseases according to MN Statute 121A.15 Health Standards; Immunizations; School Children subdivision 1. School and child care facility immunization requirements.

Except as provided in subdivisions 3, 4, and 10, no person over two months old may be allowed to enroll or remain enrolled in any elementary or secondary school or child care facility in this state until the person has submitted to the administrator or other person having general control and supervision of the school or child care facility, one of the following statements:

1) a statement from a physician or a public clinic which provides immunizations stating that the person has received immunization, consistent with medically acceptable standards, against measles after having attained the age of 12 months, rubella, diphtheria, tetanus, pertussis, polio, mumps, haemophilus influenzae type b, and hepatitis B; or

(2) a statement from a physician or a public clinic which provides immunizations stating that the person has received immunizations, consistent with medically acceptable standards, against measles after having attained the age of 12 months, rubella, mumps, and haemophilus influenzae type b and that the person has commenced a schedule of immunizations for diphtheria, tetanus, pertussis, polio, and hepatitis B and which indicates the month and year of each immunization received.

### **HOMEWORK**

Each teacher is responsible for giving only as much homework as he/she considers reasonable to expect of children at a particular grade level.

**Homework Policy:**

- Assignments are due on the assigned due date by the teacher in the class.
- Assignments due before midterm will not be graded after the midterm date.

### **INSURANCE**

The Butterfield-Odin School District does not provide health or accident insurance for accidental injury or an illness of your child while he/she is under the care of the school. Your own personal insurance may be used to cover these types of situations.

### **INTERNET USE FORM (See website for detailed policy 524)**

All students will be required to have an internet use form on file in the office. This needs to be signed one time and will be kept from year to year.

### **KINDERGARTEN ADMISSION**

To be eligible for kindergarten, preliminary steps in registering prospective kindergarteners are taken at the annual kindergarten registration each spring. Parents with incoming kindergarteners will be informed of the registration by newspaper and letter. All students entering school must be fully immunized or they will not be

able to attend until those requirements are met. Physical examinations by a doctor are required of all students prior to entry into kindergarten. Kindergarten round-up is held each spring. Please contact the school for birth date eligibility information or if you have a child that will be eligible, so that you are notified of the events.

#### **LATE START/EARLY DISMISSAL/SCHOOL CLOSING**

In case of severe weather, school may need to be dismissed early, held two-hours late or closed for the day. In such cases, a call will be made to all families and staff provided that phone numbers are up to date. Weather announcements are also made on various TV and radio stations, including but not limited to: **WCCO-830 AM (Mpls)**, **KDOM-1580 AM/94.3 FM (Wdm)**, **KEEZ - 99.1 FM(Mko)**, **KRRW-104.9 & KXAC-100.5 (St. James)**, **KFMC-106.5 FM / KSUM-1370 AM (Frmt)**. And we will also have these announced on **WCCO (CH 4) and KARE (CH 11) KEYC (CH 12) KTOE (CH 5) and FOX (CH9) television channels**. Two hour late schedule begins at 10:12 AM.

When school is dismissed early, we conduct a normal dismissal and expect that children will be cared for and supervised when they arrive home. If the plan for your child is different of early dismissal days than on a regular school day, please notify the office.

#### **LEAVING SCHOOL GROUNDS**

If a student needs to leave school during regular class hours parental/guardian permission along with permission from the office is required. A parent/guardian must pick up the child at school. If someone other than the child's parent/guardian will be picking them or if the student will be driving him/herself the office must be notified. We can only release the child to a parent or someone who is authorized by the parent. Students must sign out when leaving and sign in when they return. If a student leaves school without permission, it is an unexcused absence for the hours that they were gone. A consequence will be given.

#### **LOCKERS (See website for detailed policy)**

Lockers are the property of the school and are provided for student use. Backpacks must remain in lockers during the school day. Your locker is subject to periodic inspection for cleanliness and may be entered by the administration or by designee at any time it might be suspected of containing alcohol, narcotics, explosives or other items considered potentially harmful to other students or to the school building, or unlawfully obtained. The lockers will be subject to inspection by law enforcement departments during the school year. Unauthorized locks may be removed. The school and its officials are not liable for the cost of that lock. Any damage to a school locker may be assessed a fine. Accidents will be investigated by administration.

#### **LOST/STOLEN ITEMS**

Although school officials will make reasonable efforts to find lost or stolen items, Butterfield-Odin Public School does not assume responsibility for personal property. Students should not bring valuables and non-educational items to school.

#### **PARENT CONFERENCES**

Conferences are held on designated dates during the school year, and can be found on the school calendar.

Elementary:

Elementary conferences are scheduled. A letter will be sent home with students to schedule a specific time.

High School:

High School teachers are available for conferences during the designated hours on conference days.

Parents may make appointments for conferences with teachers or administration at any time deemed necessary



by telephoning the high school office at 507-956-2771

#### **PARTIES** (Elementary)

Each year there are classroom parties. Each classroom teacher sets the amount of money that each child will need to bring for supplies.

#### **PESTICIDE APPLICATION AT SCHOOLS - PARENTS RIGHT-TO-KNOW ACT:** (See website for detailed policy)

<https://www.revisor.mn.gov/statutes/cite/121A.30>

Requires that a public nonpublic school (excluding home schools) planning to apply a pesticide that is a toxicity category I, II, III products, as classified by EPA, or a restricted use pesticide, as designated by federal law, on school property, must provide a notice to parents and employees. The notice, which must be provided by September 15<sup>th</sup> or each school year, must include the following:

- Provide an estimated schedule of pesticide applications available for review or copying at the school offices where pesticides are applied.
- State that long-term health effects on children from the application of pesticides or the class of chemicals to which they belong may not be fully understood.
- Inform parents that a parent may request the school notifies him/her in the manner specified (see below) before any application of pesticide listed in the law.

A school using a pesticide listed above must keep a copy of all notifications for at least six years in a manner available to the public. The Butterfield-Odin Public School is serviced by the American Pest Control Company.

**Pesticides and Pest Defined:** "Pesticide" has the meaning given it in M.S. 18B.01, Subd.18, except that it does not include any disinfectants, sanitizers, deodorizers, or antimicrobial agents used for general cleaning purposes. Pesticide: "... means a substance or mixture of substances intended to prevent, destroy, repel, or mitigate a pest, and a substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant." Pest: has the meaning given it in M.S. 18B.01.Subd. 17: "... an insect, rodent, nematode, fungus, weed, terrestrial or aquatic plant, animal life, virus, bacteria, or other organisms.

#### **PETS**

In order to provide a safe and healthy environment for our students, pets may not be brought to school.

#### **PHYSICAL EDUCATION**

Students are required to participate in physical education classes according to graduation requirements. If your child is unable to participate in physical education due to a long term illness or injury, a written statement from the doctor should be filed with the school nurse and communication with the PE teacher made.

#### **PICTURE/DATA PRIVACY**

If your child is photographed during a school event this may be published. The Butterfield-Odin School Board will consider this statement permission to print photographs. A parent may opt out on this by writing a note/letter to administration.

#### **PLEDGE OF ALLEGIANCE** (See website for detailed policy)

As required by Minnesota law, the Butterfield-Odin School will recite the Pledge of Allegiance each morning. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

#### **PROM**

Students attending Prom from Butterfield-Odin or an outside school must be in a minimum of grade 10 to

attend the Butterfield-Odin Prom. The district will consult with the home district of the guest to verify age. If the person is out of high school, they cannot be older than 20 years of age. Students may not attend after prom unless they have attended the prom itself. Students may attend prom as a single or may choose with whom they attend. The after prom committee members will have the ultimate decision making power over the after-prom party as the after-prom is not considered a school event.

### **PUBLICATIONS**

A student may not produce and/or distribute petitions or other printed documents of any kind, sort or type that is disruptive to the conducting of school. A student shall not produce and/or distribute any petitions or documents of any kind or sort on school premises during the school day without the specific approval of the principal. NOTE: Students participation in the publication of student newspapers, yearbooks, literary magazines and similar publications is encouraged by the Butterfield-Odin Public School District as learning and educational experiences. These publications have qualified advisors and strive to meet high standards of journalism. Opportunities for a broad spectrum of opinions shall be provided.

### **REPORT CARDS**

Report cards will be issued at the end of each trimester. All grades on report cards for grades 4-12 are letter grades with an "I" for incompletes. If students have completed all make-up work the incomplete will be changed. This needs to be done within two weeks of the distribution date of the report cards. Letter grades may be A, B, C, D, & F with the use of a plus or a minus for all grades except A+. A "P" (pass) / "F" (failing) system may be used by teachers in cases where they feel it is justifiable. Elementary report card envelopes should be signed and returned to each student's classroom teacher as soon as possible. Parents may keep the report card.

### **SAINTS TIME**

7-12th grade students will collaborate with their advisors once per trimester to develop and maintain a personal learning plan which includes goal setting, grade checks, and test score reviews.

### **SCHOOL DANCE REGULATIONS**

- Approval for the dance, by Board Policy, shall come from the administration.
- Music and/or all expenses to be furnished by or paid for by the sponsoring group.
- Students and/or dates allowed to attend this dance are:
  - High school students in grades 7-12 or at the discretion of the advisors.
  - Outside dates must be signed up in advance.
- The dance must be concluded, cleaned up and everyone out of the building by 12 a.m.
- All dances must have at least two adult chaperones.
- After the dance has started, doors will be locked so no one else can enter and those leaving will not be allowed to re-enter.
- The rules that govern other school activities are in effect for all school sponsored events.

### **SCHOOL RECORDS**

The Butterfield-Odin Public School keeps files of grades, attendance, standardized test scores and discipline records that have resulted from the date of first attendance until graduation. Records from previous schools are also requested and are on file in the office. These records are available for reviewal by students and parents by making an appointment with the principal or counselor. Copies are available on request at a cost to you, but original records may not leave the district. You or your parent/guardian may place any statements or items in your record that you wish, if it pertains to your school work.

Items may be requested to be removed from your file. In the event that you or your parent/guardian make such a request, the person in charge of the record may or may not grant the request. In the event the request is denied you may appeal the decision to the next highest school official, and ultimately to the board of education.

Your records, or any part thereof, cannot be transferred in writing or verbally to any other place without the written consent of you and your parent/guardian, with the exception of another public school in which you have already enrolled after transferring from Butterfield-Odin. This means that your school will not and cannot by law, without first receiving written consent from you and your parent/guardian:

- Send a transcript of your school records to the college, vocational school or university.
- Give information from your records to a prospective employer. Written consent can be given by using a form available in the office of the principal or counselor, or by writing to the office requesting a transfer of such records.

Students who are 18 years of age or older need not seek consent of their parent/guardian to exercise their rights of access or control of transfer of their records.

All student records will be treated in accordance with the provision of Public Law 93.380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Law of the State of Minnesota.

These laws and the resulting procedures described on this page also apply to the records of all graduates of this school.

#### **SENIOR PRIVILEGES**

Any senior student that is eligible will receive senior privileges. These privileges can be taken for 1 trimester and for 1 hour during that trimester. The students will be asked to sign an agreement at this time. Parents must also sign this agreement. Any time a student's grades drop below a D, attendance is over the limit, or the contents of the agreement are violated, the senior privileges will be revoked.

#### **SENIOR SKIP DAY**

The senior class is not allowed a skip day during the year. The school board grants time from school in order to attend the senior class trip. If a skip day occurs, the senior student may jeopardize walking through graduation ceremonies and will have to make up the time missed in order to obtain their diploma.

#### **SNACKS**

State law prohibits any homemade snack to be brought to school for birthday treats or for special parties. All treats must be unopened, commercially packaged, or prepared in a bakery.

#### **STUDENT DISABILITY NON-DISCRIMINATION POLICY** (See website for detailed policy)

##### **(SECTION 504 NOTICE)**

Section 504 of the Rehabilitation Act of 1973 is a federal mandate that protects students with disabilities. Under Section 504, it is the responsibility of the School District to identify and evaluate students who, within the intent of Section 504, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

Disabled students are protected from discrimination on the basis of a disability. For this policy, a student who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or

2. has a record of such impairment; or
3. is regarded as having such impairment.

Students may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Section 504 services can be requested by the student, his/her parents or guardians, or by the faculty and administration. Pre-determination meetings are held to determine the nature of the disability and the plan that will be put into place. Parents will be asked to come to a yearly meeting to review the plan.

The following person has been designated the School District's appointed Section 504/ADA Coordinator to coordinate and handle inquiries regarding the School District's Section 504 policies:

Tyson Walker  
440 Hubbard Ave.  
Butterfield, Minnesota 56120  
(507) 956-2771

#### **STUDENT SEX NONDISCRIMINATION POLICY AND NOTICE (TITLE IX)**

(See website for detailed policy)

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

#### **SURVEILLANCE CAMERAS**

The Butterfield-Odin Public school has several cameras in use daily. These cameras are located both inside and outside the building for safety purposes.

#### **VISITORS**

All visitors must use the call button at the school entrance and report immediately to the main office upon entering the building. They must wear a visitor pass while in the building.

#### **WEAPONS & DRUGS**

THE ZONE – Drug-free and weapon-free school, park and public housing zones begin at the boundaries of the property and extend 300 feet from that point or one city block, whichever is greater. This includes look-alikes and all students violating this policy will be subject to school district policy at all times 24 hours a day and 12 months per year per federal regulations and laws.

This law is tough on anyone caught selling or possessing illegal drugs when they are within one city block or 300 feet of any Minnesota school, park, public housing project, or school bus carrying students.

The law is tough on anyone caught possessing or using a dangerous weapon in these areas. Juveniles convicted of these crimes who are at least 14 years old can be treated as an adult and sentenced in an adult court.

A complete Drug-Free and Weapon-Free Zones, Minnesota statute is on file at the school office.

**General Statement of Policy** - Possession of any weapon, as defined in this Policy, in any school building, or on

school grounds, in any school vehicle, including school buses, or at any school sponsored activity is prohibited, except as provided in Section IV.

**Definition of Weapons -** (See website for detailed policy 501)

A violation of the Policy relating to the use or possession of firearms shall result in notification to the local law enforcement agency as required by the Gun Free Schools Act of 1994, and further, a report shall be submitted to the Minnesota Department of Education.

Any expulsion or suspension as provided in this Policy shall be in accordance with the Pupil Fair Dismissal as well as applicable federal statutes and regulations.

**Administrative Discretion-** While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted.

**WELLNESS POLICY (See website for detailed policy 503)**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

**WITHDRAWAL OF STUDENT**

In case of a change in school district for your child, please contact the office as a formal withdrawal from their current school needs to take place. This will enable the personnel involved to complete the necessary paperwork and help your child receive a better start in his/her new school.



BUTTERFIELD-ODIN PUBLIC SCHOOL  
FEE SHEET  
2019-20

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**\*\*\* CHANGES FOR 2019-20 School Year**

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<u>BUS TRIPS</u>	- Driver's hourly rate. All-day trips will include meal allowance and admission.
	- Overnight trips @ 8 hours, also inc meals & lodging.
<u>BUS PHYSICAL</u>	- Paid in full for regular drivers (2013-14)
<u>SUBSTITUTES</u>	- \$17.50 per hr/\$35 per route (route = a.m./p.m. (2015-16)
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<u>ADMISSION &amp; SPORTS</u>	- \$ 5.00 Students K-12 / \$ 7.00 Adults
<u>PASSES</u>	- \$30.00 Student K- 12 (10 punches)
* All passes may be	- \$60.00 Adult (10 punches)
Purchased at the "home	- FAMILY Maximum \$200.00
events @ St. James	- St James Area Senior Citizens pay student price if they have a Golden Age Card – Cards are free for those 65 & older. <u>Stop at the St. James H.S. Activities ofc. to get your card.</u>
	- \$45.00 SR Citizen (annual)
<u>CLASS PLAY</u>	- \$ 5.00 Students K-12
	- \$7.00 Adults
	(Activity Passes cannot be used for the Class Play)
<u>PROM (Grand March)</u>	- \$ 1.00 (all ages)
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<u>ATHLETIC</u>	- \$45.00 Grades 7 & 8 for each sport
<u>PARTICIPATION FEE</u>	- \$70.00 Grades 9-12 for each sport
<u>FAMILY LIMIT</u>	- \$280.00 MAXIMUM per family per year
DANCELIN (St J)	- \$50.00 Grades 7-12
FALL MUSICAL (St J)	- \$40.00 Grades 7-12
ONE ACT PLAY (St J)	- \$30.00 Grades 7-12
SPRING PLAY (St J)	- \$35.00 Grades 7-12
REDUCED FEE (all sports)	- \$15.00 Grades 7 & 8 / \$25.00 Grades 9-12 ( <u>must fill out waiver</u> )
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<b>* FEES MUST BE PAID BEFORE PRACTICE BEGINS *</b>	
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BAND RENTAL - \$20.00 per year (percussion – school owned)  
- \$30.00 per year (instrumental – school owned)

If a student owns their own instrument and are asked by the instructor to change, they do not need to pay a rental fee.

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HOT LUNCH ***	- \$ 2.55 -- Grades K-6 (\$24.00/10 days/\$48.00/20 days)
	- \$ 2.60 -- Grades 7-12 (\$24.50/10 days/\$49.00/20 days)
	- \$ FREE -- Reduced -- K-12 (MN will reimburse 2016-17)
	- \$ 3.75 – Adult -(FNS mandate minimum– 2018-19 )
	- \$ .40 ½ pt of milk (one carton included with meal)
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BREAKFAST ***	- FREE – all Kindergarten students (2016-17 – does not inc VPK or EC)
	- FREE – Free & Reduced students 1-12
	- \$1.25 Paid students K-12
	- \$1.75 Adults/ (FNS mandate min) -
	- \$ .40 ½ pt of milk (one carton included with meal)

YEARBOOK	- \$ 35.00
FAN BUSES	- to be determined
DRIVERS EDUCATION	- to be determined
EXPENSE ALLOWANCES	- Lodging -single room basis (reasonable costs) Meals - up to \$25.00 (\$6.50 / \$8.50 / \$10.00)
ELECTION JUDGES	- \$ 10.00 per hour (plus mileage for Odin judge to Bfld-inc 2013-14)
SCHOOL BOARD	- \$ 50.00 per mtg. (up to 4 hrs) / \$100.00 (full day) cng'd. Jan.2012 - \$400.00 Board Chair - <del>\$200.00 Board Vice Chair (2014-15)</del> -discontinued January 2015 as per brd min - \$400.00 Board Clerk - \$400.00 Board Treasurer
MILEAGE	- IRS guidelines
EXTRA DUTY ASSIGNMENTS :	- \$35.00 per event - Ticket taker, scorekeeper, announcer/clock, bus chaperones, line judges (A & B matches together), - \$40.00 Concession stand supervisor (adult) (11-30-06) - \$35.00 JR High officials, base umpire (per game) - \$40.00 Plate umpire - \$50.00 event supervisor
SUBSTITUTE WAGES	- <b>\$125.00 (\$62.50-½ day) - teacher. – inc to \$125 (2018-19)</b> - \$ 9.50 non-certified (para & kitchen subs) – 07-18-16 Brd Mtg - <b>??? Custodial</b> - Long-term teacher sub – placed on Step 1/teacher contract. (3-14-14)
BUILDING USAGE FEES (set by Board 12-18-07)	- Large gym - \$50 per time - Small Gym - \$30 per time - Classroom (including cafeteria) - \$10 per time - Outside facilities - \$20 per time