



Byron High School
Student Handbook
2022-2023

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[*] *Notice required by statute*

[**] *Notice required by policy*

NOTICE OF COPYRIGHT

This handbook is protected by copyright. If you wish to copy and use this Student Handbook you must obtain permission from Minnesota School Boards Association (MSBA) and Byron Public Schools. Call MSBA at 507-934-2450 or 800-324-4459 and 507-775-2383 for more information. Failure to receive such permission is a violation of our copyright.

Preface

This Student Handbook has been developed to help Byron Public Schools provide information and notices to students and parents/guardians. The handbook addresses many issues, and it can serve as a tool for students, parents/guardians and the District to work together effectively toward the common goal of an excellent education for students.

A handbook is an efficient and effective way to provide the notices required by law and/or policy. Notices required by statute are identified at the end of the heading for that topic by the symbol **[*]**. Notices required by policy are identified at the end of the heading for that topic by the symbol **[**]**.

Student handbooks reflect the individualities of our district and the students we serve.

Introduction

Welcome to the Byron School District. There are several things to keep in mind about this handbook. First, it contains general and specific information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions, you should address specific questions to the principal.

The principal expressly reserves the right to amend policies and procedures from time to time as it determines to be in the best interest of the school. Such amendments, as well as any new policies deemed to be in the schools interest, will be effective as of the date of their enactment unless the action itself specifies a different effective date and will be done in consultation with faculty and staff. The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. I will try to inform you of any changes as they occur.

Although the policies and other statements found here cover a wide variety of subjects, readers should be aware that there are other important policies and procedures specific to the Byron Public Schools that should be consulted as the need arises. The handbook cannot and is not intended to address all circumstances at Byron High School.

I welcome your comments, suggestions, corrections, and questions regarding this handbook and any suggestions for other areas that might be addressed appropriately.

Thank you for your trust.

Malia Schroeder, Principal

Mission

Learn. Share. Innovate. Inspire.

Vision

Byron Public Schools: A community of learners committed to making the world a better place.



Priorities

- 1) Personalize learning in pursuit of academic excellence
- 2) Inspire students and staff to develop their character, share their talents, and apply their learning
- 3) Maintain excellence in resource management

HOURS FOR SCHOOL DISTRICT BUILDINGS AND FACILITIES *

The Byron District buildings are open Monday- Fridays from 7:30am-4pm. Byron School District encourages the use of the district facilities for community activities. Those wishing to use Byron facilities must complete and submit an application 10 days prior to the date of the requested rental. Renters can complete the [application](#) online or in person.

DAILY CLASS SCHEDULE *

Byron High School is on a 4 period (block) schedule with an advisory period, each block is approximately 80 minutes in length with 3-7 minute passing times with the exception of Amended Days. The regular school day is 8:00 am – 3:00 pm. The 2022-2023 school year will consist of 4 quarters of scheduled classes.

BLOCK 1 8:00 – 9:20	
Passing 9:20-9:26	
BLOCK 2 9:26 – 10:46	
Passing 10:46-10:52	
BLOCK 3A/B – Full Block (Eat 3C) 10:52 – 12:16	BLOCK 3A Skinny 1st Lunch 10:52 – 11:32
	Passing 11:32-11:36
	BLOCK 3B Skinny 2nd Lunch 11:36 – 12:16
BLOCK 3B/C – Full Block (Eat 3A) 11:36 – 1:00	Passing: 12:16 – 12:20
	BLOCK 3C Skinny 3rd Lunch 12:20 – 1:00
Passing: 1:00 – 1:06	
BLOCK 4 1:06 – 2:26	
Passing: 2:26 – 2:30	
ADVISORY 2:30 – 3:00 Seniors released at 2:55 Juniors released at 2:57	

BHS STAFF DIRECTORY AND CONTACT INFORMATION

PART I – INFORMATION

Arrival and Dismissal Hours

School begins at 8:00 a.m. for students in grades 9th-12th. BHS dismisses Seniors at 2:55 p.m., Juniors at 2:57 p.m. and dismisses grades 9th-10th at 3:00 p.m. Please use the front circle drive to drop off and pick up students.

When students arrive at school, they should enter through the main doors. Students will have the option of sitting in the commons until the 7:55 a.m. bell. Students will then be allowed to go to their classrooms. Attendance will be taken at 8:00 a.m. Any student entering the building after 8:00 and or leaving the building before 3:00 will be required to scan in and out in the office.

Students will be dismissed from school by their teachers at the above referenced times. All students should leave through the front doors. Those students that need to be picked from the high school will need to be picked up from the front circle drive. Students are allowed to remain in the building for late departure but have to remain in the commons in order to be supervised.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found at <https://www.bears.byron.k12.mn.us/domain/41>

Class Assignments

Once registration is complete, classroom assignments will be posted on Infinite Campus the first week of August.

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Unfairness, misunderstanding, hurt feelings, and conflict are experiences common to us all. When children experience these problems at school, it causes difficulty for everyone –the children, parents, and school staff. How to successfully resolve such issues at school is what this guide is all about.

Take your concerns to the person closest to the problem.

Whether in the classroom or on the practice field, the quickest and easiest solution is usually found with the staff member most directly involved. It is best if you make time to talk with the school personnel regularly before problems are encountered. Know who your children's teachers, bus drivers, and coaches are and how they may be contacted. Tell them when things are going well, and communicate any concerns you have quickly and openly. If you call for an appointment to see your child's teacher, please let them know the general nature of your concern before the meeting. When in doubt you can always contact the building principal or program supervisor and they will assist you.

Why take your concerns to the person closest to the problem?

For example, it gives the teacher an opportunity to ask other staff members for information that might relate to your problem or concern. If a personal visit isn't possible, please call or email and state the problem, and during that correspondence, offer to call or connect back at a time when you can both discuss the situation in more detail. The problem you or your child face may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member most directly involved. Please, give the staff member a chance to tackle the issue first.

Present your concern to the next level.

The building principal is responsible for the supervision of staff within the buildings. The activities director supervises all school activities. The transportation manager supervises bus activity. Each one is an example of the next level of school personnel you should contact if the staff member closest to the problem hasn't been able to satisfactorily resolve the difficulty. Supervisory personnel will not always have ready access to the information they need to be of immediate assistance, and working through them will often require additional time. You may also contact them via the school district website.

Talk with the Superintendent.

Sometimes all the best intentions can't solve a problem. When you believe you've worked hard with those closest to the problem, and you have taken the problem to the next level but still haven't achieved a satisfactory outcome, the superintendent is the next place to go. By calling the superintendent's office and setting an appointment, you establish an opportunity to completely discuss the issue and steps previously taken. An alternative would be to explain the issue and steps you

have taken through a voice mail or email requesting the superintendent to call you or designating a time you will call back. This provides the superintendent with an opportunity to research the issue.

Contact your school board members.

School board members are elected to represent the interest of all parents and district residents, and you should always feel free to tell them your point of view. School board members do not, however, have direct authority in day-to-day school operations. All authority is the result of official actions by a majority of the board at meetings open to the public. The board's primary responsibility is to make policies that guide the school district.

When should board members be contacted and what can they do? Contact a board member after other means to solve a problem have been attempted. A board member may take one or all of the following actions: informally discuss the issue with the superintendent, request that the board review the specific policies that relate to the situation, or propose new policies for the board's consideration. It is the intention of all school staff and School Board members of the Byron School District to listen to and resolve issues of concern as quickly and effectively as possible.

The following procedures outlined may help to bring about what we all want for our children – a truly effective education in a safe and encouraging environment.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

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 also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching 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, assistants, and

advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- If the technology is found to be intentionally damaged it will not be covered under the district warranty and it will be the responsibility of the student/family for the repair.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.

- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Byron High School Office.

Food in the Classrooms

Food and beverages (other than water) are not acceptable in the classrooms unless under specific instructions from the teacher. Some exceptions would be classroom activities or events that may include food and beverage.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the principal. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day. (See Appendix; [Policy #511](#) and [#511.1](#)).

Gifts to Employees

Employees are not allowed to solicit, 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.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate

reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Holiday Celebrations and Parties

Holiday parties or celebrations in the classroom are not required. If you wish to excuse your students from such celebrations or parties, please excuse them through the high school office. Treats brought in to celebrate a student's birthday will be kept in the office until after School hours.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school ([See Appendix; Policy #519](#)).

Library and Media Center

The library/media center is open **7:30 am - 4:00 pm**. Students may use the library/media center during the school day and before and after school only when a supervisor is present. Check with the media center paraprofessional for posted rules.

Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by schedule. Students will be notified of their assigned lunch time once schedules are finalized and are available on Infinite Campus. Byron High School is not an open campus for lunch. Students are not allowed to leave during their lunch period to purchase food and bring that food back into the building. Students can bring their own lunch from home, or eat lunch purchased from the school. Milk will be available for purchase to supplement lunches brought from home.

Our school contracts its lunch program with Taher. This company offers a variety of attractive, nutritionally prepared foods which compose a well balanced Type 'A' meal. The cost for breakfast is \$2.75. The charge for a classic cafe lunch is \$3.35. Premium lunches are \$4.65 and a chef lunch is \$5.65. Extra milk may be purchased for \$.60 per carton.

A monthly menu is posted and available to all students and parents in the District. To enhance the variety of choice, an a la carte food line is available to the 9th-12th grade students.

Students who have insufficient funds to pay for a meal may receive an alternate meal. Details on negative account balances and unpaid meal charges can be found in the District Policies. ([See Appendix; Policy #534](#)).

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available [on the Byron district webpage](#). For more information regarding eligibility for free and reduced price meals, contact Anne Ludvigsen at the [Byron District Business Office](#).

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency.

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, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent, Dr. Page, as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students []**

The school district 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, district officials 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.

Parent and Teacher Conferences

Parent and teacher conferences will be held three times a year. For more information, contact the building principal.

Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the District Office. To volunteer in the school building or classroom, parents/guardians should contact the high school office to ensure a background check has been completed and a volunteer opportunity has been approved. Parents/guardians who visit the school should sign in at the high school office before entering a classroom. All volunteers are required to have a visible visitor badge while on school property. For more information, contact the building principal.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America weekly. Any person 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. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Schedule

Class registration takes place each spring for the following school year. Any requests for changes will be made through the counseling department.

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Byron School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the Activities Director at 507-775-2301.

School Closing Procedures

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over *local media channels*.

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 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, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, ([Appendix: Policy #502](#)), which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' 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. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student and/or a 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.

Vehicles on Campus []**

The purpose of this ([Appendix: Policy #527](#)) policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Publications and Materials

The school district's policy 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 building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Nonschool-Sponsored Materials on School Premises []**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy ([Appendix; Policy #904](#)).

School-Sponsored Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors

shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

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. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" ([Appendix; Policy #577](#)). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the school's main office or district office. Students that are participating in College Now and or PSEO classes are subject to the [FERPA law](#).

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see

“Student Surveys” ([Appendix; Policy #520](#)). A complete copy of the school district’s “Student Surveys” policy may be obtained at <https://www.bears.byron.k12.mn.us/>

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students per board policy. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. 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.

Extracurricular Transportation

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of 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 may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. A list of the alternative learning options is available on the [high school's counseling department's website](#). Students and parents/guardians with questions about these programs should contact the high school counseling office.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be disciplined in accordance with the school district's "Student Discipline" policy ([See Appendix; Policy #506](#)) and required to demonstrate learning through another assessment

Class Rank/Academic Standing

Byron High School will publish a list of students who earn the recognition of High Honor or Honor Roll at the end of each semester. In order to be on the High Honor Roll, students must receive a grade point average of 3.83. To be on the Honor Roll, a student must have a 3.33 grade point average. Grade point averages will be calculated on the number of credits earned in the course and the final course grade. Students who earn a yearly cumulative GPA of 3.83 or higher will earn an academic letter for that year. Letters and certificates are awarded in the fall for the previous year, with the exception of seniors who are given their award when final grades are tabulated at the end of senior year.

A student who maintains a cumulative grade point average of 3.83 or higher at the end of his/her senior year will be recognized at graduation as graduating magna cum laude. Students who maintain a cumulative GPA of at least 3.33 but less than

3.83 will be recognized as graduating cum laude. Students who are striving for greater recognition of their academic abilities should pursue an [Honors Diploma](#).

Early Graduation

Students may be considered for early graduation after meeting the conditions provided in school district policy.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Coordinator.

Field Trips

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades

Students' grades will be reported at the end of each quarter during the year. Report cards will be on Infinite Campus. Please direct questions of access to the high school office.

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from **Byron Public Schools, in particular Byron High School**. Students will have the first opportunity to take a test in basic requirements in 3rd grade. Parents may opt out

of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

Profile of a Graduate - Students enrolled in the class of 2023 and later must successfully complete, as determined by the school district, the requirements of the Profile of A Graduate in addition to completing all necessary credit requirements. ([See Appendix; Policy #613](#))

To receive a diploma, students must successfully complete at least 28 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Algebra I is required by the end of eighth grade. Algebra II or its equivalent is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the applicable state academic standards.
Science	3	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or a career and technical education course cannot fulfill the biology requirement.

Social Studies	3½	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. A one-half credit of economics taught in an agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	1	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Phy. Ed & Health	1 ½	
Post High School Planning	½	
Elective Courses	11 ½	

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and

- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

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. 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 superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact [Jessica Denter, Director of Curriculum, Instruction and Assessment](#) (*Appendix; Policy #513*).

Post-Secondary Enrollment Options

Eleventh, and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the counseling department by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the counseling department at the high school.

Summer School

The school district may provide summer school learning opportunities. If a student does not meet standards in multiple subject matter, summer school may be required.

Flexible Learning Year Program [*]

The school district offers to its students a flexible learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. If a student participates in the program, the student may accelerate attainment of grade level requirements or graduation requirements. Students interested in participating in the flexible learning year program should contact [Jessica Denter, Director of Curriculum, Instruction and Assessment.](#)

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:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. 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;
4. 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. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance []**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy ([Appendix; Policy #503](#)).

Work missed because of absence must be made up within 2 days from the date of the student’s return to school. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

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, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district’s “Bullying Prohibition” ([See Appendix; Policy #514](#)).

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, including nonpublic and charter school students. 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 for riding on a school bus.

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 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, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when 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 driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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 the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Cell Phones and Other Electronic Communication Devices

Students are discouraged from using cell phones and other electronic communication devices during the instructional day. Students are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and gang activity. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication 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 communication device during the school day and/or in violation of 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 communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other

electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

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 for violations, see the “Student Discipline” policy ([See Appendix; Policy #506](#)).

Ombudsperson Service [*]

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment for all students. For more information about this service, contact the Superintendent of Schools.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

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

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

- “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards (armpit to armpit).
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang

membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.

- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., students undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

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 is 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 that 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 except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

To ensure a safe and drug-free environment at Byron High School the school board has approved the use of drug-detecting dogs to randomly search the school property. When this procedure is used, the dogs may systematically search the parking lot, lockers, and classrooms for illicit drugs. Although we generally do not have the dogs systematically search students, it is possible that the dogs may detect drugs stored in books, backpacks, and clothing. We follow-up on all leads with a legally conducted search. The search and follow-up action will be handled by designated school and/or law enforcement officials. Parents will be notified any time a student's locker or personal belongings are searched.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook ([See Appendix; Policy # 525](#)).

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. Please see the school district's "Hazing Prohibition" policy ([See Appendix; Policy #526](#)).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, 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 district's system is a privilege, not a right. Unacceptable use of the school district's computer system 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 at <https://www.bears.byron.k12.mn.us/>

Students 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 district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

Parking on School District Property

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only. For information, contact the high school office;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the high school principal;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy ([See Appendix; Policy #506](#)).

Visitors

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices []**

School district students 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, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco,

tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices" policy, ([See Appendix, Policy #418](#)). Contact the high school principal if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow 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 superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, ([See Appendix; Policy #501](#)) contact your building principal.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the high school office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Please ensure your contact information is updated annually through Infinite Campus. The district sends out annual update notification reminders over the summer months.

Health Information

First Aid

The nurse's/health office in each building is equipped to handle minor injuries requiring first aid. If the nurse's/health office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) outside the gymnasium and in the hallway by the bus doors. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse 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 attendance 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.

Health Service

The student health office is staffed by a trained health aide and licensed school nurse.

Students who become sick at school should come directly to the health office. In the event of an emergency, our school safety team will implement standard protocols. The school nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Contact the school nurse for scheduled screenings throughout the year.

Immunizations

All students must provide proof of immunization 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. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school health office.

Medications at School 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 at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to 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 are not to be carried by the student, but will be left with the appropriate 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 a 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). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent

may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the district office.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors in District Buildings

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the high school office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the high school main office and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

APPENDIXES

1. POLICY INFORMATION

As the entity legally charged with governing a school district, the Byron School Board is responsible to its community for governing efficiently and leading effectively to provide for equitable education, resulting in high student achievement.

District policies can be reviewed here: <https://www.bears.byron.k12.mn.us/> Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

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[*] *Notice required by statute*

[**] *Notice required by policy*



Parent/Guardian Refusal for Student Participation in Statewide Assessments [*]

Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this form on the district website and include it in district student handbooks.



To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date_____ (This form is **only** applicable for the 20__ to 20__ school year.)
Student's Legal First Name_____ Student's Legal Middle Initial

Student's Legal Last Name_____ Student's Date of Birth

Student's District/School_____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

____I received information on statewide assessments and choose to opt my student out. MDE provides a *Parent/Guardian Guide to Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____MCA/MTAS Reading

__MCA/MTAS Science

_____MCA/MTAS Mathematics

__ACCESS

or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only.	Student ID or MARSS Number _____

Acknowledgement Form

Student Handbook

Byron High School

We have received a copy of the **20**____ - **20**____ Student Handbook for the Byron School District.

Student Printed Name

Student Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Date